



BERNALILLO COUNTY ASSESSOR  
P.O. Box 27108  
Albuquerque, New Mexico 87125  
(505) 222-3700

December 16, 2019

Dear Manufactured Home Owner.

All Manufactured Homes located within Bernalillo County on January 1 of each year are subject to valuation for property taxation purpose. Per state statute 7-36-26, any person who fails to file a report with our office is liable for a civil penalty in an amount equal to five percent of the property taxes ultimately determined to be due on the property for the tax year which the property owner failed to make the required report

Be advised that the Manufactured Home Rendition Report helps the Assessor's Office to assure that the information concerning your manufactured home is accurate. For your convenience, below you will find the information the Assessor's Office has on record for your manufactured home. Please review carefully and note any changes, or if the information is correct make sure to mark the box on the back of this letter.

Please return the report no later than February 28, 2020 by 5:00pm MST.

**Owners Name:**

**Mailing Address:**

**E-mail:**

**Phone Number:**

**Location of Manufactured Home:**

**Year:**

**Make:**

**Model:**

**VIN #:**

**Lic. Plate:**

If you have questions about this report or need assistance completing this report, please contact the Assessor's Office at (505)222-3700. You can also visit our website at [www.bernco.gov/assessor](http://www.bernco.gov/assessor) we have important information available on our website for property o

Thank you for your cooperation.

Respectfully,

A handwritten signature in black ink, appearing to read "Tanya R. Giddings".

TANYA R. GIDDINGS  
Bernalillo County Assessor

Check box if all information is correct and no changes are necessary

If changes need to be made please use the following:

Owners Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Location Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Serial / VIN # \_\_\_\_\_ Year: \_\_\_\_\_ Make: \_\_\_\_\_

Model: \_\_\_\_\_ Size: \_\_\_\_\_ License Plate: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

**Do the following:**

- a) Complete and Return the Original Report
- b) Send copies of Title or Registration only if our information is not accurate
- c) If you have replaced your manufactured home. Please write a letter with the information regarding your new manufactured home and send a copy of the front and back of the title together with this report; also complete the information for the manufactured home indicated in the report
- d) If the manufactured home has been destroyed, dismantled, sold, burned down or moved to another county please write a detailed letter and send it back with this report together with supporting documentation

**Do not do the following:**

- a) Do not send blank report
- b) Do not send copies of the report
- c) Do not send original documents (Titles/Registration/Dead Certificates)
- d) Do not send the following documents: Death Certificates, Driver's License, Marriage License, Tax Bills, Notice of Value, Water Bills etc.
- e) Do not cut the Rendition Report
- f) Do not make copies of the rendition to report a new manufactured home and or other manufactured homes
- g) Do not use the manufactured home rendition report for a specific manufactured home to report a different manufactured home
- h) Do not send report after deadline date of February 28, 2020

For Office Use Only:

UPC # \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Flagged: \_\_\_\_\_  
 Date Entered: \_\_\_\_\_ Entry Person: \_\_\_\_\_ Date QC: \_\_\_\_\_