



# MHD TAX LIEN DATABASE

## *USER GUIDE*

*RECORDING AND RELEASING TAX LIENS  
AND UPLOADING TAX LIEN ELECTRONIC FILES*



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## I. Getting to Know the Database

### **1. Introduction**

#### *Intended Audience*

The MHD Tax Lien Database is designed for County Tax Assessor Collector and County Appraisal Districts.

#### Database Requirements

The MHD Tax Lien Database is web based. You can access it through a standard internet connection using a dial up or broadband service. The system is designed for use with Microsoft Internet Explorer 8 web browsers running on a Windows operating system. Use of other browsers or operating systems may result in unpredictable behavior. If necessary, download the appropriate browser software free of charge from the following webpage:

<http://www.microsoft.com/windows/ie/default.asp>

In your web browser configuration, you may need to enable JavaScript and also the ability to accept “cookies” (these are harmless electronic files placed temporarily on your computer to enhance functionality). These setting are the default for the web browser. Refer to the help system in your browser if you are unsure of its configuration.

Depending on your data needs, the MHD Tax Lien Database may require the Adobe Acrobat Reader plug-in for your browser. This software will allow you to access files in Portable Document Format (PDF) and is free of charge. To download the latest version of Adobe Acrobat Reader, visit the following webpage:

<http://www.adobe.com/products/acrobat.readstep2.html>

The MHD Tax Lien Database does not require you to install client software on your local machine.

If you have general technical assistance questions, please contact your own technical support staff FIRST. If a question cannot be answered by your technical support staff, please email us at [ctctaxdatabase@tdhca.state.tx.us](mailto:ctctaxdatabase@tdhca.state.tx.us).

#### *Overview*

The MHD Tax Lien Database allows County Tax Collectors and County Appraisal Districts to manage their own tax liens. Included in the functionality is the ability to view liens, setup and modify your accounts.

(Please review the Glossary of Terms, prior to logging onto the system.)

### **2. Getting Started**

## Accessing the MHD Tax Lien Database

To access the MHD Tax Lien Database, open your web browser to the TDHCA Web site, [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us). On the top right-hand corner of the page, click the Manufactured Housing tab, on the left side of the page click, Tax Lien Information, then click the link for the MHD Tax Lien Database.

The MHD Tax Lien Database webpage contains links to this user guide, the Central Tax Collector (CTC) Account Request Form and the system itself.

## Obtaining a User ID

To obtain a user account for the MHD Tax Lien Database, you must complete and send into the Department a Collector (CTC) Account Request Form and Access Agreement. You will then be given a CTC account number that will act as your user name, and a password. You may send completed forms to [ctctaxdatabase@tdhca.state.tx.us](mailto:ctctaxdatabase@tdhca.state.tx.us) or fax to 512-463-7951.

## Log On

When you first receive your user name from us, you will be provided with a password to log onto the system. It is recommended that you change your password the first time you log in. See *Passwords* below for more information.

Open your web browser to the MHD Tax Lien Database webpage and click on **Login to MHD Tax Lien Database**. The login box shown in Figure 2-1 will appear.



Figure 2-1

Enter your user name (CTC # with dashes) and password, and then click **OK** to access the system.

## Passwords

Passwords should contain eight characters, with at least one special character (symbol) and a number. Passwords are confidential and should never be shared except as authorized.

If you lose or forget your password, contact us at [ctctaxdatabase@tdhca.state.tx.us](mailto:ctctaxdatabase@tdhca.state.tx.us). The current contact information is maintained on the MHD Tax Lien Database webpage.

To change your password, click the **Change Password** link on the navigation bar. The change password box shown in Figure 2-2 will appear. User name will already be provided, enter old password and new password and then click **Update**.

**Change Password**

Modify the Password for Account:

USERNAME	CTC-000-08	
New Password	<input type="text"/>	Enter up to 25 characters
Confirm Password	<input type="text"/>	

Please note, when choosing a password:  
 Your new password must be at least 8 characters in length.  
 Your password must contain at least one of these special characters: ! " \ # \$ % & ' ( \* + , - . : ; < > = ? @ | [ ] ^ \_ ~ { } . / and a numeric character 0, 1, 2, 3, 4, 5, 6, 7, 8 or 9.  
 Your password cannot be the same as any of your last passwords.

Figure 2-2

## Creating Designee Accounts

Once you have logged into your account you can set up Designee Accounts under your CTC account. These accounts are to be managed by your office. Adding these accounts will allow entities you collect for to release their own liens.

To add a Designee Account, click the **Account Management** link on the navigation bar. The account management box shown in Figure 2-3 will appear.

### Account Management

CTC-000-08 currently has no accounts to manage.

[+Create Account](#)

Figure 2-3

Click on the **+Create User Account** and the box will appear as shown in Figure 2-4.

### Create Account

Create Account:	
Username	TUC00001321
New Password	<input type="text"/> Enter up to 25 characters
Confirm Password	<input type="text"/>
Account Active?	<input checked="" type="checkbox"/> (Uncheck to disable the account.)

Figure 2-3

This assignment and account information should be kept for your records. Keep in mind creating this account allows this entity to release any lien filed by your CTC account. You will then assign a Password and type it twice, and click **Save**.

Once a Designee Account has been created you can disable it by simply removing the check mark in the box provided.

### *Logging Off*

To log off, click the Logout link on the navigational bar. Logging off prevents unauthorized access from an unattended machine and will take you back to the MHD Tax Database website.

## II. Using the Database

### 3. Navigating the Database

This user guide has two major sections. “Recording” Tax Lien Procedures and “Releasing” Tax Lien Procedures. It is important to understand these terms as they relate to the system.

#### *3.1 Recording Tax Liens*

Once you have logged into the database, the screen in Figure 3.1-1 will appear. This screen will display your county name with your CTC account number on the navigational bar.

**UPSHUR COUNTY TAX ASSESSOR-COLLECTOR**  
**Search**  
**For Tax Liens**

Label Number:	<input type="text"/>
Serial Number:	<input type="text"/>
<input type="button" value="SEARCH"/>	

Figure 3.1-1

You will then enter the label number or serial number. Keep in mind that the label must be ten characters long, consisting of three letters and seven numerals. If you do not provide the correct data the error message box in Figure 3.1-2 will appear. Click **OK** and try again.



Figure 3.1-2

Once you have entered the correct home information click **SEARCH**. You should see “Retrieving Data” as see in Figure 3.1-3 while the system looks for liens.

**UPSHUR COUNTY TAX ASSESSOR-COLLECTOR**

**Search**

**For Tax Liens**

Label Number:	<input type="text" value="TEX0402430"/>
Serial Number:	<input type="text"/>
<input type="button" value="SEARCH"/>	

---

Retrieving Data...

Figure 3.1-3

**Note: if the home is NOT titled in our system,** the following box will appear. As seen in Figure 3.1-4 Select “Add Tax Lien Without a Home Record” so the lien can be filed with the Department.



<b>TAX LIEN</b>	
<b>RECORD/RELEASE</b>	
Label Number:	<input type="text" value="NTA0155548"/>
Serial Number:	<input type="text"/>
<input type="button" value="SEARCH"/>	

---

**No data found...**

<input type="button" value="ADD TAX LIEN WITHOUT A HOME RECORD"/>
<input type="button" value="BACK"/>

Figure 3.1-4

Enter in the required information and select “Create Tax Lien.” As see in Figure 3.1-5. Repeat until all liens are filed using ID numbers of CTC number. You must complete ALL of the entry.

**TAX LIEN RECORDING**

Home Section

Home Number: HM00290899

Label Number: HWC0127047

Serial Number: GDVKMS368513457

CTC Entry

Account:

Tax Lien Year(YYYY): 2011

Tax Lien Amount: 0.00

Tax Unit/CTC Nbr:

County:

CREATE TAX LIEN

Figure 3.1-5

**After the system has found the home information** you will see Home List as seen in Figure 3.1-6. Should the system find more than one home with the information you provided, you will select the one that is correct.

**UPSHUR COUNTY TAX ASSESSOR-COLLECTOR**

Search

For Tax Liens

Label Number: TEX0402430

Serial Number:

SEARCH

Home List						
Label Number	Serial Number	Owner Name	Owner Full Address	City	State	Zip
TEX0402430	TXLRFAG418606357	SWARTZ & BROUGH, INC	2600 VIA FORTUNA STE 360	AUSTIN	TX	78746

GO BACK

Figure 3.1-6

If you have received the Home List, click the label number. You will then be taken to the screen in Figure 3.1-7 which will display any liens that can be released as well as liens that have been previously released and/or recorded. Should you need to modify your county list please send us an update by using the CTC Account Request form to [ctctaxdatabase@tdhca.state.tx.us](mailto:ctctaxdatabase@tdhca.state.tx.us).

Click “Create Tax Lien: As seen in Figure 3.1-7

**TAX LIENS**

TAX PAYER DETAILS

HOME NBR	LABEL NUMBER	SERIAL NUMBER	OWNER NAME	OWNER FULL ADDRESS	CITY	STATE	ZIP	ELECTION TYPE
HM00290899	HWC0127047	GDVKMS368513457	MARK S. ROTH JULIA K. ROTH	RT 2 BOX 437				PPUD

Select all

ACTIVE TAX LIENS

TAX YEAR	LIEN DATE	RELEASED DATE	TAX ID	CTC	TAX LIEN NAME	ACCOUNT	AMOUNT(\$)
<b>No unpaid tax lien records were found</b>							

Select all

RELEASED TAX LIENS

TAX YEAR	LIEN DATE	RELEASED DATE	RELEASED BY	TAX ID	CTC	TAX LIEN NAME	ACCOUNT	AMOUNT(\$)
<b>No released tax lien records were found</b>								
<b>No records were found that match your search criteria</b>								

Tax liens that have been issued a SOL (title) after release cannot be re-instated.

Figure 3.1-7

Enter in the required information and select “Create Tax Lien.” Repeat until all liens are filed using ID numbers of CTC number. You must complete ALL of the entry. As seen in Figure 3.1-8

**TAX LIEN RECORDING**

Home Section

Home Number:	HM00290899
Label Number:	HWC0127047
Serial Number:	GDVKMS368513457

CTC Entry

Account:	<input type="text"/>
Tax Lien Year(YYYY):	2011
Tax Lien Amount:	0.00
Tax Unit/CTC Nbr:	<input type="text"/>
County:	<input type="text"/>

Figure 3.1-8

### 3.2 Releasing Tax Liens

Once you have logged into the database, the screen in Figure 3.2-1 will appear. This screen will display your county name with your CTC account number on the navigational bar.

**UPSHUR COUNTY TAX ASSESSOR-COLLECTOR**  
**Search**  
**For Tax Liens**



A screenshot of a web form titled "UPSHUR COUNTY TAX ASSESSOR-COLLECTOR Search For Tax Liens". The form contains two input fields: "Label Number:" and "Serial Number:". Below the fields is a "SEARCH" button.

Figure 3.2-1

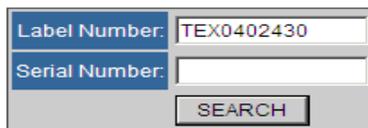
You will then enter the label number or serial number. Keep in mind that the label must be ten characters long, consisting of three letters and seven numerals. If you do not provide the correct data the error message box in Figure 3.2-2 will appear. Click **OK** and try again.



Figure 3.2-2

Once you have entered the correct home information click **SEARCH**. You should see "Retrieving Data" as see in Figure 3.2-3 while the system looks for liens.

**UPSHUR COUNTY TAX ASSESSOR-COLLECTOR**  
**Search**  
**For Tax Liens**



A screenshot of the same search form as in Figure 3.2-1, but with the "Label Number:" field filled with the text "TEX0402430". The "Serial Number:" field is empty. The "SEARCH" button is visible.

Retrieving Data...

Figure 3.2-3

After the system has found the home information you will see Home List as seen in Figure 3.2-4. Should the system find more than one home with the information you provided, you will select the one that is correct.

UPSHUR COUNTY TAX ASSESSOR-COLLECTOR

Search

For Tax Liens

Label Number:	TEX0402430
Serial Number:	
<input type="button" value="SEARCH"/>	

Home List						
Label Number	Serial Number	Owner Name	Owner Full Address	City	State	Zip
TEX0402430	TXLRFAG418606357	SWARTZ & BROUGH, INC	2600 VIA FORTUNA STE 360	AUSTIN	TX	78746

Figure 3.2-4

Once you have received the Home List, click the label number. You will then be taken to the screen in Figure 3.2-5 which will display any liens that can be released as well as liens that have been previously released, providing you with a complete home tax lien history. Keep in mind that you will only be able to release lien for entities that you collect for. This list of entities was provided by you at the conception of your account. Should you need to modify your county list please send us an update by using the CTC Account Request form to [ctctaxdatabase@tdhca.state.tx.us](mailto:ctctaxdatabase@tdhca.state.tx.us).

COUNTY TAX LIEN

(Changes will be posted in approximately 24 hours)

Home Address							
Home ID	Label Number	Serial Number	Owner Name	Owner Full Address	City	State	Zip
HM00325961	TEX0402573		BETTY EDWARDS	P. O. BOX 73	DAMON	TX	77430

Select all

TAX LIEN DETAILS

TAX Year	LIEN Date	Release Date	TAX ID	TAX LIEN Name	Account	Amount(\$)
2008	03/10/2009		CTC-000-58	BRAZORIA COUNTY TAX OFFICE	96503112415	166.76

Select all

RELEASED TAX LIEN DETAILS

TAX Year	LIEN Date	Release Date	TAX ID	TAX LIEN Name	Account	Amount(\$)
2000	05/14/2001	07/11/2005	230-000-00	UPSHUR COUNTY	R76686	193.06
2000	05/14/2001	07/11/2005	230-201-43	UPSHUR COUNTY RURAL FIRE DISTRICT #1	R76686	9.33
2000	05/14/2001	07/11/2005	230-906-02	NEW DIANA INDEPENDENT SCHOOL DISTRICT	R76686	446.49
2004	07/11/2005	01/18/2008	230-000-00	UPSHUR COUNTY	R76686	.00
2004	07/11/2005	01/18/2008	230-201-43	UPSHUR COUNTY RURAL FIRE DISTRICT #1	R76686	.00
2004	07/11/2005	01/18/2008	230-906-02	NEW DIANA INDEPENDENT SCHOOL DISTRICT	R76686	.00
2005	05/05/2006	01/18/2008	230-000-00	UPSHUR COUNTY	R76686	.00
2005	05/05/2006	01/18/2008	230-201-43	UPSHUR COUNTY RURAL FIRE DISTRICT #1	R76686	.00
2005	05/05/2006	01/18/2008	230-906-02	NEW DIANA INDEPENDENT SCHOOL	R76686	.00

Figure 3.2-5

Review the list of liens and select the liens that you wish to release in the Tax Lien Detail by placing a check mark in the box to the right, as seen in Figure 3.2-6, then click **Release/Re-Instate Tax Lien(s)**.

**COUNTY TAX LIEN**  
(Changes will be posted in approximately 24 hours)

Home Address

Home ID	Label Number	Serial Number	Owner Name	Owner Full Address	City	State	Zip
HM00332606	TEX0404380		KENNETH Q. WILKES	1242 KARNES ROAD, LOT 104 29	LONGVIEW	TX	75604

Select all

TAX LIEN DETAILS

TAX Year	LIEN Date	Release Date	TAX ID	TAX LIEN Name	Account	Amount(\$)	
1991	08/21/1992		230-902-02	GILMER INDEPENDENT SCHOOL DISTRICT		.00	<input type="checkbox"/>
1991	08/21/1992		230-102-03	CITY OF GILMER		.00	<input checked="" type="checkbox"/>
1991	08/21/1992		230-000-00	UPSHUR COUNTY		.00	<input type="checkbox"/>
1991	08/21/1992		230-000-00	UPSHUR COUNTY		.00	<input checked="" type="checkbox"/>
1992	07/29/1993		230-000-00	UPSHUR COUNTY		.00	<input type="checkbox"/>
1993	06/17/1994		230-000-00	UPSHUR COUNTY		.00	<input checked="" type="checkbox"/>
1995	05/30/1996		230-000-00	UPSHUR COUNTY	R71777	.00	<input type="checkbox"/>
1995	05/30/1996		230-902-02	GILMER INDEPENDENT SCHOOL DISTRICT	R71777	.00	<input checked="" type="checkbox"/>
2007	06/10/2008		230-102-03	CITY OF GILMER	71777	1.67	<input type="checkbox"/>
2008	06/14/2009		230-102-03	CITY OF GILMER	71777	9.47	<input type="checkbox"/>

**RELEASE/RE-INSTATE TAX LIEN(S)**

Figure 3.2-6

You will then see the box in Figure 3.2-7 appear as the database is saving your request.



Figure 3.2-7

If your request was successful, you will be redirected back to the County Tax Lien screen as seen in Figure 3.2-8 which you will notice lists the liens you selected have moved down to the Released Tax Lien Details. You may also process all liens outstanding by using the Select All button in the top right-hand corner.

RELEASED TAX LIEN DETAILS

TAX Year	LIEN Date	Release Date	TAX ID	TAX LIEN Name	Account	Amount(\$)	
1998	01/31/1999	04/02/2001	232-000-00	UVALDE COUNTY	t0008000850	17.76	
2003	09/28/2005	10/26/2009	071-102-03	CITY OF EL PASO	02MH00000000470	.00	<input type="checkbox"/>

*Tax liens that have been issued a SOL (title) after release cannot be re-instated.*

**RELEASE/RE-INSTATE TAX LIEN(S)**

Reinstatement of liens from prior tax years can only be made with in the same business day. If this deadline has passed, please contact us at [cictaxdatabase@tdhca.state.tx.us](mailto:cictaxdatabase@tdhca.state.tx.us) and provide us with a complete detail of the circumstances surrounding the release error. Please note, taxes released in error during the current filing year may be reinstated prior to the filing deadline."

Figure 3.2-8

If you have released a lien in error provided this error was caught during the same business day, you can check the lien you wish to reinstate and click **Release/Reinstate Tax Liens**. The following statement can be found on the web-page as a reminder.

*"FYI - Reinstatement of liens from prior tax years can only be made within the same business day. If this deadline has past, please contact us at*

[ctctaxdatabase@tdhca.state.tx.us](mailto:ctctaxdatabase@tdhca.state.tx.us) and provide us with a complete detail of the circumstances surrounding the release error.

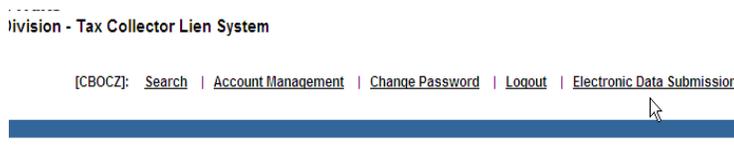
*Please note taxes released in error during the current filing year may be reinstated prior to the filing deadline."*

Once you have completed releasing the liens for the record you will then click **Search** to enter a new label number or click **Logout** to return to MH Tax Database Web site.

### 3.3 *Electronically Filing and Releasing Tax Liens*

Many entities use electronic means to record and release their liens on file with the Department. The proper layout for such filings can be found in our Administrative Rule 80.93(b). Electronic liens can now be uploaded directly into our system from your PC by following the simple instructions below.

Select "Electronic Data submission" as seen in Figure 3.3-1



Search

Figure 3.3-1

You will then select "Browse" as seen in Figure 3.3-2



Figure 3.3-2

You then navigate to where the file has been saved on your computer. Find the file and select “Open” as seen in Figure 3.3-4

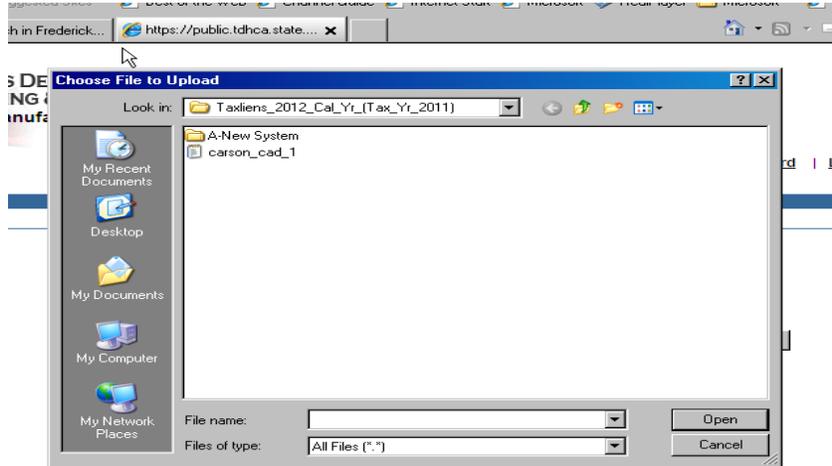


Figure 3.3.4

Once you have attached the file you will click “Submit” as seen in Figure 3.3-5

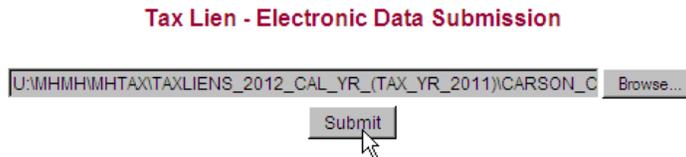


Figure 3.3.5

When the file has been processed the information will be displayed as seen in Figure 3.3-6.

**Tax Lien - Electronic Data Submission**

Tax Lien Upload Summary	
Status	# Records
RECORD	86
REJECT	4

Tax Lien Upload Summary w/Reasons		
Status	Reason	# Records
RECORD	HOME FOUND	86
RECORD - REJECT	Home designated as real property	4

Figure 3.3-6

This information is simply a count of the number of liens accepted or rejected. **You must print this screen if you wish to retain this information.**

To see the complete spreadsheet you will need to click "create spreadsheet" as seen in Figure 3.3.7

### Tax Lien - Electronic Data Submission

Tax Lien Upload Summary		
Status	# Records	
RECORD	442	
RECORD WO HOME	36	
REJECT	68	

Tax Lien Upload Summary w/Reasons		
Status	Reason	# Records
RECORD	HOME FOUND	436
RECORD	Home elected as real property, not perfected	6
RECORD WO HOME	Label number returns no home	16
RECORD WO HOME	Serial # returns no home(s)	18
RECORD WO HOME	Serial # returns too many homes	2
RECORD - REJECT	Duplicate recording (RECORD)	11
RECORD - REJECT	Home designated as real property	44
RECORD - REJECT	Home designated as retailer inventory	2
RECORD - REJECT	Home designated for business use	1
RECORD - REJECT	Invalid label number and serial number	9
REJECT	Record length was incorrect	1

[Create the spreadsheet](#)

Figure 3.3-7

*Selecting the option to create a spreadsheet, will forward you to the excel spreadsheet option. You will then open the file and save the document to your computer to maintain for your records. Please keep in mind, by uploading this file yourself the Department will not have a copy of the excel spreadsheet, therefore you will need to make sure you save a copy for future reference.*

## **4. Frequently Asked Questions**

*While attempting to navigate to pages previously viewed, I receive an error message.*

Use of the (BACK) button (found on the web browser's standard tool bar) will result in the display of data that is not up-to-date and may cause error screens to appear.

*Information I just saved appears to have been lost or was not updated.*

Once you have begun to enter information, you should click the **Save** button before clicking any other link on the page. If you enter a different page through a link and have not yet saved the data on the page you were working on, all the information you entered will be lost.

Using the “Back” button (above) to navigate the system will also result in viewing outdated information. The information may be saved in the system but will not be displayed until the page is refreshed.

*While attempting to submit data to MHD, I received an error message.*

Make sure that you have entered the data correctly including label and serial numbers.

*Why doesn't what I just entered show up on the TDHCA Web site?*

There is a 24 hour waiting period between when the data is entered until it can be viewed on the Web site. The information is updated nightly.

*What if I release the wrong lien?*

*Reinstatement of liens from prior tax years can only be made within the same business day. If this deadline has past, please contact us at [ctctaxdatabase@tdhca.state.tx.us](mailto:ctctaxdatabase@tdhca.state.tx.us) and provide us with a complete detail of the circumstances surrounding the release error.*

*Why am I unable to access the information on the label number once I log into my account?*

This CTC database can only be successfully accessed by Explorer 8. Use these steps to check which version you currently have installed. Open Explorer and click “Help” then click on “About Internet Explorer.” If you do not have Explorer 8 you will need to get with your technical support and update your version.

If you have Explorer 8, try accessing the database from another computer in your office. If you are able to access the information, the preferences or cookie settings on your first computer will need to be re-evaluated to allow you access. You will need to contact your technical support for assistance.

## **5. Glossary of Terms**

CTC: refers to those central tax collectors that have completed a CTC Request Form.

CTC Request Form: refers to the Department's Central Tax Collector Request Form to be completed prior to access of the MHD Tax Lien Database

HUD Label: refers to the number placed on the home during or at the completion of the building process at the manufacturing plant.

Texas Seal: refers to a seal that is obtained from the Department and placed on the home in the absence of a HUD label.

Tax Lien: refers to a lien placed on a home by a taxing entity that has the legal authority to do so per Chapter 32 of the Tax Code.