

**IMPORTANT NOTICE OF INTENT  
TO ACQUIRE OWNERSHIP OF AN ABANDONED MANUFACTURED HOME**

This notice must be sent by certified mail, return receipt requested, to the owner of record as reflected in the official records of the Texas Department of Housing and Community Affairs, Manufactured Housing Division (Department) of the manufactured home described below, all lienholders at the addresses listed on the home's Statement of Ownership on file with the Department, the tax collector for each taxing unit that imposes ad valorem taxes on the real property where the home is located, and any intervening owners of liens or equitable interests, as of the date that this notice is sent.

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RE: Manufactured Home with HUD label, Texas Seal and/or Serial Number(s) \_\_\_\_\_  
\_\_\_\_\_

Name and address of owner(s) of record:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and address of 1<sup>st</sup> lienholder of record:  
\_\_\_\_\_  
\_\_\_\_\_

Name and address of any intervening owners  
of liens or equitable interest:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and address of 2<sup>nd</sup> lienholder of record:  
\_\_\_\_\_  
\_\_\_\_\_

Name and address of Tax Assessor-Collector  
where home is located:  
\_\_\_\_\_  
\_\_\_\_\_

**To Whom it May Concern:**

The above-referenced home is on real property deeded and recorded in my name, located at \_\_\_\_\_ and appears to have been abandoned. It has been continuously unoccupied for at least four months, and the following indebtedness, secured by the home or related to a lease agreement between the owner of the real property and the owner of the home, is delinquent (insert description of indebtedness including holder/payee):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is my INTENT TO DECLARE THE HOME ABANDONED. All of the parties above have the right to remove the home from the above location for 45 days. Reasonable access to the home will be granted for 45 days to allow for removal. A person removing the home is responsible to the real property owner for any damage to the real property resulting from the removal of the home. Once the 45 days has elapsed it is my intent to declare the Home to be abandoned, if it has not been removed, and to apply to the Texas Department of Housing and Community Affairs, Manufactured Housing Division, for a Statement of Ownership with respect to the home, reflecting me to be the owner of the Home, free and clear of any liens, all in accordance with Tex. Occ. Code, §1201.217.

\_\_\_\_\_  
*(Printed Name of Real Property Owner)*

\_\_\_\_\_  
*(Signature of Real Property Owner)*