

Helpful Guidelines

GENERAL INFORMATION

The Manufactured Housing industry is regulated by Chapter 1201 of the Texas Occupations Code, administered by the Texas Department of Housing and Community Affairs (TDHCA), Manufactured Housing Division (MHD). While the MHD is part of the TDHCA, it is only administratively attached to the agency and operates independently under its own Executive Director and governing Board.

The MHD is responsible for recording ownership and liens, recording tax liens, issuing occupational licenses to manufacturers, retailers, brokers, installers, salvage rebuilders, and salespersons. The MHD also enforces the law, provides consumer protection, and consumer remedy through the Homeowners' Recovery Trust Fund (HORTF).

DEADLINES AND APPLICABLE FEES

Applications for SOL - Must be received complete, with the fee, within 60 days from the date of sale. SOL application fee is \$55 per application.

Form T - Must be received complete, with the fee, within 7 days from the date of installation. Form T fees are \$75 for a single-wide home, \$100 for a double-wide home and \$125 for a triple-wide home.

Renewal License - Must be received complete, with the fee, by the date of expiration or the late fees apply.

Warranty Order - Must be complied with in 30 days, or the time specified in the order, or license holder is subject to Director's Disciplinary Meeting and must show cause why their license shouldn't be suspended or revoked.

TAX STATEMENT REQUIREMENTS

Sales from January 1st to June 30th:

1. Require a tax statement confirming that previous year's taxes were paid in full.
2. Requires a statement that present year's taxes have been estimated, paid, and held in escrow.

Sales from July 1st through September 31st:

Require a statement that the present year's taxes have been estimated, paid, and held in escrow.

Sales from October 1st through December 31st:

Require a tax statement confirming that the present year's taxes have been paid in full.

COMMON MISTAKES ON ...

Application for SOL

- Physical address not provided (can't be PO Box).
- Date of sale is left off.
- Election as personal or real property not made.
- Signatures not provided or have not been notarized.
- Tax liens exist on the record.
- Statement of no taxes due not included
- Fee is not submitted.

Form T

- Method of installation is not noted.
- Map is not provided.
- Serial and/or HUD Label number left off.
- Fee is not submitted.



Joe Garcia
Executive Director
Manufactured
Housing Division

MHD CONTACT INFORMATION

Customer Service **800-500-7074**
For the general public

Support Services Unit **888-576-2240**
For lenders, title companies, attorney's offices, and industry needing titling/SOL assistance.

Mailing Address:
P. O. Box 12489, Austin, Texas 78711

Field Offices
Lubbock - 806-794-2105; Waco - 254-714-1353

Email Addresses
processing@tdhca.state.tx.us - For sending general titling inquiries, status updates, and questions.

mhairesponse@tdhca.state.tx.us - For emailing responses to our Requests for Additional Information (RAI). This email address only receives scanned images. **Emails are not read from this address**, nor is there a response.

mhelectionperfection@tdhca.state.tx.us - For emailing the Statement of Ownership and Location, which has been stamped "Filed" by the County Clerk, in order to perfect an election to real property. The only thing that needs to be sent is the actual SOL and/or the attached page with the date stamp. Be sure to also send a copy to the taxing entity and appraisal district.

licensing@tdhca.state.tx.us - For emailing inquiries or scanned images of manufactured housing occupational licensing documents.

installations@tdhca.state.tx.us - For emailing inquiries or scanned images of Installation Reports.

OTHER IMPORTANT NUMBERS AND WEBSITES

TX Comptroller's Office www.cpa.state.tx.us
800-252-5555

TX Dept. Insurance www.tdi.state.tx.us
800-252-3439

TX Dept. Lic. & Reg. www.license.state.tx.us
800-803-9202

TX Dept. of Transportation www.dot.state.tx.us
800-299-1700

TX Finance Commission www.fc.state.tx.us
877-276-5554

TX Secretary of State www.sos.state.tx.us
512-463-5555

TX Off. of Cons. Credit www.occc.state.tx.us
800-538-1579

TX Real Estate Comm. www.trec.state.tx.us
800-250-8732

TX Dept. of Banking www.tdb.state.tx.us
512-475-1317

Environmental Protection Agency www.epa.gov

Fed. Emergency Mgmt. Agency www.fema.gov

Housing Urban Development www.hud.gov