



# Treasurer-Tax Collector Ventura County

**SUE HORGAN**  
TREASURER  
TAX COLLECTOR

**Marilou Tan**  
Assistant Treasurer-Tax Collector

## MOBILE HOME TAX CLEARANCE WORKSHEET

Requested By: _____	Date: _____
Mailing Address: _____	Escrow #: _____
_____	Phone #: _____
Escrow Officer: _____	Email: _____

**Current Registration Information:**

Parcel #: \_\_\_\_\_ Decal #: \_\_\_\_\_  
 Serial #: \_\_\_\_\_ Make & Year: \_\_\_\_\_

**\*NOTE: The California Housing & Community Development Department (HCD) requires a decal number on every Tax Clearance certificate.\***

**Registered Owner's Name** (As shown on current title with HCD):  
 Seller's Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 \_\_\_\_\_

**New Owner's Name** (How new title should read):  
 Buyer's Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Future Location: \_\_\_\_\_  
 (If Being Moved) \_\_\_\_\_

<b>(OFFICE USE ONLY)</b>			
	<b>Fiscal Year</b>	<b>Type</b>	<b>Amount Due</b>
	_____	Prior Year	\$ _____
	_____	Current Year	\$ _____
	_____	Supplemental	\$ _____
		Dup Cert. Fee	\$ _____
By: _____	_____	<b>Total Due: \$</b> _____	
<b>Deputy Tax Collector</b>	<b>Date</b>	<b>Valid Thru:</b> _____	

\* In order to process your request in a timely manner, we must **receive** your Tax Clearance request no later than December 15 of the current year. If December 15 falls on a weekend, the request must be received by the following business day. **All certificates expire within 60 days of issuance, or on December 31 of each year, whichever comes first.** Prior to the closing of escrow, the buyer will need to sign and return an Agreement to Pay Taxes before a Tax Clearance Certificate is issued.\*

Any questions or correspondence should be referred to the attention of the **Mobile Home Division**  
 800 S. Victoria Ave. Ventura, CA 93009-1290 **Phone:** (805) 654-3744 **E-Mail:** [MobileHomeTax@ventura.org](mailto:MobileHomeTax@ventura.org)