

ENFORCEMENT BULLETIN

Number 2017-003

REPORTING INSTALLATIONS

Agency Contact Information

Assistance with a Notice of Installation (aka Form T)

- Email: **installations@tdhca.state.tx.us**
- Toll Free Number: **877-313-3023**
- Fax Number: **Questions - 512-475-3506**
Submittals to Lubbock Field Office - 806-794-6876
- Mailing Address: TDHCA/MHD
P. O. Box 12489
Austin, TX 78701

Installation Reports

Title 10, Section 80.33(g) of the Texas Administrative Code, states that:

For each installation completed, the contracting installer must complete a Notice of Installation (aka Form T) and submit the original, signed form with the required fee to the Department **no later than seven (7) days after which the installation is completed**, but not later than three (3) days for probationary installers. A single payment may be made when multiple forms are submitted.

To prevent delays, do not send Notice of Installation Reports and fees with applications for statements of ownership and location (SOL).

Submitting Notices of Installation

INSTALLERS WITH A PROBATIONARY LICENSE should:

1. Fax their reports to the Lubbock field office **within 3 days** after the date of installation at 806-794-6876; and
2. Mail the original with the fee to the Department's headquarters in Austin.

INSTALLERS WITH A REGULAR LICENSE should:

1. Mail the original with the fee to the Department's headquarters in Austin.

Failure to report installations within the established timeframes is a violation and subject to administrative action including a fine, suspension and/or revocation of the license.

Relocating a Manufactured Home

1. A moving permit is required for transporting on any city and county roads.
2. Only a bonded and licensed Installer can install or re-level manufactured homes.
3. A copy of the moving permit should be provided to the owner.
4. A copy of the moving permit and an Application for Statement of Ownership and Location must be submitted within 60 days from the date that the home is relocated.

For more details on applicable motor carrier permit laws, contact the Texas DMV Motor Carrier Permits Division: Phone Number: 1-800-299-1700
Web Address: www.txdmv.gov

Monitoring Permit Data

The Manufactured Housing Division downloads permit data from the DMV each quarter to verify that permits issued on homes moved to a consumer's site has resulted in:

- An installation being reported within 7 days (or 3 days when installed by an installer with a probationary license) by the responsible Installer; and
- An application for Statement of Ownership and Location being submitted to the Department within 60 days from the date of sale.

Installers and/or retailers failing to report installations and/or ownership updates within the established timeframes are in violation and subject to administrative action including a fine, suspension and/or revocation of the license.