



# SELLING A MANUFACTURED HOME

If a doublewide or singlewide home is being transferred, the following information will be required to ensure a smooth and efficient transaction. When issuing a mortgage on doublewide or singlewide homes, lender requirements may vary. Please provide the following information to our office or email the Seller Coordinator Team at [client@settlementsdirect.com](mailto:client@settlementsdirect.com) at your earliest convenience.

## INFORMATION WE NEED

**LEASED OR OWNED LAND:** Please provide us with the name(s) of the owners of the land the home is located on. Because there are different steps involved, it is important that we know as soon as possible whether the land is leased and the name(s) of the owner.

**VEHICLE IDENTIFICATION NUMBER:** Most title companies require a VIN or manufacturer's serial number, even if the home has been retired. If you are unable to locate the VIN, please contact Universal immediately.

**HUD CERTIFICATION LABEL:** The Certification Label (also known as a HUD tag) is a metal plate that is affixed to the outside of the manufactured home. If the HUD certification label is missing from a home, the Department of Transportation does not reissue labels for manufactured homes. However, the Department of Transportation can issue a Letter of Label Verification for units for which it can locate the necessary historical information. The label numbers can be found on the data plate.

**DATA PLATE INFORMATION:** We will require information from the data plate including the trade/model, manufacture date, and the manufacturer's name. The name and number of the model are located on the data plate inside the home. Typically, a HUD data plate has been a requirement for all mobile homes since July 1976 and is located on the inside of a kitchen cabinet door, behind the door over the electrical panel, or inside a closet wall.

**ORIGINAL TITLE:** An original copy of the title will be required if the title of the property has not been retired. If an original is unavailable, please complete the Pennsylvania Department of Transportation MV-380 form to obtain a duplicate certificate as soon as possible, to avoid any closing delays. If you are unsure whether or not the title is retired, you can visit a local county tag service, as they will be able to look up the property and provide the status of the title.

**TAX CERTIFICATE:** We will need the county-specific tax certificate mailed or emailed to our office.

## TWO-PART CLOSING

The home closing will take place at a settlement company, followed by the transfer of title which will be completed by a tag service company.

## COMMON FORMS

We've included additional forms/resources in this packet to further assist you as you sell your home.



Ph: 814.689.1741  
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[client@settlementsdirect.com](mailto:client@settlementsdirect.com)

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**ALTOONA**  
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**CLEARFIELD**  
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**MUNCY**  
23 South Main St., Muncy, PA 17756

**LEWISTOWN**  
405 Electric Ave., Lewistown, PA 17044