

**Lawrence County Auditor**  
**111 South 4th St. Ironton, OH 45638**  
**Phone: 740-533-4310 Fax: 740-533-4381**

**Rules to Convert Mobile Home to Real Estate**

1. All mobile home taxes must be paid in full.
2. Per O.R.C. 4503.06, the mobile home must be on a permanent block foundation. (Four-sided continuous block foundation like a stick built house.)
3. Must have pictures showing the tongue and axles have been removed and the block foundation. Also any additions, such as porches, wood decks, rooms, etc.
  - a. The Auditor's office will field review, acquiring pictures prior to converting mobile home.
4. The title must be free and clear of any liens.
5. Title to the mobile home and the deed to the property must be in exactly the same name(s).

**Lawrence County Auditor**  
**111 South 4th St. Ironton, OH 45638**  
**Phone: 740-533-4310 Fax: 740-533-4381**

**Mobile Home Building Notice**

Parcel#: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Width: \_\_\_\_\_ Length: \_\_\_\_\_ (not including tongue)

Color: Main bldg.: \_\_\_\_\_ Shutters: \_\_\_\_\_

**Circle Your Responses:**

Condition:    Excellent      Good      Average      Fair      Poor

Foundation:   Piers      Slab      Crawl      Basement (if basement complete  
information below)

Basement:    Unfinished    Finished Area \_\_\_\_\_

Heating:      Electric      Gas/Propane    Fuel oil      Wood      None

Heat Pump:    Yes    No

Central Air:    Yes    No

Fireplace:    Yes (gas or wood)    No

Bathroom(s): # of Full bathrooms \_\_\_\_\_ # of half bathrooms \_\_\_\_\_

Bedroom(s)    1      2      3      4

Porch:          Yes    No    If Yes: Size(s) Front \_\_\_\_\_ Back \_\_\_\_\_

Wood Deck:    Yes    No    If Yes: Size(s) Front \_\_\_\_\_ Back \_\_\_\_\_

Directions to assist appraiser in locating the property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above information is accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Lawrence County Auditor**  
**111 South 4th St. Ironton, OH 45638**  
**Phone: 740-533-4310 Fax: 740-533-4381**

Date: \_\_\_\_\_

I, Paul David Knipp, Lawrence County Auditor and Assessor do hereby certify that the manufactured home described on the Certificate of Title Number \_\_\_\_\_ and dated \_\_\_\_\_ has been placed upon the Auditor's tax list of real estate of Lawrence County. Therefore, said manufactured home is not subject to Ohio Manufactured Home Tax, but will be carried as Real Property on the Tax Duplicate and the above mentioned title should be cancelled as it no longer describes a manufactured home.

Paul David Knipp  
Lawrence County Auditor

Owner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Parcel#: \_\_\_\_\_

MH Registration#: \_\_\_\_\_

Make \ Model: \_\_\_\_\_

Year Built: \_\_\_\_\_ Serial#: \_\_\_\_\_

Purchase Price: \_\_\_\_\_

Phone#: \_\_\_\_\_

Name & Address of Person \ Business converting manufactured home:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_