Texas Department of Housing and Community Affairs
MANUFACTURED HOUSING DIVISION
P. O. BOX 12489 Austin, Texas 78711-2489
877-313-3023, (512) 475-2200 FAX (512) 475-3506
Internet Address: www.tdhca.state.tx.us/mh/index.htm

Adding or Deleting a Related Person to a License Record

ADD A RELATED PERSON

List any person(s) who meet the definition of a related person who is/are hereby authorized to be listed as such on the license record. A date of birth and social security number is needed for a criminal background check.

Full Name	*Date of Birth*	*Social Security Number (Required)*
Full Name	*Date of Birth*	*Social Security Number (Required)*

DELETE A RELATED PERSON

List any person(s) no longer authorized to be listed as a related person, and should be removed from the license record.

Full Name	*Date of Birth*
Full Name	*Date of Birth*

CERTIFICATION

I am authorized to make the above mentioned changes and attest that all statements made are true and correct.

Printed Name of License Holder	*Title*
Signature	*License Number (Example R-1234, I-1234, M-1234)*

This form can be emailed or faxed to:

Email: licensing@tdhca.state.tx.us

Fax: 512-475-3506