



City of Saint Albans  
Office of the City Clerk

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## HOW TO TRANSFER A MOBILE HOME BETWEEN PARTIES

If you are selling or buying a mobile home and it is staying on the same property you must:

- 1) **Documents:** Fill out and have seller(s) and buyer(s) sign a **Vermont Mobile Home Bill of Sale**.

<https://accd.vermont.gov/housing/mobile-home-parks/residents>

And, complete a **Vermont Property Transfer Tax Return** and have seller(s) and buyer(s) sign it.

<https://tax.vermont.gov/property/forms>

- 2) **Transfer Tax:** Contact the Vermont Department of Taxes to find out how to compute and pay any State transfer tax due.
- 3) **Recording Fee:** \$15 per page for the Mobile Home Bill of Sale and a flat fee of \$15 for the VT Property Transfer Tax Return regardless of the number of pages. For example: a 2 page Mobile Home Bill of Sale with a VT Property Transfer Tax Return = \$45 recording fee, payable to the City of Saint Albans.
- 4) **Local Property Taxes:** Contact the St. Albans City Clerk's Office at 802-524-1500 or s.gabaree@stalbansvt.com to verify that taxes for the year are current and obtain a **paid tax receipt**.
- 5) **What the Town Clerk needs for recording:** Submit the following (1) Mobile Home Bill of Sale, (2) VT Property Transfer Tax Return, (3) Recording Fee

The buyer and seller decide who pays the Transfer Tax and Filing Fee, and agree on how to prorate any property tax. The buyer should be sure to clarify the status of the City Property Taxes with the City Tax Office, as any delinquent taxes are now the buyer's responsibility if they are not paid by the seller before the sale.

The City Clerk will record the transfer of ownership and return original documents, so be sure to include return information.

The buyer of the mobile home will now appear as the owner of record and will receive the tax bill from the City.