



HOW TO TRANSFER A MOBILE HOME BETWEEN PARTIES

If you are selling or buying a mobile home and it is staying on the same property you must:

1) **Documents:**

Fill out and have seller(s) and buyer(s) both sign a **Vermont Mobile Home Uniform Bill of Sale**.

<https://accd.vermont.gov/sites/accdnew/files/documents/H-MHP-Template-FormVERMONT-MOBILE-HOME-UNIFORM-BILL-OF-SALE.pdf>

Complete a **Vermont Property Transfer Tax Return** and have seller(s) and Buyer(s) sign it.

<https://tax.vermont.gov/property-owners/real-estate-transaction-taxes/property-transfer-tax>

- 2) **Transfer Tax:** Contact the Vermont Department of Taxation to find out how to calculate and pay any State transfer tax due.
- 3) **Recording Fee:** \$15 per page for the Vermont Mobile Home Uniform Bill of Sale and a flat fee of \$15 for the Vermont Property Transfer Tax Return regardless of the number of pages. For example, a two page Bill of Sale with a VT Property Transfer Tax Return is a \$30 recording fee, payable to the Town of BRIDPORT.
- 4) **Local Property Taxes:** Contact the Town of Bridport Office at 802-758-2483 or bridporttown@gmavt.net to verify that the taxes for the year are current and obtain a **paid Tax receipt**.
- 5) **What the Town Clerk needs for recording:**

Forward the following items to the Bridport Town Clerk at PO Box 27 Bridport VT 05734

 - a) Vermont Mobile Home Uniform Bill of Sale
 - b) Vermont Property Transfer Tax Return
 - c) Recording Fee
 - d) Paid Tax receipt
 - e) Self-Addressed Postage Paid Return Envelope

The buyer and seller decide who pays the Transfer Tax and Filing Fee, and agree on how to prorate any property tax. The buyer should be sure to clarify the status of the Town property Taxes with the Town Office, as any delinquent taxes are now the buyer's responsibility if they are not paid by the seller before the sale.

The Town Clerk will record the transfer of ownership and return original documents, so be sure to include a self-addressed, stamped envelope for that purpose.

The buyer of the mobile home will now appear as the owner of record and will receive the tax bill from the Town.