



County of Santa Cruz

LAURA BOWERS, AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR
701 OCEAN STREET, SUITE 150, SANTA CRUZ, CA 95060-4073
POST OFFICE BOX 5639, SANTA CRUZ, CA 95063 •PHONE (831)454-2510 •FAX (831)454-2257

Tax Clearance Request Form

Instructions:

- Submit a copy of the **registration, certificate of title, or title search** from the California Department of Housing and Community Development (HCD) showing current owner information.
- The title must clearly list the **Serial Number and Decal Numbers** of the manufactured home to be sold.
- All outstanding taxes must be paid before a Tax Clearance Certificate can be issued (a "Tax Demand" will be sent if applicable).
- Include the **new owner's name** exactly as it should appear on the title for HCD.
- Provide a current mailing address for the **Tax Demand** and/or **Manufactured Home Clearance Certificate** (if different from the situs address).

Property Information

- Situs Address: _____
- Serial Number(s): _____
- Decal Number(s): _____

Current Owner Information

- Owner's Full Name: _____

New Owner Information

- New Owner's Full Name (as to appear on HCD Title): _____

Escrow Information

- Escrow Company: _____
- Escrow Officer: _____
- Escrow Number: _____
- Escrow Closing Date: _____

Tax Demand and Tax Clearance Certificate

- Mailing Address: _____
- City/State/Zip: _____

Contact Information

- Print Name: _____
- Signature: _____
- Date: _____
- Email: _____
- Phone Number: _____

For Questions Contact:

Santa Cruz County Tax Collector

 Phone: (831) 454-2510

 Email: ttc.webmail@santacruzcountyca.gov