



# County of Santa Cruz

**LAURA BOWERS, AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR**  
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## 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).

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### Property Information

- Situs Address: \_\_\_\_\_
- Serial Number(s): \_\_\_\_\_
- Decal Number(s): \_\_\_\_\_

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### Current Owner Information

- Owner's Full Name: \_\_\_\_\_

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### New Owner Information

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

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### Tax Demand and Tax Clearance Certificate

- Mailing Address: \_\_\_\_\_
- City/State/Zip: \_\_\_\_\_

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### Contact Information

- Print Name: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Date: \_\_\_\_\_
- Email: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

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### For Questions Contact:

Santa Cruz County Tax Collector

Phone: (831) 454-2510

Email: [ttc.webmail@santacruzcountyca.gov](mailto:ttc.webmail@santacruzcountyca.gov)