

## GENERAL INFORMATION

The Manufactured Housing industry is regulated by Chapter 1201 of the Texas Occupations Code, and Title 10, Chapter 80 of the Texas Administrative 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 issuing statements of ownership and locations (SOL), which record 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).



Joe Garcia, Executive Director  
Manufactured Housing Division

## CONTACT INFORMATION

### Email Addresses

[processing@tdhca.state.tx.us](mailto:processing@tdhca.state.tx.us)

For sending general titling inquiries, status updates, and questions.

[mhresponse@tdhca.state.tx.us](mailto:mhresponse@tdhca.state.tx.us)

For emailing responses to our Requests for Additional Information (RAI). This email address is only for receiving scanned images, *no responses are made from this email address*.

[licensing@tdhca.state.tx.us](mailto:licensing@tdhca.state.tx.us)

For emailing inquiries or scanned images of manufactured housing licensing documents.

[installations@tdhca.state.tx.us](mailto:installations@tdhca.state.tx.us)

For emailing inquiries or scanned images of Installation Reports.

### Phone Numbers

Industry Titling/SOL Assistance— 888-576-2240

Licensing Assistance/Enforcement — 877-313-3023

### Mailing Address

P. O. Box 12489, Austin, Texas 78711

### Web Address

<http://www.tdhca.state.tx.us/mh/index.htm>

## RETAIL MONITORING

Each licensed retailer will be monitored/audited at least once a year, for confirmation that all sales files contain:

- The required Retail Monitoring Checklist.
- All required Federal and state disclosures.
- Signed and notarized Application for Statement of Ownership and Location.

## DEADLINES

### Applications for SOL

Must be received complete, with the fee, within **60 days** from the date of sale.

### Form T

Must be received complete, with the fee, **within 7 days** from the date of installation.

### Renewal License

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

### Warranty Orders

Must be corrected within the specified time on the order or license the holder is subject to a Director's Disciplinary Meeting and show cause why the license shouldn't be suspended or revoked.

## COMMON MISTAKES

### Application for SOL

- Physical address not provided (can't be PO Box).
- Date of sale left off.
- Election as personal or real property not made.
- Signatures not provided.
- Retailer number left off.
- Tax liens exist on the record.
- Failure to provide a tax statement from the tax collector, confirming that taxes which have accrued for each January in the 18 months prior to the sale, have been paid in full.

### Form T

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

## FEES

### SOL Fees

\$55—Per application

### Form T Fees

\$75—Single-wide homes

\$100—Double-wide homes

\$125—Triple-wide homes