

# Wisconsin Department of Safety and Professional Services

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING ABANDONMENT TO LANDLORD

This procedure should be followed for situations in which a tenant moves and leaves a manufactured home on the premises in accordance with [Wis. Stat. § 704.05\(5\)](#). Submit this statement with the Certificate of Title, [Form SBD-10687](#), for each manufactured home. Enclose a payment of \$23.00 for each manufactured home. **The person listed below must be the most recent tenant/owner and not the last title holder of record.**

Owner / Tenant FULL Name	Manufactured Home Serial #	Model Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
Manufacturer/Trade Name	Width x Length (including hitch)	HUD Numbers
<input type="text"/>	<input type="text"/>	<input type="text"/>
Manufactured Home Address (Street, City, State, Zip)	County	
<input type="text"/>	<input type="text"/>	

I checked the official manufactured home records for the state in which the home is registered and obtained the names and addresses of the owners and any lien holders of record who may claim an interest in the home. I gave each owner, tenant, and lien holder a statutory notice prior to selling or junking the home.

See guidelines on following page.

Seller's Business Name	Manufactured Home Community Name
<input type="text"/>	<input type="text"/>
Address (Street, City, State, Zip Code)	
<input type="text"/>	
Manufactured Home Community Address (Street, City, State, Zip Code)	
<input type="text"/>	
Telephone Number (with area code)	Manufactured Home Community ID#
<input type="text"/>	<input type="text"/>
E-mail Address	
<input type="text"/>	

Purchaser FULL Name	Telephone Number (with area code)
<input type="text"/>	<input type="text"/>
Address (Street, City, State, Zip Code)	
<input type="text"/>	
Disposition of Manufactured Home (Check one): <input type="checkbox"/> Junked <input type="checkbox"/> Title in Business Name <input type="checkbox"/> Sold to Purchaser Identified	

I, the seller, certify that to the best of my knowledge the information contained on this document is true and correct. I agree to protect and indemnify the Wisconsin Department of Safety and Professional Services in any claim arising out of the issuance of title in the name of the purchaser at sale on the above-described manufactured home. I also certify with my signature that to the best of my knowledge the information and statements on this application are true and correct.

Printed Name of Seller Business Representative	Printed Title of Seller Business Representative
<input type="text"/>	<input type="text"/>
SIGNATURE-Seller Business Representative ( <b>Print and Sign Form</b> )	Date
<input type="text"/>	<input type="text"/>

NOTE: This document is given to the Wisconsin Department of Safety and Professional Services for the purpose of either junking the above described home of record or transferring title to the home on the records of the department. Under [Wis. Stat. § 101.9204\(2\)](#) any person who knowingly makes a false statement in an application for a Certificate of Title is guilty of a Class H felony.

Personal Information you provide may be used for secondary purposes ([Privacy Law §15.04\(1\)\(m\)](#)).

Follow the guidelines below.

### **Eligibility**

If a tenant moves from the premises and leaves a manufactured home, the landlord may dispose of the abandoned personal property in any manner that the landlord, in its sole discretion, determines appropriate. This statutory process has priority over any ownership or security interest.

### **To Verify Ownership**

Wisconsin manufactured home – you may use form SBD-10752, Manufactured Home / Owner Record Information Request.

An online search can be performed here:

<https://esla.wi.gov/verifylicense>

Another jurisdiction – contact the state where the home is currently registered.

### **Notify owners, tenants, and lien holders of record of intent to dispose of manufactured home**

In addition to the notification to the tenant by general mail required by s. 704.05 (5), we suggest you also send written notice by certified mail, “Return Receipt Requested” to the owners, tenants, and any lien holder of record notifying them:

- the home will be sold if it is not claimed disposal, and
- of the home description by identification number, year, make, body length, and body width; and
- of the date, time, and location of a public sale OR of the date a private sale will be held.

### **Noncompliance**

If the manufactured home is not claimed prior to the date stated in your notice, you may sell or otherwise dispose of it in accordance with the notice.

### **To sell the manufactured home**

The manufactured home sale may be either public or private. An example of a public sale is an auction. A private sale would be the sale to a used manufactured home dealer without offering it to the public.

If the home is sold, furnish the buyer with this completed form indicating you are selling the manufactured home.

**CAUTION: Be sure to retain a photocopy for your records.**

### **To obtain a title for the manufactured home**

(you or a buyer) Submit:

- this completed form; and
- SBD-10687 (Wisconsin Manufactured Home Certificate Application) and applicable fees.

Note: A home sold and transferred as a result of this process does not require the previous owner’s consent and will not show any previous liens.

### **Mail To:**

Department of Safety and Professional Services  
Manufactured Home Unit  
PO Box 8935  
Madison, WI 53708-8935

### **Photocopying:**

**If photocopying this form, both sides must be copied, or the application will be refused.**

### **Questions:**

Call (608) 266-2112 (option 3) between 8:00 a.m. and 4:30 p.m. Monday through Friday.