

REQUEST FOR CANCELLATION
OF CERTIFICATE OF TITLE FOR
TINY HOME OR MANUFACTURED
HOUSING



SECRETARY OF STATE
BUREAU OF MOTOR VEHICLES
DIVISION OF TITLE SERVICES
29 STATE HOUSE STATION
AUGUSTA, ME 04333-0029

In accordance with Title 29-A M.R.S.A., section §669, I hereby request cancellation of the Certificate of Title for Tiny Home or Manufactured Housing for purposes of converting to residential real property. This process only applies to those who have a Certificate of Title for Tiny Home or Manufactured Housing issued in the State of Maine; all other use will be rejected.

OWNER INFORMATION	1. NAME(S) (LAST, FIRST, MIDDLE INITIAL, OR COMPANY NAME) a.			2. DATE OF BRITH a.	3. TELEPHONE NUMBER a.			
	b.			b.	b.			
	4. CURRENT MAILING ADDRESS (STREET NUMBER AND STREET NAME)							
	a. CITY		STATE	ZIP CODE				
HOUSING DESCRIPTION	5. YEAR	6. MAKE	7. VIN OR SERIAL NUMBER					
	8. TITLE NUMBER		9. ADDRESS OF PROPERTY TO WHICH THE HOME IS PERMANENTLY AFFIXED					
	10. COUNTY WHERE DEED IS RECORDED		11. BOOK & PAGE NUMBER	12. DATE RECORDED WITH REGISTRY OF DEEDS				
SIGNATURES OF ALL OWNERS LISTED IN BOX 1	19. I (WE) CERTIFY THAT ALL INFORMATION PROVIDED ABOVE IS ACCURATE AND ACKNOWLEDGE THAT, BY SUBMITTING THIS FORM, THERE IS NO CURRENT SECURITY INTEREST OR LIENHOLDER AND THAT THIS ACTION IS NOT REVERSIBLE.							
	a.			b.	DATE			
Pursuant to Title 29-A M.R.S.A. §669(4), the Secretary of State shall provide the individual(s) requesting cancellation with a written statement informing the individual(s) that, upon cancellation of the Certificate of Title for the Tiny Home or Manufactured Housing and satisfaction of the requirements of subsection 9, the Tiny Home or Manufactured Housing will be converted to residential real property as defined in Title 33 M.R.S.A. §171(6), and that the conversion may not be reversed. If all parties acknowledge this statement, please write your initials here:					Owner 1a Initials			
					Owner 1b Initials			

Failure to provide all required signatures, information, or supporting documents may result in a delay in processing your request.
Making a false statement on this form is a criminal offense. Never sign a blank form.

If you wish to request that a copy of the Letter of Cancellation of the Certificate of Title for the Tiny Home or Manufactured Housing be mailed or emailed to another party or individual (such as a prior lienholder, new lienholder, or alternate owner), please provide the name, method of delivery, and email or mailing address below. The Titles Division offers Certified Mail via USPS for a \$33 fee .

NAME(S) (LAST, FIRST, OR COMPANY NAME)	EMAIL ☐ MAIL ☐	EMAIL OR MAILING ADDRESS (STREET NUMBER, STREET NAME, CITY, STATE, ZIP CODE)
--	---	--

☐ OW ☐ LH ☐ RG APPLICATION RECEIVED BY: _____

PTN: _____ APPLICATION RECEIVED ON: _____

INSTRUCTIONS

1. The **Request for Cancellation of Certificate of Title for Tiny Home or Manufactured Housing** is used by the owner of a Tiny Home or Manufactured Housing to request a Letter of Cancellation of the Certificate of Title when the home has been permanently affixed to real property owned by the owner and the owner is requesting conversion of the Tiny Home or Manufactured Housing to residential real property. This form may also be used when the owner of the Tiny Home or Manufactured Housing receives written permission from the owner of the real property to permanently affix the Tiny Home or Manufactured Housing to the property.
2. Before submitting this application, the following documents must be recorded with the Registry of Deeds in the county where the real property to which the Tiny Home or Manufactured Housing is permanently affixed is located:
 - a. The original Certificate of Title for Tiny Home or Manufactured Housing;
 - b. A description of the Tiny Home or Manufactured Housing, including the model year, make, width, length, and identification number, together with a statement from any lienholder listed on the Certificate of Title confirming that the security interest has been released or will be released upon cancellation of the Certificate of Title;
 - c. The legal description of the real property to which the Tiny Home or Manufactured Housing is permanently affixed; and
 - d. A sworn statement by the owner of the real property, as shown on the real property deed, to which the Tiny Home or Manufactured Housing is permanently affixed, stating either:
 - (1) That the owner of the real property to which the Tiny Home or Manufactured Housing is permanently affixed owns the Tiny Home or Manufactured Housing and that the Tiny Home or Manufactured Housing is permanently affixed to the real property in accordance with state law, pursuant to Title 29-A, §602(9-A); or
 - (2) If the owner of the Tiny Home or Manufactured Housing does not own the real property to which the Tiny Home or Manufactured Housing is permanently affixed, that the Tiny Home or Manufactured Housing is permanently affixed to the real property pursuant to a lease agreement or other occupancy agreement.
3. Failure to provide all required signatures, information, including the Book and Page number provided by the Registry of Deeds, and supporting documentation may result in the denial of or a delay in processing your request for cancellation.
4. If the Certificate of Title does not contain a valid release signature from the lienholder, the lienholder must release its security interest by completing **Form MVT-12** (Release of Lien). If the lienholder participates in the Electronic Lien Titling (ELT) program, the lienholder must release the lien through its online portal and mail the Certificate of Title to the owner.
5. To complete the conversion of a Tiny Home or Manufactured Housing to residential real property, the Letter of Cancellation of the Certificate of Title for the Tiny Home or Manufactured Housing must be recorded with the Registry of Deeds in the county where the Tiny Home or Manufactured Housing is permanently affixed, in accordance with Title 29-A, §669(9).