

MOBILE HOME PERMITS

- **Permit requests must be in our office no later than 3:30 p.m. to be processed the same day. If multiple requests are made on or after 3:30 p.m., they will be processed the next business day.**
- A mobile homeowner who sells the mobile home to another shall provide the purchaser with the permit required before the sale is completed. This obligation does not apply to a mobile home offered for sale at an auction under IC 9-22-1.5 or IC 9-22-1.7 (IC 6-1.1-7-10.4). A person who violates this commits a class C infraction (IC 6-1.1-7-14)
- A permit will only be issued from Marshall County if the mobile home is located within the county.
- Permits are required for all transfers and moving of mobile homes.

Below are the steps to obtain a permit:

1. The owner must bring the **original mobile home title** to the County Treasurer's Office and apply for a mobile home permit. If you need to apply for a lost title, please visit the Clerk's Office to complete the form for lost title.
2. All property taxes must be paid to obtain the permit including property taxes assessed to the previous owner. NOTE: This may include judgments, which are payable through AFCS. For additional information about AFCS, (link to Demands/Judgments tab). ***We suggest contacting our office prior to arrival to obtain the amount due.*** If a permit is to be issued on or after January 1st, the taxes in that year must be paid along with any taxes payable in preceding years before a permit can be issued. If the tax amount is not available for the current year, an estimate will be provided. Please **NOTE** this is just an estimate. Any additional balance due *after* the bill is calculated must also be paid. If it is not, it will be certified to the court, sent to collections, and will be collected before a permit is issued in the future for this mobile home.
3. Additional information required:
 - a. Transfer-Name, address, and phone number of purchaser
 - b. Purchase price
 - c. Moving-Address of where home is moving to (if applicable).
4. Marshall County has established a **\$10 fee** per permit (County Ordinance 2025-6) to be paid at the time of issue by cashier's check, money order, or cash.
5. Upon receipt of the mobile home transfer from the county treasurer's office, it must be taken along with the title to the Bureau of Motor Vehicles for the transfer of this title.

It is vital that mobile home transfers be obtained to prevent the titled owner from being saddled with future taxes after ownership has transferred.

Indiana State Code relating to Mobile Homes

IC 6-1.1-7-10 Movement of mobile home; transfer of title; permits

IC 9-22-1.5 Abandoned Mobile Homes

IC 9-22-1.7 Abandoned Manufactured Homes in Mobile Home Communities