

MOBILE HOMES IN BRATTLEBORO

The Brattleboro Town Clerk's office strongly recommends that you obtain the services of a real estate lawyer to execute the following transactions: however, if you chose to complete the forms yourself, you will need to follow the following procedures as established by Vermont State Law and Brattleboro Town Ordinances.

BUYING OR SELLING A MOBILE HOME THAT WILL REMAIN IN THE SAME LOCATION

1. Brattleboro property taxes on the mobile home must be up to date.
2. Complete a *Vermont Mobile Home Uniform Bill of Sale* form, following all instructions. Form is attached or may be obtained at Vermont mobile home dealers, mobile home park office, lawyer's offices or online at: www.accd.vermont.gov/form.
3. You will also need to complete a *Vermont Property Transfer Tax Return* form. Forms may be obtained online at www.state.vt.us/tax/formsproperty.shtml or at the town clerk's office. The buyer may be required to pay a transfer tax to the State of Vermont and submit payment to the Vermont Tax Department as instructed in the PTTR instruction booklet.
4. After completing the *Vermont Mobile Home Bill of Sale* form and *Vermont Property Transfer Tax Return* form, check over each document to be certain all fields are completed and all signatures have been obtained.
5. Both signed documents must be recorded in the town clerk's office within ten days of the sale. The fee for recording is \$10.00 per page for the *Vermont Mobile Home Bill of Sale* form and \$10.00 for the *Vermont Property Transfer Tax Return* form for a total of \$30.00. Documents will not be accepted for recording if all procedures have not been completed.

DEMOLISHING A MOBILE HOME

1. All property taxes for the entire tax year must be paid prior to demolition or removing a mobile home from its location.
2. A Zoning Permit from the Town Planning Services Department must be obtained for demolition.
3. A copy of the Zoning Permit must be presented to the town clerk's office. The town clerk will issue a release for removal of the mobile home. A recording fee of \$10 per page will be charged for the release document. The release must accompany the mobile home during transport.

THE LAW STATES THAT ANY PERSON, INCLUDING THE OWNER OF A MOBILE HOME OR HIS AGENT, WHO SELLS, TRANSFERS OR REMOVES A MOBILE HOME WITHOUT HAVING IN HIS

POSSESSION A MOBILE HOME UNIFORM BILL OF SALE ENDORSED BY THE CLERK OF THE MUNICIPALITY WHERE THE MOBILE HOME WAS LOCATED SHALL BE FINED UP TO \$300.00.

**SELLING A MOBILE HOME THAT WILL BE MOVED
OR
TRADING IN A MOBILE HOME ON A NEW ONE FOR SAME LOCATION**

1. All property taxes for the entire tax year must be paid prior to removing the mobile home from its location.
2. A Zoning Permit from the Town Planning Services Department must be obtained for removal of old MH and placement of new MH, if one is to be coming in to replace the old.
3. A copy of the Zoning Permit must be presented to the town clerk's office. The town clerk will issue a release for removal of the mobile home. A recording fee of \$10 per page will be charged for the release document. The release form must accompany the mobile home during transport.

THE LAW STATES THAT ANY PERSON, INCLUDING THE OWNER OF A MOBILE HOME OR HIS AGENT, WHO SELLS, TRANSFERS OR REMOVES A MOBILE HOME WITHOUT HAVING IN HIS POSSESSION A MOBILE HOME UNIFORM BILL OF SALE ENDORSED BY THE CLERK OF THE MUNICIPALITY WHERE THE MOBILE HOME WAS LOCATED SHALL BE FINED UP TO \$300.00.

4. A new completed *Vermont Mobile Home Bill of Sale* form or other acceptable documentation of purchase must be submitted to the town clerk's office if buying a MH to be moved onto the same location. Form is attached or may be obtained at Vermont mobile home dealers, mobile home park administrators, lawyer's office and online at: www.accd.vermont.gov/form. Generally a Vermont Property Transfer Tax Return form is not required when a mobile home is being moved onto a property but circumstances may require one. Contact the town clerk for advise. The fee for recording is \$10.00 per page for the *Vermont Mobile Home Bill of Sale* form.

PURCHASING A MOBILE HOME THAT WILL BE MOVED ONTO A PIECE OF PROPERTY

1. A Zoning Permit from the Town Planning Services Department must be obtained for placement of new MH.
2. A copy of the Zoning Permit must be presented to the town clerk's office.
3. A new completed *Vermont Mobile Home Bill of Sale* form or other acceptable documentation must be submitted to the town clerk's office. Form is attached or may be obtained at Vermont mobile home dealers, mobile home park administrators, lawyer's offices and online at: www.accd.vermont.gov/form. Generally a Vermont Property Transfer Tax Return form is not required when a mobile home is being moved onto a property. The fee for recording is \$10.00 per page for the *Vermont Mobile Home Bill of Sale* form.

For further information contact any of the following Town Departments at 230 Main Street:

Town Clerk's Office	suite 108,	802-251-8129,	townclerk@brattleboro.org
Planning Services Dept	suite 202,	802-251-8107	planning@brattleboro.org
Assessor's Office	suite 109	802-251-8116	ddesrosiers@brattleboro.org