

MANUFACTURED HOUSING DIVISION

**Congratulations on paying
off your loan!**

Now that you have satisfied the terms of your loan you are free to remove the lienholder from the ownership record and have a new Statement of Ownership and Location issued with no liens (like a "clear title").

To do so, follow the procedure listed and allow 15 working days for processing.

**Procedure for
Removing a
Lienholder**

- Application for Statement of Ownership and Location – Complete Blocks 1 (Check "Other" then write, "Remove lienholder"), 2, 3, 4b, 6, 7, and 10b.
- Form B – Attach Form B completed by the lienholder OR you may submit a copy of the contract stamped "PAID" or you may submit the title or SOL with the lienholder's signature releasing the lien.
- \$55 SOL issuance fee.



TEXAS DEPARTMENT OF HOUSING
AND COMMUNITY AFFAIRS

MANUFACTURED HOUSING
DIVISION

TDHCA
P. O. BOX 12489
Austin, TX 78711

800-500-7074

Did You Know?

Effective 2003, the title was replaced with the Statement of Ownership and Location (SOL), which basically serves the same purpose as the title, except that the original SOL is kept on file with TDHCA and you receive a certified copy.