

Dealer License Number _____

Licensed Dealer Number _____

Mailing address _____

**STATE OF ARIZONA
MANUFACTURED HOUSING, MOBILE HOME AND MOBILE OFFICE**

**ACQUISITION AND SALES REPORT
(SEE INSTRUCTIONS PAGE)**

REPORT FOR MONTH AND YEAR _____ / _____

PAGE _____ OF _____

CHECK HERE TO REPORT ZERO SALES

PREVIOUS OWNER AND LOCATION	CO. NO.	NEW OWNER AND LOCATION	NEW OWNER MAILING ADDRESS FOR TAX BILL	CO. NO.	RE-LOC (Y/N)	RES. OR OFF.	SGL. OR MULTI	MANUFACTURER	MODEL YEAR	HUD ID #		MANUFAC. LIST PRICE (ON TITLE)	RETAIL SELLING PRICE	SALE TO DEALER
								MODEL NAME	SIZE	MFG SERIAL #				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)		(12)	(13)	(14)
											HUD #			
									X		SER #			
											HUD #			
									X		SER #			
											HUD #			
									X		SER #			
											HUD#			
									X		SER#			
											HUD #			
									X		SER #			
											HUD #			
									X		SER#			

Pursuant to **A.R.S. § 41-4040**, Reports by dealers to the Department of Revenue and County Assessor. Every dealer who acquires or sells a previously titled manufactured home or mobile home, [or park model] as defined in A.R.S. 42-19151, shall submit a written report of all such acquisitions and sales to the Department of Revenue, [Property Tax Unit] and to the county assessor of the county where such dealer is located. Such report shall be submitted by the fifteenth day of each month for the period of the previous calendar month.

Electronic copies of this form are available at: <https://azdor.gov/forms/property-forms/manufactured-housing-mobile-home-and-mobile-office-acquisition-and-sales-report>

Prepared By (Print) _____

Completed forms must be sent by the 15th of the following month to the Arizona Department of Revenue (ADOR) with a copy to your local county assessor. Completed forms may be emailed to both ADOR and the county assessor by clicking the submit button under the appropriate county assessor information on the back of this form.

Completed forms may also be sent by U.S. Mail to: Arizona Department of Revenue, Local Jurisdictions District/Property Tax Unit, 1600 W. Monroe, Phoenix AZ 85007.

Fax numbers and mailing address information for each county assessor's office are included on the back of this form.

Preparer's Phone Number _____

GENERAL INSTRUCTIONS:

ALL INFORMATION MUST BE TYPED or PRINTED

- **Report must be filed even if there were no transactions.**
- **To report with no activity enter dealer license number and check the zero sales box.**
- Dealer / Broker License Number as issued by Office of Manufactured Housing.
- Complete Dealer Name as it appears on Dealer License.
- Complete Address.
- Month and Year of sales being reported.
- Fill in all spaces, if information is not available indicate "UNK".

THIS REPORT IS USED BY:

COUNTY ASSESSORS in preparing annual tax rolls by identifying a change of ownership and / or location.
DEPARTMENT OF REVENUE in completing annual sales ratio studies used in establishing values for property taxation.

NOTE: Your report is not used by or furnished to the Income or TPT (Sales Tax) Sections of the Department of Revenue.

ACQUISITION AND SALES REPORT INSTRUCTIONS

1. **PREVIOUS OWNER and LOCATION:** Enter previous Owner (as per Title) and physical address where unit was located.
2. **CO NO.:** Enter previous county number (reference chart on this page).
3. **NEW OWNER and LOCATION:** Enter New Owner and the physical location where the unit may be inspected. If the home has been signed over to a dealer, report the dealer's name and dealer's sales lot.
4. **NEW OWNER MAILING ADDRESS FOR TAX BILL:** Enter mailing address if different than location.
5. **CO NO.:** Enter new county number (reference the chart on this page).
6. **RE-LOC. (Y / N):** Enter "Y" (YES) if the home will move, "N" (NO) if it will remain at its current site.
7. **RES. or OFF.:** Enter "R" if the unit is to be used as residence. Enter "O" if used as an office.
8. **SGL. or MULTI.:** Enter "S" for single section, enter "D" for 2 sections, "T" for 3 sections.
9. **MANUFACTURER:** Enter the manufacturer of the unit.
MODEL NAME: Enter the model name or number, if known.
10. **MODEL YR:** Enter the year manufactured as shown on the title.
SIZE: Enter the overall exterior measurement as Width X Length.
11. **HUD NUMBER:** Enter HUD number, if shown.
COMPLETE SERIAL NUMBER: Enter the COMPLETE serial or VIN Number as shown on title. For multi-section units 1234A/B is acceptable.
12. **MANUFACTURER'S LIST PRICE (ON TITLE):** Enter the original Factory List Price (FLP) from title.
13. **RETAIL SALES PRICE:** Enter the actual sales price. 0 is acceptable ONLY for dealer transactions.
14. **SALE TO DEALER:** Check this box if the sale was made to a dealer.

COUNTY NUMBER AND COUNTY NAME

(Click the submit button to email completed form to your County Assessor and the Department of Revenue)

CO. NO.	COUNTY	CO. NO.	COUNTY
1.	APACHE COUNTY ASSESSOR P.O. BOX 770 ST. JOHNS, AZ 85936 (928) 337-7624 FAX: (928) 337-3386	9.	NAVAJO COUNTY ASSESSOR P.O. BOX 668 HOLBROOK, AZ 86025 (928) 524-4086 FAX: (928) 524-4291
2.	COCHISE COUNTY ASSESSOR P.O. BOX 168 BISBEE, AZ 85603 (520) 432-8650 FAX: (520) 432-8698	10.	PIMA COUNTY ASSESSOR 240 N. STONE AVE. TUCSON, AZ 85701 (520) 724-8630 FAX: (520) 838-7509
3.	COCONINO COUNTY ASSESSOR 110 EAST CHERRY AVENUE FLAGSTAFF, AZ 86001 (928) 679-7962 FAX: (928) 213-9242	11.	PINAL COUNTY ASSESSOR P.O. BOX 709 FLORENCE, AZ 85232 (520) 866-6361 FAX: (520) 866-6353
4.	GILA COUNTY ASSESSOR 1400 EAST ASH STREET GLOBE, AZ 85501 (928) 425-3231 FAX: (928) 425-0408	12.	SANTA CRUZ COUNTY ASSESSOR P.O. BOX 1150 NOGALES, AZ 85621 (520) 375-8030 FAX: (520) 375-8045
5.	GRAHAM COUNTY ASSESSOR 921 THATCHER BLVD. SAFFORD, AZ 85546 (928) 428-2828 FAX: (928) 428-5951	13.	YAVAPAI COUNTY ASSESSOR 1015 FAIR STREET PRESCOTT, AZ 86305 (928) 771-3220 FAX: (928) 771-3181
6.	GREENLEE COUNTY ASSESSOR P.O. BOX 777 CLIFTON, AZ 85533 (928) 865-5302 FAX: (928) 865-4417	14.	YUMA COUNTY ASSESSOR 410 SOUTH MAIDEN LN. YUMA, AZ 85364 (928) 373-6040 FAX: (928) 373-6041
7.	MARICOPA COUNTY ASSESSOR 301 WEST JEFFERSON, MH Division PHOENIX, AZ 85003 (602) 506-3291 FAX: 602) 506-7335	15.	LA PAZ COUNTY ASSESSOR P.O. BOX 790 PARKER, AZ 85344 (928) 669-6165 FAX: (928) 669-9740
8.	MOHAVE COUNTY ASSESSOR P.O. BOX 7000 KINGMAN, AZ 86402 (928) 753-0703 FAX: (928) 753-0749		TO SEND A COURTESY COPY TO OFFICE OF MANUFACTURED HOUSING, CLICK HERE.