

Permanent Location Procedures for Mobile/Manufactured Homes with titles

Responsible Party	Requirements	Office
Owner/Concerned Party	Obtains a T-234 Form for each title from the Tag Office, Tax Commissioner's Office, or Tax Assessor's Office.	Tag Office Tax Commissioner's Office Tax Assessor's Office
Owner/Concerned Party	Completes the T-234 Form(s) and submits the form(s) to the Clerk of Court's Office.	Clerk of Court's Office
Clerk of Court's Office	Records and certifies the document(s). Issues a certified copy to the person listed in section 1 of the T-234 form(s).	Clerk of Court's Office
Owner/Concerned Party	Takes the certified copy of the T-234 form(s), the certificate(s) of title, and \$18 filing fee for each title to the Tag Office	Tag Office
Tag Office	Receives the T-234 form(s), Title(s) and the filing fee; then cancels the title(s), and stamps the top right hand corner of the T-234 form(s). Sends a copy to the person listed in section 1 of the T-234 form(s) and sends a copy of the stamped T-234 form(s) to the Tax Assessor's Office.	Tag Office
Tax Assessor's Office	Receives the stamped T-234 form(s) and values the mobile/manufactured home as real property.	Tax Assessor's Office

Office Locations and Phone Numbers

Clerk of Court's Office 735 James Brown Blvd, Ste 1500 Augusta, GA 30901-2900 Phone (706) 821-2493	Tag Office 2816 Washington Rd, Ste 109 (near Publix) Augusta, GA 30909-2194 3463 Peach Orchard Rd, Ste A (near Bilo) Augusta, GA 30906-5799 Phone (706) 796-5039
Tax Assessor's Office 535 Telfair St, Ste 120 Augusta, GA 30901-2372 Phone (706) 821-2310	Tax Commissioner's Office 535 Telfair St, Ste 100 Augusta, GA 30901-2372 Phone (706) 821-2391