

Benton County

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Manager

Building Department
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Area Code 509
Tri-Cities 735-3500
Prosser 786-5622
Fax 736-2732

DATE: September 26, 2001
TO: Agencies/Persons Requesting Title Elimination Certifications
FROM: Benton County Building Department
RE: **APPLICATION FOR FACTORY ASSEMBLED STRUCTURE
(FAS) TITLE ELIMINATIONS**

Because of the large number of inquiries this Department receives for title eliminations and the time it takes to process the requests, Benton County has implemented a fee of \$50.00 per application for this service. This fee became effective January 1, 2000. **PLEASE NOTE THAT THE APPLICATION FEE IS NON-REFUNDABLE AND THERE IS NO GUARANTEE THAT A PLACEMENT PERMIT WILL BE FOUND.**

Please provide the requested information on the attached form at the time of submittal. If the information is incomplete, we may not be able to process your application or there may be delays in doing so. If you do not know the original FAS owner's name, you may contact the Benton County Assessor's office with the tax parcel number and ask who owned the property when the FAS first appeared on the tax roles. The Assessor's may be reached at (509) 735-2394 in Kennewick or at (509) 786-2046 in Prosser.

For FAS's that were previously issued permits and no record of an approved final inspection can be located, a reapplication fee will be charged and a final inspection must be performed and approved before a title elimination certification can be issued by this office. Currently, the reapplication fee is \$65.00. If a placement permit cannot be located and the current owner is not the original owner who placed the FAS on the property, a permit must be obtained for a "special inspection". The fee for this permit is \$65.00 and shall cover a final inspection for set up only of the manufactured home. In the event that the current owner is also the person who placed the Factory Assembled Structure without the proper permits, the entire permitting process must be followed and a placement permit obtained.

Due to the large number of inquiries we receive, processing time may take from 1 – 5 working days. If you have any questions, you may call our office at (509) 735-3500 Monday through Friday between the hours of 8:00 a.m. and 12:00 noon and 1:00 p.m. to 5:00 p.m.

**APPLICATION FOR TITLE ELIMINATION
CERTIFICATION LETTER**

Your Name _____ Company _____

Telephone No. _____ Fax No. _____

Original FAS Owner's Name _____
(Person who obtained the original placement permit)

Please list any other names this permit may have been issued to:

Current Address: _____

Previous Address: _____

Tax Parcel No.: _____

Year Permit Issued: _____

Permit No. (if possible): _____

MOBILE HOME INFORMATION:

Year: _____

Make/Model: _____

Size: _____

Serial No: _____

**NOTE: THE \$50.00 APPLICATION FEE IS NOT REFUNDABLE. THERE IS NO
GUARANTEE A PLACEMENT PERMIT WILL BE LOCATED.**