Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 31.02 Act of Immobilization

Section: 4. Motor Vehicle Registration Requirements

Effective Date: 08/15/2008

Revised Date: 07/29/2011

Authority:
R.S.9:1149.4
R.S.47:301(16)(g)
To view Louisiana Statutes: http://www.legis.state.la.us/

Definitions:

- An **act of immobilization** is an authentic act or a validly executed and acknowledged sale and/or mortgage which includes a complete description and location of the immovable and states that the immovable shall remain permanently attached to the land described in the act.

Requirements:

- **To have a factory built home declared immobilized (immovable property):**
  - An authentic act of immobilization must be filed with the Clerk of Court in the Parish where the immovable property is located. The authentic act must be filed by the twentieth of the month following the month of delivery of the factory built home.
  - The act must contain a declaration by the owner and, if applicable, the lienholder, which the factory built home, shall remain permanently attached to the lot or tract of land described in the act.
  - The act must contain a description of the factory built home as described on the certificate of title or manufacturer's certificate of origin and a description of the lot or tract of land upon which the factory built home is placed.
- **Upon recordation of the act of immobilization:**
  - The owner or his agent must file a certified copy of the act with the Secretary of the Department of Public Safety and Corrections. The act must be mailed to the Office of Motor Vehicles, Title Registration Unit, P.O. Box 64886, Baton Rouge, LA, 70896
  - The Department will record the name of the owner, the date of the recording of the act of immobilization, the parish where the act is recorded, the year of manufacture, the name of the manufacturer, the dimensions and the vehicle identification number or numbers of the factory built home, and the date of the secretary's filing of a copy of the act of immobilization.
  - The Department will return to the owner or his agent acknowledgment that the act has been received and the record created. This acknowledgment contains information sufficient to determine the location of the record.

Fees:

- $8 handling fee