

Instructions for Completing Certificate of Permanent Location for a Manufactured Home (T-234A)

A manufactured home *which has not been issued a certificate of title* and the manufactured home was sold on or after July 1, 2006, shall be considered 'real property' if the manufactured home is or will be affixed to real property. The certificate of origin is required to be attached to this form when filed with the Clerk of Superior Court.

Section 1: Insert the name and address of the person to whom a certified copy of the Certificate of Permanent Location should be sent by the Clerk of Superior Court once the document has been filed in said office.

Sections 2-3: Insert the full legal name(s) and mailing address (es) of the owner(s) of the manufactured home. Said owner(s) must also be the debtor(s) on any lien or security interest perfected against the manufactured home. Each owner must be listed separately, and, if individuals, their last names should be listed first. If the home has more than two (2) owners, attach additional sheets

Sections 4-5: Insert the full legal names and mailing addresses of the holders of any unsatisfied security interests or liens against the manufactured home. Each lien holder/secured party must be listed separately, and if individuals, their last names should be listed first. If the home has more than two (2) lien holders/secured parties, attach additional sheets.

Section 6: Insert the home's identification number listed on the certificate of origin.

Section 7: Insert the legal description of the land upon which the home is affixed, including the deed book number, page number, and the county in which said document is recorded.

Section 8: Insert the full legal name(s) of the owner(s) of the land upon which the home is affixed. At least one owner of the home must be listed.

Section 9: Insert the names of all counties in which a Certificate of Permanent Location is filed for the manufactured home. Only one county should be listed unless the land upon which the home is affixed lies in more than one (1) county.

Section 10: Each debtor must sign and date the Certificate of Permanent Location. Each lien holder/secured party must sign and date the Certificate of Permanent Location. Following the signatures of the parties, the Clerk of Superior Court in which the Certificate of Permanent Location is filed must certify the Certificate of Permanent Location form. The certified copy should be given or mailed to the person/company listed in Section 1 (one) by the Clerk of Superior Court.

Notes:

Notification of this filing, when a certificate of title has not been issued, does not have to be made to the county tag office or the state office.

This form must be filed in the real estate records of the county where the manufactured home is located and with the Clerk of Superior Court. The Clerk of Superior Court must provide a copy of the T-234A (Certificate of Permanent Location) to the Board of Tax Assessors.

Once the manufactured home has become part of the real property, it will be unlawful for anyone to remove the home from the real property except with the consent of the owner and security interest holder. Once the manufactured home is no longer part of the real property, application for a Certificate of Title will be required.

T-234A (Rev 6-2006)

Certificate of Permanent Location for a Manufactured Home (Title Not Required)

This certificate is presented for filing and recording in the real estate records pursuant to §8-2-183.1 of the O.C.G.A.

A certificate of title is not required to be issued when using this form, if the home was sold on or after July 1, 2006.

The certificate of origin is required to be attached to this form when filed with the Clerk of Superior Court.

1. Mail certified copy to: _____
(Name and mailing address)

THIS SPACE IS FOR RECORDING INFORMATION ONLY.

2. Debtor's Name and Mailing Address: _____
(Last name first if an individual)

3. Debtor's Name and Mailing Address: _____
(Last name first if an individual)

4. Lien Holder/Secured Party's Name and Mailing Address: _____
(Last name first if an individual)

5. Lien Holder/Secured Party's Name and Mailing Address: _____
(Last name first if an individual)

6. This Certificate of Permanent Location covers the following collateral:

VIN: _____

7. Description of real estate to which this home has been permanently affixed:

The deed to said real estate is located on page number _____ in deed book number _____ in the real estate records maintained by the Clerk of the Superior Court of _____ County.

8. Name of the Record Owner(s) of Said Real Estate: _____
(Must include at least one debtor listed above.)

9. County (ies) in which this Certificate of Permanent Location is filed:

10. Signature(s)

Debtor _____ Date _____ Debtor _____ Date _____

Lien Holder/Secured Party _____ Date _____ Lien Holder/Secured Party _____ Date _____

I hereby certify that this is a true and accurate copy of this Certificate of Permanent Location as recorded in the records of the Clerk of Superior Court of _____ County. This _____ day of _____, _____
(County Name) (Day) (Month) (Year)

Page _____ of _____.

(Deputy) Clerk of Superior Court)