



San Juan County (SJC)

Manufactured Home Movement and Placement Checklist
100 South Oliver Drive
Aztec, New Mexico 87410

Follow each of the steps in the checklist below to expedite the moving and placement of your manufactured home.

- _____ 1. The placement site address needs to be assigned or verified if it is an existing address. If the placement site is within the unincorporated area of San Juan County contact SJC Rural Addressing at 209 South Oliver (334-4314), otherwise contact the municipality where the home will be placed and move to Step #3.

City of Aztec	334-7604
City of Bloomfield	632-8448
City of Farmington	599-1301

SJC Rural Addressing will need the following information in order to establish a new address or verify existing address:

- Proof of property ownership in the form of a recorded deed or real estate contract
- Proof of the driveway location and the driveway permit, if applicable
- Landowner's signature on application

- _____ 2. The SJC Floodplain Department at 209 South Oliver (334-4719) will conduct a floodplain determination for the placement site address. If the site is not located within a floodplain, the following information is required:

- Copy of the title or Motor Vehicle Division form
- Form from Rural Addressing
- Provide name of mover or setter who is a licensed manufactured home agent

If the site is located within a floodplain, the following additional information is required:

- Elevation certificate from surveyor
- Completed floodplain application

- _____ 3. The SJC Assessor at 100 South Oliver (334-6157) will conduct a tax evaluation. If the home was purchased from a dealer move to Step #5. If the home was not purchased from a dealer the following information will be required:

- Current and future location of the home
- Copy of the title
- If applicable, a copy of the rental contract with the space or lot number and contact number of the park or property owner

- _____ 4. The SJC Treasurer at 100 South Oliver (334-9421) will issue the required moving permit. The permit will be Issued once the following requirements are fulfilled:

- Payment of current and advance taxes
- Payment must be in the form of cash, money order or credit/debit card

The tax release will be issued and the moving permit will then be provided. The permit is valid for thirty (30) days.

- _____ 5. Contact your mobile home electrical contractor to coordinate with the SJC Building Department at 209 South Oliver (334-4313) to request the electrical utility inspection after the home has been moved.

- _____ 6. Follow up with your dealer or your licensed manufactured home agent and the State of New Mexico Mobile Home Division (505-269-6707) for your final inspection.

If you have any questions please call (505) 334-4550.