

Name of Manufactured Home Owner	Map & Parcel
Location Address, City, State, & Zip	Account #
Mailing Address, City, State, & Zip	Date

## Manufactured Home Registration Instructions

Each office must sign off when complete.

Title \_\_\_\_\_

**1. Tax Commissioner's Office (Room 182) Tax \_\_\_\_\_**

First you will need a properly signed over title and proof of the current year taxes. (If taxes have not been paid you will need to go to the county where the home was located January 1<sup>st</sup> of this year to pay the taxes and get proof of the current year taxes.) (\*If the home already has a current decal for Colquitt County you will not need to come back to this office as listed below.) You will receive a receipt showing the title has been changed over. The title will not print until all steps are complete.

**2. Tax Assessor's Office (Room 135) \_\_\_\_\_**

Here you will register your home for taxation. You will need the title or receipt of title transfer in the correct name as well as the address of the home and the legal name that the land is listed so that the map & parcel number can be properly attached. When finished here you will get a printout showing that the home has been registered.

\* If the home is not from Colquitt County, you will then need to go back to the Tax Commissioner's Office with the printout from the Tax Assessor's Office showing it has been registered to receive a current year decal for Colquitt County.

**3. Solid Waste Department (Room 168) \_\_\_\_\_**

Here you will sign up for your trash pick-up. This is not an option and is required. The above paperwork is required.

**4A. Compliance (Room 109) \_\_\_\_\_**

This is the last stop where you will get your relocation, building and electrical permit (if needed). You must have ALL of the above steps complete in order to be issued a permit.

**-OR-**

**4B. Tax Commissioner's Office (Room 182) \_\_\_\_\_**

This is the last stop if you DO NOT need a moving permit. You MUST return the completed form to the Tax Commissioner's Office in order for your title to be printed and mailed to you.