

# Florida

## Department of Highway Safety and Motor Vehicles

### *Division of Motorist Services*

<b>PROCEDURE</b>	<b>SUBJECT:</b>
TL-13	CERTIFICATE OF TITLE REQUIREMENTS FOR RECREATIONAL VEHICLES, MOBILE HOMES AND OFFICE TRAILERS
<b>DESCRIPTION AND USE:</b>	
<p>THIS PROCEDURE PROVIDES INFORMATION AND INSTRUCTIONS TO ASSIST TAX COLLECTOR EMPLOYEES, LICENSE PLATE AGENCY EMPLOYEES, AND THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES IN CARRYING OUT REQUIREMENTS TO ISSUE CERTIFICATE OF TITLE FOR RECREATIONAL VEHICLES, MOBILE HOMES, AND OFFICE TRAILERS.</p>	
<p><b>I. PROVISIONS OF LAW:</b></p> <p>Section 319.21(2), Florida Statutes, states, "When a motor vehicle is built in two or more stages, each manufacturer must provide a manufacturer's statement of origin for each stage."</p> <p>Section 320.8231(1), Florida Statutes, states "Each recreational vehicle-type unit, as defined in s. 320.01(1)(b), manufactured in this state or manufactured outside this state but sold or offered for sale in this state shall meet the Uniform Standards Code ANSI book A-119.2 or A-119.5, as applicable, approved by the American National Standards Institute. Such standards shall include, but are not limited to, standards for the installation of plumbing, heating, and electrical systems and fire and life safety in recreational vehicle-type units and park trailers. However, those park trailers exceeding 400 square feet shall meet the Federal Manufactured Home Construction and Safety Standards and shall have a United States Department of Housing and Urban Development label (HUD)."</p> <p>Section 320.01(1) (b), Florida Statutes, define recreational vehicles as units primarily designed as temporary living quarters for recreational, camping or travel use having either its own motive power or mounted on or drawn by another vehicle. The basic entities are:</p> <p><b>Travel Trailer:</b> A vehicular portable unit, mounted on wheels, of such a size or weight as not to require special highway movement permits when drawn by a motorized vehicle. It is primarily designed and constructed to provide temporary living quarters for recreational, camping, or travel use. It has a body width of no more than 8 1/2 feet and an overall body length of no more than 40 feet when factory-equipped for the road.</p> <p><b>Fifth-Wheel Trailer:</b> A vehicular unit mounted on wheels, designed to provide temporary living quarters for recreational, camping or travel use, of such a size or weight as not to require a special highway movement permit. The gross trailer area shall not exceed 400 square feet in the setup mode, and it is designed to be towed by a motorized vehicle that contains a towing mechanism that is mounted above or forward of the tow vehicle's rear axle.</p>	
<b>Revision(s) to this Procedure: Removed modular home from page 3, II, B.</b>	
<b>EFFECTIVE DATE</b>	<b>REVISION DATE</b>
October 1, 2015	09/18/15

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**Camping Trailer:** A vehicular portable unit mounted on wheels and constructed with collapsible partial side walls which fold for towing by another vehicle and unfold at the camp site to provide temporary living quarters for recreational, camping or travel use.

**Truck Camper:** A truck equipped with a portable unit designed to be loaded onto, or affixed to, the bed or chassis of the truck and constructed to provide temporary living quarters for recreational, camping, or travel use.

**Motor Home:** A vehicular unit which does not exceed the length, height and width limitations provided in s. 316.515, is a self-propelled motor vehicle, and is primarily designed to provide temporary living quarters for recreational, camping, or travel use.

**Private Motor Coach:** A vehicular unit which does not exceed the length, width, and height limitations provided in s. 316.515(9), Florida Statutes, is built on a self-propelled bus type chassis having no fewer than three load-bearing axles, and is primarily designed to provide temporary living quarters for recreational, camping, or travel use.

**Van Conversion:** A vehicular unit which does not exceed the length and width limitations provided in s.316.515, is built on a self-propelled motor vehicle chassis, and is designed for recreation, camping and travel use.

**Park Trailer:** A transportable unit which has a body width not exceeding 14 feet and which is built on a single chassis and is designed to provide seasonal or temporary living quarters when connected to utilities necessary for operation of installed fixtures and appliances. The total area of the unit in a setup mode, when measured from the exterior surface of the exterior stud walls at the level of maximum dimensions, not including any bay window, does not exceed 400 square feet when constructed to American National Standard Institute (ANSI A-119.5 standards) and 500 square feet when constructed to United States Department of Housing and Urban Development Standards. The length of park trailer means the distance from the exterior of the front of the body (nearest to the drawbar and coupling mechanism) to the exterior of the rear of the body (at the opposite end of the body), including any protrusions.

**Mobile Home:** Section 320.01(2), Florida Statutes, provides a definition for "mobile home." A mobile home is defined as a structure, transportable in one or more sections, which is 8 body feet or more in width and which is built on an integral chassis and designed to be used as a dwelling when connected to the required utilities and includes the plumbing, heating, air-conditioning, and electrical systems contained therein. For tax purposes, the length of mobile home is the distance from the exterior of the wall nearest to the drawbar and coupling mechanism to the exterior of the wall at the opposite end of the home where such walls enclose living or other interior space. Such distance includes expandable rooms, but excludes bay windows, porches, drawbars, couplings, hitches, wall and roof extensions, or other attachments that do not enclose interior space. In the event that the mobile home owner has no proof of the length of the drawbar, coupling, or hitch, then the tax collector may in his discretion either inspect the home to determine the actual length or may assume four feet to be the length of the drawbar, coupling, or hitch.

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**Office Trailer:** An office trailer is a mobile building, used to conduct normal office duties, duly approved as meeting applicable codes, may or may not be affixed permanently to a foundation and may be removed after completion of a task for which it was installed. The weight of an office trailer may be determined by multiplying length X width X 20 pounds.

II. DOCUMENTATION REQUIRED AND SPECIAL INSTRUCTIONS:

A. When a vehicle has been titled in Florida, follow DMS Procedure TL-11 for transfer of certificate of title.

When the vehicle has been titled outside of Florida, follow DMS Procedure TL-10 for Original Certificate of Title Applications.

**B.** A certificate of title is not allowed for slide-in campers, add-a-rooms, port-a-rooms and trailers under 2,000 pounds. However, trailers weighing 2,000 pounds or more must be titled.

C. In order to charge the proper tax rate for registration, all certificate of title applications for recreational vehicles must show one of the following types:

1. "TV" for rigid-walled travel trailers, equal to or less than 40 feet, and must also show length (including the hitch).
2. "CA" for folding-walled trailers and must show length (including the hitch).
3. "MH" for all self-propelled recreational vehicles and must show weight.
4. "PC" for all private motor coaches and must show weight.
5. "VC" for all van-type recreational vehicles and must show weight.
6. "HS" for all mobile homes and must also show length (excluding the hitch).
7. "OT" for all office trailers and must show weight (the weight may be determined by multiplying length X width X 20 pounds).
8. "PT" for all park trailers and must show length (including the hitch).

D. The following list shows how travel trailers, mobile homes and other vehicles may be described on the Manufacturer's Certificate of Origin (MCO) and the Division of Motorist Services (DMS) Body Type Abbreviation:

<u>Type Unit Code</u>	<u>Body Type</u>	<u>DMS Body Type Abbreviation</u>
D.M.H.	Duplex Mobile Home	HS
Mini H.	Mini Motor Home	MH
Mo. H.	Motor Home	MH
P.T.	Park Trailer	PT
PVT. Co.	Private Motor Coach	PC
R.V. Van	Rec. Veh. Van	VC
TR.C.	Slide-In-Trailer Camper <b>(not subject to FL title)</b>	CA
T.C.	Tent Camper	CA
T.T.	Travel Trailer	TV
F.W.	5th Wheel Travel Trailer	TV

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<p>E. Manufacturer's Certificate of Origin for Motor Homes and Van Conversions:</p> <ol style="list-style-type: none"><li>1. The department will require a second stage MCO on units that have been converted from a van type vehicle to a recreational type vehicle. In order for a converted unit to qualify as a recreational vehicle, it must have at least one of the following installed by a licensed recreational vehicle manufacturer:<ol style="list-style-type: none"><li>A. 110 volt electrical wiring</li><li>B. LP gas piping</li><li>C. Plumbing system (consisting of permanently attached water-using toilet facility)</li></ol></li><li>2. The second stage MCO will bear the name and vin number assigned by the converting manufacturer which must accompany the first stage MCO. The converting manufacturer must be licensed and bonded by this department as a recreational vehicle manufacturer.</li><li>3. The vin number shown on the second MCO, issued by the converting manufacturer, must be identical to the vin number shown on the first stage MCO which was initiated by the manufacturer of the vehicle, e.g., Ford, Dodge, and which is permanently affixed to the vehicle.</li><li>4. Motor homes and van conversions are to be titled in the following manner:<ol style="list-style-type: none"><li>a. All 1981 and later model year motor homes and all model year van conversions:<p style="margin-left: 40px;">Form HSMV 82040, Application for Certificate of Title with/without Registration, or HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration, should show the make and year of the vehicle on the second stage MCO and the vin number as shown on the first stage MCO.</p><p><b>NOTE:</b> Always show the year on the second stage MCO, even if NMVTIS brings back a different year for the vehicle. However, there should never be more than a two model year difference.</p></li><li>b. 1980 and prior model year motor homes:<p style="margin-left: 40px;">Form HSMV 82040, Application for Certificate of Title with/without Registration, or form HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration, should show the make, year and vin number on the second stage MCO. The vin number shown on the first stage MCO is not to be used.</p></li><li>c. A motor home and van conversion previously titled in another state will be titled in Florida using the same description of the vehicle as shown on the out-of-state certificate of title.</li></ol></li></ol> <p><b>NOTE:</b> If a "title only" is being applied for on a recreational vehicle and will be tagged at a later date, an affidavit is required. The affidavit must state that the recreational vehicle is in dead storage and will remain in dead storage until it is properly registered.</p>	
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<p>F. Conversion Affidavit:</p> <p>In the case of an individual converting their own vehicle and requesting to have the identity changed on the title in order to have it registered and licensed as a recreational vehicle, the customer must submit an affidavit to the tax collector. The affidavit must certify that the unit has been converted to the extent to include one of the aforementioned items to qualify it as a recreational vehicle.</p> <p><b>EXAMPLE:</b></p> <p>This is to certify that I, _____, owner of a (Year) _____, (Make)_____, (VIN) _____, hereby request the vehicle be classified as recreational vehicle for the following reason:</p> <ul style="list-style-type: none"><li>( ) Installed 110 volt electrical wiring</li><li>( ) Installed LP gas piping</li><li>( ) Installed plumbing system</li></ul> <p>III. MISCELLANEOUS INFORMATION:</p> <p>A. <b>Questions and Answers Involving Mobile Homes and Recreational Vehicle Brokers</b></p> <p>1. Are licensed mobile home brokers required to appear in the chain of title of mobile homes they sell?</p> <p><b>NO.</b> Because mobile home brokers by definition do not take possession or title to mobile homes, there is no requirement that they appear in the chain of title.</p> <p>2. What type of records must a mobile home broker keep?</p> <p>Because brokers are a type of dealer, they are required to keep the same kinds of records required of mobile home dealers by section 320.77(8), Florida Statutes.</p> <p>3. Are brokers required to apply for title on behalf of a retail customer under section 319.23(6)?</p> <p><b>YES.</b> Section 319.23(6) requires that the dealer apply for title in the case of sale "by a licensed dealer". Because this provision is intended to protect the public welfare, it should be liberally construed to effect its intended end. Therefore, even though the broker is not the owner of the mobile home, transactions conducted through brokers should be considered sales by licensed dealers for the purpose of this subsection.</p>	
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**B. Question and Answer Involving Classification of Trailer Combining Living Space with Storage Space:**

Should a trailer which combines living space with storage/transport space, such as a horse trailer with living accommodations for humans, be classified as a "travel trailer" under section 320.01(1)(b)1; Florida Statutes?

**YES.** A trailer which combines living space with storage/transport space, such as a horse trailer with living accommodations for humans, should be classified as a "travel trailer" under section 320.01(1)(b)1, Florida Statutes.

It is clear that the trailers in question meet this definition and should be classified as travel trailer. Even though they are designed for dual use, they are primarily designed and constructed to provide living quarters for recreation, camping or travel use. This phrase is intended to distinguish these trailers on the one hand from mobile homes, which are designed to be used as "dwelling units," 320.01(2)(a), and on the other hand, from storage trailers and office trailers which could conceivably be used to sleep in, but which are not primarily designed as living quarters.

Therefore these trailers must be registered using class codes 60, 61, 77 or 78 to ensure assessment of the appropriate registration tax and fees.

**C. Questions and Answers Concerning Changing a Heavy Truck or Truck Tractor to a Recreational Vehicle:**

1. Can a heavy truck be converted/changed to be titled and registered as a recreational vehicle?

**YES.** A heavy truck can be changed from its current classification to a recreational vehicle, if it continues to meet the definition listed in s. 320.01 (10), Florida Statutes, AND is only used for the purpose of carrying the personal effects of the passengers.

If the vehicle meets the definition of 320.01(10), Florida Statutes, and its purpose is to carry goods other than the personal effects of the passengers, it must be titled and registered as a heavy truck.

Conversions are typically built on a commercial truck chassis. For title and registration purposes in Florida, these truck conversions may be designed or equipped with a connecting device for the purpose of drawing a trailer.

A trailer as defined in section 320.01(4), Florida Statutes, is "any vehicle without motive power designed to be coupled to or drawn by a motor vehicle and constructed so that no part of its weight or that of its load rests upon the towing vehicle."

Notice that the definition is specific in that "no part of its weight or that of its load rests upon the towing vehicle."

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In other words, these heavy truck conversions may have a connecting device on the back of the vehicle to tow a vehicle, boat trailer, etc., however, they may not have a fifth-wheel connecting device.

The make will be the make of the heavy truck. The VIN will be the VIN on the chassis. The year will be the year of the chassis. The vehicle type will be AU and the body type will be MH.

If you receive an application for truck conversion, the first question you ask should be, "Is there a fifth-wheel connecting device on this conversion?" If the answer is yes, the vehicle cannot **be** titled and/or registered as **an** RV.

Below is a picture that illustrates what a truck conversion looks like:



Notice the connecting device is not a fifth-wheel.

If the vehicle meets the definition of 320.01(10), Florida Statutes, and its purpose is to carry goods other than the personal effects of the passengers, it must be titled and registered as a heavy truck.

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2. Can a truck tractor be converted/changed to be titled and registered as a recreational vehicle?

NO. Truck-tractors as defined in 320.01(11), Florida Statutes, may not be converted to a recreational vehicle.

Truck-tractors are designed with a fifth-wheel for the primary purpose of drawing a semitrailer.

Section 320.01 (5), Florida Statutes defines a semitrailer as any vehicle without motive power designed to be coupled to or drawn by a motor vehicle and constructed so that some part of its weight and that of its load rests upon or is carried by another vehicle.

Notice that the **definition is** specific in that “part of its weight and that of its load rests upon or is carried by another vehicle.”

Below is a picture of a truck conversion that does not qualify as an RV.



Notice the fifth-wheel connection. This vehicle must be titled and registered as a truck-tractor.



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<p style="text-align:center"><b>D. Auctions are allowed to deal in Recreational Vehicles:</b></p> <p style="text-align:center">Section 320, Florida Statutes, clarifies the process for a dealer to dispose of recreational vehicles taken in trade through licensed motor vehicle auctions.</p> <ol style="list-style-type: none"><li>1. Section 320.27, F.S., allows a licensed motor vehicle dealer to sell at retail or wholesale, recreational vehicles they have acquired as trade-ins during the regular course of business. However, a motor vehicle dealer may not buy a recreational vehicle for the purpose of resale unless they are licensed as a recreational vehicle dealer pursuant to s. 320.771, Florida Statutes.</li><li>2. Section 320.27(1)(c)4, F.S., defines a "motor vehicle auction" as any person offering motor vehicles or recreational vehicles for sale to the highest bidder where buyers are licensed motor vehicle dealers. Such person shall not sell a vehicle to anyone other than a licensed motor vehicle dealer.</li><li>3. Section 320.77, F.S., allows mobile home and recreational vehicle dealers to buy recreational vehicles being sold at auctions.</li></ol> <p>E. A documentation check list is attached to this procedure as Exhibit A.</p> <p>F. Graphic Illustrations are attached to this procedure as Exhibit B.</p> <p>G. See Forms Appendix for a sample of the HSMV forms referred to in this procedure.</p>	
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**EXHIBIT A**

**RECREATIONAL VEHICLES, MOBILE HOMES  
AND OFFICE TRAILERS CHECK LIST**

**FORMS**

**FLORIDA RECORD/NEW VEHICLE**

**OUT-OF-STATE RECORD**

\_\_\_\_\_ HMSV 82040 or HSMV 82041

\_\_\_\_\_ HSMV 82040 OR HSMV 82041

\_\_\_\_\_ Florida Title

\_\_\_\_\_ HSMV 82042, or the VIN  
Verification section on form  
HSMV 82040.

OR,

\_\_\_\_\_ First and second stage  
Manufacturer's Certificate of  
Origin

\_\_\_\_\_ Out-of-state proof of ownership

\_\_\_\_\_ Lien satisfaction(s), if applicable.

\_\_\_\_\_ Florida sales tax or specify sales tax exemption information on form HMV 82040 or form HSMV 82041.

\_\_\_\_\_ Florida license plate number, non-use affidavit or the mobile home or RP decal.

\_\_\_\_\_ Title fees

**NOTE: For an individual completing a van conversion the following must be also be submitted:**

\_\_\_\_\_ Conversion affidavit certifying that the unit has been converted to the extent to include one of the items below to qualify it as a recreational vehicle.

\_\_\_\_\_ Installed 110 volt electrical wiring

\_\_\_\_\_ Installed LP gas piping

\_\_\_\_\_ Installed plumbing system

**EXHIBIT B**



**PRIVATE MOTOR COACH**



**MOTOR HOME**



**FIFTH WHEEL**



**TRAVEL TRAILER**



**MOBILE HOME**



**PARK TRAILER**