

# SEQUOYAH COUNTY

## Individual Personal Property

# Individual Personal Property

## What is Individual Personal Property

- Taxpayers are responsible for notifying the Assessors office of any personal property that is in Sequoyah County
- Personal Property is considered as
  - Mobile Homes on your property that is not considered part of the real estate
  - Mobile homes, Houses or any improvements built or located on land owned by someone else
  - Mobile Homes in Mobile Home Parks

# Individual Personal Property continued...

## Rendering your Mobile Home

- Must report all Mobile homes to the Assessors Office once located in county. NEW or PRE-OWNED
- To assist you we will mail out the rendition form at the beginning of each year
- Completely fill out the form both pages

**OTC 935-MH**  
Revised 11-2020

**State of Oklahoma**  
**Manufactured Home Rendition**  
Return to County Assessor by March 15

**Tax Year 2021**

Account # \_\_\_\_\_  
Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Email Address \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_

All taxable property in Oklahoma is required to be rendered to the county assessor between January 1 and March 15 of each year by the owner or person in control of such property. Property rendered after March 15 but before April 15 shall have a mandatory ten percent penalty applied. Property rendered after April 15 shall have a twenty percent penalty applied.

**PLEASE PRINT OR TYPE.**

**LEGAL** \_\_\_\_\_ School District \_\_\_\_\_

Physical Address of Manufactured Home: \_\_\_\_\_

**MUST PROVIDE COPY OF ORIGINAL TITLE (if this information has not changed, skip this box)**  
Manufacturer: \_\_\_\_\_ Serial Number/VIN: \_\_\_\_\_  
Year Manufactured: \_\_\_\_\_ Oklahoma Title Number: \_\_\_\_\_  
Length: \_\_\_\_\_ Width: \_\_\_\_\_  
Value of Manufactured Home: \_\_\_\_\_  
Are you residing in this Manufactured Home? ☐ Yes ☐ No  
Are you or your spouse currently in the military and claiming legal residency in another state? ☐ Yes ☐ No  
If yes, please provide proof and contact your tag agent for a tag at the military rate.

**OTHER IMPROVEMENTS - Porch, deck, carport, etc.**

Type	Description

**EXEMPTION** - Any person sixty-two (62) years of age or older, who is head of household, whose annual gross income did not exceed \$22,000 or 50% of the HUD Median Family Income for your county. See your county assessor for the qualifying HUD income. **You must complete OTC Form 952 and file with your county assessor.** ([ok.gov/tax/Forms\\_8\\_Publications/Forms/Ad\\_Valorem/](http://ok.gov/tax/Forms_8_Publications/Forms/Ad_Valorem/)) See back for details.

**NOTICE** - If the manufactured home has been moved or sold, please complete back of page and submit to this office immediately. The manufactured home will remain on the tax rolls with the tax liability under your name until this office is provided with the appropriate documentation of the move or sale. See back for details.

**Don't Forget to Sign**

I, the undersigned, affirm and attest, that all information provided and herein contained are true, correct and complete to the best of my knowledge.

Signature of preparer if other than taxpayer \_\_\_\_\_ Date \_\_\_\_\_ Preparer's address \_\_\_\_\_  
Signature of taxpayer \_\_\_\_\_ Date \_\_\_\_\_ Preparer's identification number \_\_\_\_\_ Preparer's phone number \_\_\_\_\_

**ASSESSOR ONLY: Total of Value**

Total Fair Cash Value	_____ \$
X Assessment	_____ % _____ \$
Less Exemptions	_____ \$
Penalty	_____ % _____ \$
Net Assessed Value	_____ \$

Assessor/Deputy \_\_\_\_\_  
Date \_\_\_\_\_

continued on page 2

Form 935-MH  
Page 2

**Manu**

A separate rendition form must be filed on each own more than one manufactured home, please b

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**MANUFACTURED HOME PERSONAL PROPERTY EXEMPTION**

Is this mobile home your principal residence? ☐ Yes ☐ No  
Were you living in the home January 1st of this year? ☐ Yes ☐ No  
Do you own land where the manufactured home is located? ☐ Yes ☐ No

If YES: Closing Date: \_\_\_\_\_ Book Number: \_\_\_\_\_ Page Number: \_\_\_\_\_

Age 62 or older? ☐ Yes ☐ No  
Is your household income less than \$22,000 or 50% of the HUD Median Family Income for your county? ☐ Yes ☐ No  
Contact your county assessor for the qualifying HUD income.

**Complete this section ONLY if you no longer OWN the manufactured home you owned last year.**  
If you no longer own this manufactured home: A manufactured home that has been sold, traded, repossessed, destroyed by fire, flood, etc., please provide the information requested below in order to avoid possible incorrect or duplicate assessment and tax liens.

This Manufactured Home Was: ☐ Sold ☐ Repossessed ☐ Traded  
Destroyed By: ☐ Fire ☐ Flood ☐ Other: \_\_\_\_\_  
Date this Occurred: \_\_\_\_\_ (Must have month and year)  
Person or Company that Took Possession of Manufactured Home: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Your Signature as Former Owner: \_\_\_\_\_

**If manufactured home was traded for another manufactured home, please furnish copy of title on new or used manufactured home and complete information requested below.**

Location of Manufactured Home: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Manufactured Home Park or Landowner's Name: \_\_\_\_\_  
Your Phone Number: \_\_\_\_\_  
Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Size: \_\_\_\_\_ X \_\_\_\_\_  
Identification Number: \_\_\_\_\_ Title: \_\_\_\_\_ Year Made: \_\_\_\_\_  
Factory Delivered Price: \_\_\_\_\_ Year Purchased: \_\_\_\_\_ Purchase Price: \_\_\_\_\_  
Central Air: ☐ Yes ☐ No Deck: \_\_\_\_\_ X \_\_\_\_\_ Canopy: \_\_\_\_\_ X \_\_\_\_\_ Storage Bldg: \_\_\_\_\_ X \_\_\_\_\_

**To move or change ownership:** A 936-R Form must be obtained from the county assessor. The Department of Public Safety will not issue a moving permit without this form and current year decal, nor will a title be transferred without this form. This is a requirement to verify that all manufactured home taxes have all been paid.

To obtain a 936-R Form contact the county assessor's office in the county where the manufactured home is located, and provide the following information:

**To Move** - The old and new address and either the name of the landowner or Manufactured Home Park. The taxes for the entire current year must be paid.

**To Change Ownership** - New owner's name and address and either the landowner or Manufactured Home Park name where the home will be located. The taxes for the entire current year must be paid.

# Individual Personal Property continued...

VS

## Mobile Home on Real Estate

- File for Homestead Exception
- 11% Assessed Rate
- Possible Double Homestead
  - Eligibility requirements must be met

## Mobile Home in Personal Tax Account

- Unable to File for Homestead Exception
- 10% Assessed Rate
- Possible Mobile Home Exemption
  - Eligibility requirements must be met

# Individual Personal Property continued...

- To sell or move a Mobile home in **OKLAHOMA** you will need an OTC form 936
- Process for an OTC 936
  - You will need the original title signed and notarized from the original owner
  - Current location of the Mobile home and NEW location of the Mobile Home
  - Bring the title to the Assessors Office
  - Prepay taxes for the current year on the Mobile Home ONLY at the Treasurers Office
  - Take the 936 to the Tag Office to have the title of the Mobile Home transferred to your name
  - NEW Mobile Homes receive an **MSO** title from the Dealership you have 1 year to turn in the MSO into a TAG Office to get an actual title
  - The 936 for moving the mobile home expires in 30 days



# Individual Personal Property continued...



CERTIFICATE NUMBER				OKLAHOMA MANUFACTURED HOME CERTIFICATE				<div style="font-size: 2em; font-weight: bold;">OTC</div> <div style="font-size: 0.8em;">Official -1987</div>								
COUNTY NUMBER		YEAR		CONSECUTIVE FORM NUMBER		PRESS FIRMLY FOR LEGIBILITY										
SELLER	TYPE OF RECEIPT			TRANSACTION		MOVING DATE										
	RECEIPT OF TAXES PAID <small>(The payee lists for current and prior years)</small>			MOVE DATE		TITLE CHANGE REPO		MONTH DAY YEAR								
	RELEASE OF TAXES PAID <small>(When current &amp; prior years taxes are paid paid in a prior check within the same year)</small>			DEALER ID #		MH		DATE OF APPROX. DATE TO BE MOVED								
	Name(s) of Manufactured Homeowner(s)															
BUYER	Seller's Current Mailing Address			City		State		Zip								
	Seller's New Mailing Address			City		State		Zip								
	Name(s) of Manufactured Home Buyer(s)															
	Buyer's Current Mailing Address			City		State		Zip								
FROM	Buyer's New Mailing Address			City		State		Zip								
	Landowner or Park Name			Legal Description or Situs Description												
	City			County												
	Current Physical Address:															
TWO	Manufactured Home Accession #			Real Property Account No #		Personal Property Account No #		Current School District								
	Landowner or Park Name			Legal Description Off Situs Description												
	City			County												
	New Physical Address or Directions if manufactured home if Address is unknown															
ASSESSOR SHALL REQUIRE PROOF OF REGISTRATION BY VEHICLE REGISTRATION RECEIPT OR TITLE																
IF NOT REGISTERED OR TITLE INFORMATION STOP HERE <small>Unfiled info. homeowner to the Okla. Tax Commission, Motor Vehicle Div. for duplicate title</small>																
TITLE	If the information is NOT ON TITLE, place the letters N.O.T. in the space provided below: <span style="float: right;">Y/N</span>															
	Year	Size	Make	Color	Trailer	Model										
	Date First Built	Date Issued	Agent #	Tax #	Disc #											
	Factory Delivered Price		Total Delivered Price		Assessed Value		ESTIMATED Taxes									
	\$		\$		\$		Current Year \$									
	DO NOT AFFIX SIGNATURES UNLESS ALL REQUIRED INFORMATION IS COMPLETED *SEE INSTRUCTIONS															
TREASURER	ASSESSOR			Certification Signature			Date			County						
	MANUFACTURED HOME REGISTRATION SLIP															
	Taxes Due for Prior Years if Unpaid (Including Penalty & Interest) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">\$</td> <td style="width: 25%; text-align: center;">Year</td> <td style="width: 25%; text-align: center;">Year</td> <td style="width: 25%; text-align: center;">Year</td> </tr> </table>										\$	Year	Year	Year	Total Taxes Due for Prior Years if Unpaid (Write Pd if Paid) \$	
	\$	Year	Year	Year												
(Write Pd if Paid) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Year</td> <td style="width: 25%; text-align: center;">Year</td> <td style="width: 25%; text-align: center;">Year</td> <td style="width: 25%; text-align: center;">Year</td> </tr> </table>										Year	Year	Year	Year	Current Year Debt # Tax Receipt # Trust Deposit #		
Year	Year	Year	Year													
Certification by Treasurer's Office that all current and prior years taxes have been paid <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 40%; text-align: center;">Date</td> </tr> </table>											Date					
	Date															
<div style="display: flex; justify-content: space-between;"> <div>APPLICANT</div> <div>Signature</div> <div>Date</div> </div>										Area Code      Telephone Number						
SIGNATURES FROM THE ASSESSOR'S AND TREASURER'S OFFICES MUST BE AFFIXED FOR LEGAL CERTIFICATION COPIES OF THIS FORM TO BE DISTRIBUTED TO: 1ST COPY - ISSUING COUNTY ASSESSOR, 2ND COPY - OWNER OR APPLICANT, 3RD COPY - RECEIVING COUNTY ASSESSOR, 4TH COPY - COUNTY TREASURER IN ISSUING COUNTY.																



# Individual Personal Property continued...

## Improvements on Leased Land

Any improvement that does not belong to landowner

- Barns
- Homes
- Mobile Homes
- Sheds
- Carports
- Boat Docks



**\*\*\*NOT COMPLETE LIST\*\*\***



# Individual Personal Property continued...

- If you have any questions, please call or stop by the Assessor's office
- Phone # 918-775-2062
- Email: [Sdevers@SequoyahcountyOK.org](mailto:Sdevers@SequoyahcountyOK.org)
- Located inside the Sequoyah County Court House in Sallisaw OK