

Texas Department of Housing and Community Affairs
MANUFACTURED HOUSING DIVISION
P. O. BOX 12489 Austin, Texas 78711-2489
(800) 500-7074, (512) 475-2200 FAX (512) 475-1109
Internet Address: www.tdhca.texas.gov/mh

Statement of Ownership Application Instructions

*Application processing time is 15 working days from the date received complete,
not including mail time to and from the Department.*

*This is a list of the most common ownership transactions.
Please contact us directly on transactions not described herein or with any questions.*

**FIRST TIME ISSUANCE
OF A STATEMENT OF OWNERSHIP**

New Home - Personal Property

- Original Manufacturer's Certificate of Origin (MCO).
- Application for Statement of Ownership: Blocks 1 (check "New" under "Personal Property Transaction"), 2, 3, 4, 5, 7 (if applicable, Business Use or Non-Residential), 8a and 8b (if applicable), 9 (if applicable), 10a and 10b
- \$55 Statement of Ownership issuance fee
- If the home was moved, include a copy of the TX Department of Motor Vehicles (DMV) moving permit which should be obtained from the party who transported the home (if available).

New Home - Real Property

- Original Manufacturer's Certificate of Origin (MCO)
- Application for Statement of Ownership - Blocks 1 (check "New" under "Real Property Transaction"), 2, 3, 4, 5, 6 (check "real property" and qualifying option), 7 (if applicable, Business Use or Non-Residential), 8a and 8b (if applicable), 9 (if applicable), 10a and 10b
- \$55 Statement of Ownership issuance fee
- A copy of the legal description from the warranty deed and/or title commitment / title policy
- If the home was moved, include a copy of the TX Department of Motor Vehicles (DMV) moving permit, which should be obtained from the party who transported the home, (if available).

**REVISION OF A STATEMENT OF OWNERSHIP
WITH OWNERSHIP CHANGE**

Owner of record transferring to a new buyer – Currently Personal Property and Remaining as Personal Property

- Application for Statement of Ownership - Blocks 1 (check "Used" under "Personal Property Transaction"), 2, 3, 4, 5, 7 (if applicable), 8a and 8b (if applicable), 9 (if applicable), 10a and 10b
- If lien is shown on Department's title records, provide one of the following types of documentation:
 - Form B completed by the lienholder of record for the release of any personal property liens.
 - Lienholder copy of the Statement of Ownership that has been signed and dated by an authorized agent for the lien holder.
 - Documentation identifying the home by HUD label and/or serial number verifying the lien is paid in full and/or has been released.
 - If mortgage lien on record is to remain active, Lien Holder must provide consent to any changes. Consent must be on company letterhead. Must identify the home by label or serial number.
- If home was sold within the previous 18 months, a tax statement is required from the Tax Assessor Collector or a "PAID IN FULL" receipt from taxing office assuring no personal property taxes are due on the manufactured home that may have accrued on each January 1st that falls within the 18 months before the date of sale. Any tax statement or receipt provided must reference the HUD label and/or serial number.
- \$55 Statement of Ownership issuance fee

- If the home does not have an affixed HUD Label or Texas Seal outside of home, indicate so in Block 2(b), of the application for Statement of Ownership AND
 - Complete the Addendum to the Statement of Ownership application, marking Block 6 of page 1.
 - Remit an additional fee of \$35 per Texas Seal per section of home (Single=\$35, Doublewide=\$70, Triplewide =\$105).
- If the home was moved, include a copy of the TX Department of Motor Vehicles (DMV) moving permit, which should be obtained from the party who transported the home, if available.

Owner of record transferring to a new buyer – Home Changing From Personal Property to Real Property

- **Application for Ownership** - Blocks 1 (check “Used” under “Real Property Transaction”), 2, 3, 4, 6 (check “real property” and qualifying election), 7 (if applicable), 8a and 8b (if applicable) 9 (if applicable), 10a and 10b.
- A copy of the legal description or warranty deed
- If lien exists and/or is listed in the Department’s title records, provide one of the following types of documentation:
 - Form B completed by the lienholder of record for the release of any personal property liens
 - Lienholder copy of the Statement of Ownership that has been signed and dated by an authorized agent of the lender
 - Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
- In lieu of a release of lien, a statement by the title company, attorney, or federally insured financial institution issuing a title insurance commitment or policy covering all liens on the home may be provided. However, if the manufactured home will not to be insured with the real property, a Form B or documented release of lien will be required, as stated above.
- If home was sold within the previous 18 months, a tax statement is required from the Tax Assessor Collector or a “PAID IN FULL” receipt from taxing office assuring no personal property taxes are due on the manufactured home that may have accrued on each January 1st that falls within the 18 months before the date of sale. Any tax statement or receipt provided must reference the HUD label and/or serial number, (*exception to the rule see footnote below**)
- \$55 Statement of Ownership issuance fee.
- If the home does not have a required HUD Label or Texas Seal affixed to the outside of the home, indicate so in Block 2(b), of the application for Statement of Ownership AND
 - Complete the Addendum to the Statement of Ownership application, marking Block 6 of page
 - Remit an additional fee of \$35 per Texas Seal per section of home (Single=\$35, Doublewide=\$70, Triplewide =\$105).
- If the home was moved, include a copy of the TX Department of Motor Vehicles (DMV) moving permit, which should be obtained from the party who transported the home, if available.

Owner of record transferring to a new buyer – Home Changing From Non-Perfected Real Property to Real Property.

- **Application for Ownership** - Blocks 1 (check “Used” under “Real Property Transaction”), 2, 3, 4, 6 (check “real property” and qualifying election), 7 (if applicable), 8a and 8b (if applicable) 9 (if applicable), 10a and 10b.
- If the applicant is not the owner of record with the Department, a completed application for Statement of Ownership is required for each transfer of property and satisfactory proof of ownership under a completed chain of title. In lieu of past owners’ signatures, authenticated copies of all intervening transfer **conveyances, court** order confirming ownership, or title commitment in such owner’s name as title vested, issued by a licensed title insurance company authorized to do business in Texas.
- \$55 Statement of Ownership application fee, per transaction
- A copy of the legal description or warranty deed

*If the transaction is being closed by a licensed title company and/or attorney that will issue a title commitment and the manufactured home with the real property will be insured, no proof of taxes will be required, as stated above. Please submit a complete copy of the title commitment.

- A confirmation that no prior mortgage liens exist on the real property recorded with the department is required. If any liens do exist, a release of lien or consent from each lien holder is required. Acceptable documentation is a:
 - Mortgagee Title Policy, Owner's Policy and/or Title Commitment which cannot take exception to the manufactured home. The policy must insure the manufactured home.
 - Attorney's Opinion on letterhead from Title Company and/or Attorney's office. Opinion letter must reference the manufactured home, by the label / serial number and legal description of home in question.
 - Third Party lien searches are not accepted unless accompanied by an attorney's opinion letter stating he/she has reviewed and approved the search findings.
- **If the home does not have a required HUD Label or Texas Seal, indicate so in Block 2(b), of the application for Statement of Ownership AND**
 - Complete the Addendum to the Statement of Ownership application, marking Block 6 of page 1
 - Remit an additional fee of \$35 per Texas Seal per section of home (Single=\$35, Doublewide=\$70, Triplewide =\$105).
- If home was sold within the previous 18 months, a tax statement is required from the Tax Assessor Collector or a "PAID IN FULL" receipt from taxing office assuring no personal property taxes are due on the manufactured home that may have accrued on each January 1st that falls within the 18 months before the date of sale. Any tax statement or receipt provided must reference the HUD label and/or serial number (*exception to the rule see footnote below*[†]).
- If the home was moved, include a copy of the TX Department of Motor Vehicles (DMV) moving permit, which should be obtained from the party who transported the home, if available. Please note that a lien search will be required on the real property of record.

Owner of record transferring to a new buyer – Home Currently Perfected Real Property and remaining as Real Property.

- **Application for Ownership** - Blocks 1 (check "Used" under Real Property Transactions), 2, 3, 4, 5, 6 (check Real Property and qualifying election), 7 (if applicable), 8a and 8b (if applicable), 9 (if applicable), 10a and 10b. This application should be completed to show the most current transfer of property per county records.
- \$55 Statement of Ownership issuance fee
- A confirmation that all mortgage liens, including a tax liens, on the home are released or a consent is received by the lienholder. Acceptable documentation is a:
 - Commitment for title insurance;
 - Mortgagee Title or Owner's insurance policy;
 - Attorney's title opinion on letterhead from a Title Company and/or Attorney's office which must reference the manufactured home by label or serial number and legal description of real property.
 - Third Party lien search accompanied by an attorney's letterhead stating that they have reviewed and validate the findings.
- **If the home does not have a required HUD Label or Texas Seal affixed to the outside of the home, indicate so in Block 2(b), of the Application for Statement of Ownership AND**
 - Complete the Addendum to the Statement of Ownership application, marking Block 6 of page 1
 - Remit an additional fee of \$35 per Texas Seal per section of home (Single=\$35, Doublewide=\$70, Triplewide =\$105).
- If the home was moved, include a copy of the TX Department of Motor Vehicles (DMV) moving permit, which should be obtained from the party who transported the home, if available.
- Please note that a lien search will be required on the real property of record.

[†]If the transaction is being closed by a licensed title company and/or attorney that will issue a title commitment and the manufactured home with the real property will be insured, no proof of taxes will be required, as stated above. Please submit a copy of the title commitment.

Owner of record transferring to a new buyer – Home Changing From Non-Perfected Real Property to Personal Property

- **Application for Ownership** - Blocks 1 (check OTHER and write/type “Convert back to Personal Property” under “Personal Property Transaction”), 2, 3, 4, 5, 7 (if applicable, 8a and 8b (if applicable), 9 (if applicable) 10a and 10b.
- If the applicant is not the owner of record with the Department, a completed application for Statement of Ownership is required for each transfer of property and satisfactory proof of ownership under a completed chain of title. In lieu of past owners’ signatures, authenticated copies of all intervening transfer **conveyances, court** order confirming ownership, or title commitment in such owner’s name as title vested, issued by a licensed title insurance company authorized to do business in Texas.
- A confirmation that all liens, including tax liens, on the home are released or consent from current lien holder. Acceptable confirmation of a lien search is a:
 - Commitment for title insurance;
 - Mortgagee or Owner’s Title insurance policy;
 - Attorney’s title opinion on letterhead from a Title Company and/or Attorney’s office which must reference the manufactured home by HUD label or serial number or legal description of the real property; or
 - Third Party lien search accompanied by an attorney’s opinion on letterhead stating that they have reviewed and validate the findings.
- \$55 Statement of Ownership issuance fee.
- If home was sold within the previous 18 months, a tax statement is required from the Tax Assessor Collector or a “PAID IN FULL” receipt from taxing office assuring no personal property taxes are due on the manufactured home that may have accrued on each January 1st that falls within the 18 months before the date of sale. Any tax statement or receipt provided must reference the HUD label and/or serial number.
- **If** the home does not have a required HUD Label or Texas Seal, indicate so in Block 2(b), of the application for Statement of Ownership AND
 - Complete the Addendum to the Statement of Ownership application, marking Block 6 of page 1
 - Remit an additional fee of \$35 per Texas Seal per section of home (Single=\$35, Doublewide=\$70, Triplewide =\$105).
- If the home was moved, include a copy of the TX Department of Motor Vehicles (DMV) moving permit, which should be obtained from the party who transported the home, if available. Please note that a lien search will be required on the real property of record.

Owner of record transferring to a new buyer – Home Changing From Perfected Real Property to Personal Property

- **Application for Ownership** - Blocks 1 (check OTHER, then write/type “Convert back to Personal Property” under “Personal Property Transaction”), 2, 3, 4, 5, 7 (if applicable), 8a and 8b (if applicable), 9 (if applicable), 10a and 10b.
- If the applicant is not the owner of record with the Department, satisfactory proof of ownership under a complete chain of title is required. In lieu of past owners’ signatures, authenticated copies of all intervening transfer **conveyances, court** order confirming ownership, or title commitment in current owner’s name as title vested, issued by a licensed title insurance company authorized to do business in Texas.
- A confirmation that all liens, including any tax liens, on the home are released or that consent is received by the lienholder that lien is to remain active. Acceptable confirmation of a lien search is a:
 - Commitment for title insurance;
 - Mortgagee or Owner’s Title insurance policy;
 - Attorney’s title opinion on letterhead from a Title Company and/or Attorney’s office which must reference the manufactured home by label or serial number or legal description of home in question; or
 - Third Party lien search accompanied by an attorney’s letterhead stating that they have reviewed and validate the findings.
- \$55 Statement of Ownership issuance fee.

- **If** the home does not have a required HUD Label or Texas Seal affixed to the outside of the home, indicate so in Block 2(b), of the application for Statement of Ownership AND
 - Complete the Addendum to the Statement of Ownership application, marking Block 6 of page 1
- Remit an additional fee of \$35 per Texas Seal per section of home (Single=\$35, Doublewide=\$70, Triplewide =\$105).
- **If** the home is designated for residential use, a habitability inspection is required. Provide map to home with a contact name & daytime phone number. Home must be connected to utilities.
 - Remit \$150 Habitability Inspection Fee
 - Please allow two weeks for inspection to be completed. *Please note, submitting as Priority Handling will not reduce time of completion*
- **Proof** that all prior Real Property tax years have been paid and there are no delinquent taxes.
- If the home was moved, include a copy of the TX Department of Motor Vehicles (DMV) moving permit, which should be obtained from the party who transported the home, if available. Please note that a lien search will be required on the real property of record.

Removing former spouse after a Divorce – Home remains personal property and not being sold

- **Application for Ownership** - Blocks 1 (check “Other” under “Personal Property Transaction”), 2, 3, 4a (list both owners of record), 4b (List name of spouse awarded the home), 6, 7 (if applicable), 8a and 8b (if applicable), 9 (if applicable), 10a (both owners of record sign or the Divorce Decree can be provided) and 10b (spouse awarded the home signs).
- **If** mortgage lien exists, provide one of following:
 - **Form B** completed by the lienholder of record for the release of any personal property liens
 - Lienholder copy of the Statement of Ownership that has been signed and dated by an authorized agent of the lender
 - Documentation identifying the home by HUD label or serial number verifying the lien is paid in full and/or has been released. The document must reference a pay-off date.
 - If loan is to remain active, Lien Holder must consent on letterhead allowing the change of ownership to take place.
- A complete copy of the Divorce Decree signed by the presiding judge (identifying the manufactured home by serial or HUD label number) will be required, IF the signature of the former spouse cannot be obtained for signature in block 10a of the application.
- If any tax liens are shown on department records, liens must be released by the taxing authority.
- \$55 Statement of Ownership issuance fee.
- If the home was moved, include a copy of the TX Department of Motor Vehicles (DMV) moving permit, which should be obtained from the party who transported the home, if available.

Listing a surviving spouse as sole owner under Right of Survivorship agreement – Home remains personal property and not being sold

- **Application for Ownership** - Blocks 1 (check “Other” under “Personal Property Transaction”), 2, 3, 4a (list both owners of record), 4b (List name of surviving spouse), 7 (if applicable), 8a and 8b (if applicable), 9 (if applicable) and 10a and 10b (surviving spouse signs).
- **If** mortgage lien exists, provide one of following:
 - Form B completed by the lienholder of record for the release of any personal property liens.
 - Lienholder copy of the Statement of Ownership that has been signed and dated by an authorized agent of the lender.
 - Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
 - Lien Holder’s consent on letterhead allowing the change of ownership to take place.
- A copy of the Death Certificate.
- If any tax liens are shown on department records, the taxing authority must release liens from our website.
- \$55 Statement of Ownership issuance fee.
- If the home was moved, include a copy of the TX Department of Motor Vehicles (DMV) moving permit, which should be obtained from the party who transported the home, if available.

Lender Repossessing a Home and Placing Title to Lender's Name

- **Application for Ownership** from *Owner(s) of Record to Lender* - Blocks 1 (check "Used" under "Personal Property Transaction"), 2, 3, 4, 6 (if applicable), 7 (if applicable), 9 (if applicable), 10a – state "see attached Form B" and 10b.
- **Lender Holder must provide** one of following:
 - **Form B**, Blocks 1, 2, 3, 4a, 4b and 5 must be completed by the lienholder of record for the release of any personal property liens. This document must be notarized; or
 - Documentation identifying the home by HUD label number and/or serial number verifying the home has been repossessed.
- Any recorded tax liens must be resolved and released from the agency's website by the taxing authority.
- \$55 Statement of Ownership issuance fee; additional \$55 for Priority Handling if being requested.
- **If** the home does not have a required HUD Label or Texas Seal affixed to the outside of the home, indicate so in Block 2(b), of the Application for Statement of Ownership AND
 - Complete the Addendum to the Statement of Ownership application, marking Block 6 of page 1
 - Remit additional fee of \$35 per Texas Seal per section of home (Single=\$35, Doublewide=\$70, Triplewide =\$105).
- If the home was moved, include a copy of the TX Department of Motor Vehicles (DMV) moving permit, which should be obtained from the party who transported the home, if available.

Lender Repossessing a Home, Selling to a Retailer– Home going into retailer's inventory

- **Application for Ownership** from *Lender to Retailer* - Blocks 1 (check "Used" under "Personal Property Transaction"), 2, 3, 4, 6 (check "retailer's inventory"), 7 (if applicable), 9 (if applicable) 10a and 10b.
- **Lender Holder must provide** one of following:
 - **Form B**, Blocks 1, 2, 3, 4a, 4b and 5 must be completed by the lienholder of record for the release of any personal property liens. This document must be notarized.
 - Documentation identifying the home by HUD label number and/or serial number verifying the home has been repossessed.
- **Statement from Tax Assessor Collector** or "PAID IN FULL" receipt from taxing office – Required assuring no personal property taxes due on the manufactured home that may have accrued on each January 1st that fall within the 18 months before the date of sale.
- \$110 Statement of Ownership issuance fee (\$55 for documentation of repossession, and \$55 Lender to Retailer).
- **If** the home does not have a required HUD Label or Texas Seal affixed to the outside of the home, indicate so in Block 2(b), of the Application for Statement of Ownership AND
 - Complete the Addendum to the Statement of Ownership application, marking Block 6 of page 1.
 - Remit additional fee of \$35 per Texas Seal per section of home (Single=\$35, Doublewide=\$70, Triplewide =\$105).
- If the home was moved, include a copy of the TX Department of Motor Vehicles (DMV) moving permit, which should be obtained from the party who transported the home, if available.

Homes declared "SALVAGE" by an insurance company – Owner of record selling to retailer. NOTE: Salvage Homes cannot be sold to or rebuilt by anyone other than a department licensed retailer. It is a Class B misdemeanor for a retailer to sell a salvaged home to a consumer.

- **Application for Ownership**- Blocks 1 (check "Used" under "Personal Property Transaction"), 2, 3, 4, 6 retailer inventory, 7 (check Salvage), 9 (if applicable) and 10a and 10b.
- **Form B** – Completed by the lienholder of record for the release of any personal property liens
- Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
- **Statement from Tax Assessor Collector** or "PAID IN FULL" receipt from taxing office – Required assuring no personal property taxes due on the manufactured home that may have accrued on each January 1st that fall within the 18 months before the date of sale.
- \$55 Statement of Ownership issuance fee.

If the home was moved, include a copy of the TX Department of Motor Vehicles (DMV) moving permit, which should be obtained from the party who transported the home, if available. **Home Abandoned on Real Property (*§1201.217 of the Occupations Code regarding abandoned manufactured homes is explained on Page 9.)**

- Notice of the real property owner's intent to declare the home abandoned must be sent via certified mail, return receipt requested, postage prepaid, informing the owners and lienholders of record, as well as all intervening owners and all applicable taxing entities disclosing the location of the home **at least 45 days prior to executing or submitting any application.** *Please note, if there are any pending Request for Additional Information letters, those individuals must be notified of your intent to file for abandonment.*
- **Application for Ownership** (**executed and submitted no sooner than the 46th day after Notice of Intent has been sent**) Blocks 1 (check "Other" under "Personal Property Transaction" and indicate Abandonment), 2, 3, 4a (owner of record), 4b (real property owner), 5, 6, 7 (if applicable), 9 (if applicable), and 10b. Do not notarize the application.
- Prescribed **Affidavit of Fact for Abandonment** (**executed and submitted no sooner than the 46th day after Notice of Intent has been sent**)
- Evidence that the owner of record, lienholder(s) of record, and all applicable taxing entities have been notified of intent to declare the home abandoned on the prescribed form.
- Submit all Notice of Intent(s), original return certified mail envelopes, and all certified signed greens cards.
- There must be an outstanding indebtedness due on the manufactured home to claim a home as abandoned and the indebtedness must be referenced on the Notice of Intent.
- \$55 Statement of Ownership issuance fee.
- **NOTE: If there is no ownership recorded with the department contact us at 800-500-7074 for additional instructions.**

REVISION OF A STATEMENT OF OWNERSHIP WITH <i>NO CHANGE OF OWNERSHIP</i>
--

Change From Personal to Real Property

- **Application for Ownership**- Blocks 1 (check "" Update under "Real Property Transaction"), 2, 3, 4b, 6 (check "Real Property" and qualifying election), 7 (if applicable), 8a & 8b (if applicable), 9 (if applicable), 10b.
- Provide a legal description exhibit, copy of your warranty deed to the real property or title commitment and/or title policy.
- **If** mortgage lien exists, provide one of following:
 - **Form B** – Release of Lien must be completed by the lienholder of record for the release of any personal property liens.
 - Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released and date of release.

PLEASE NOTE: If the mortgage lien remains active, written consent from the lienholder is required to convert to real property. Conversion cannot occur prior to the closing of a refinance or sale.

- \$55 Statement of Ownership issuance fee.
If the home was moved, please include a copy of the TX Department of Motor Vehicles (DMV) moving permit which can be obtained from the party who transported the home, if available.

Updating Change of Location for Personal Property (must be recorded within 30 days after relocation)

- **Application for Ownership** - Blocks 1 (check "Used" under "Personal Property Transaction"), 2, 3, 4b, 6 and 10b.
- **If** mortgage lien exists, provide one of the following:
 - **Form B** completed by the lienholder of record for the release of any personal property liens.
 - Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
 - If mortgage lien is to remain active written consent from the lienholder must be provided.
- Copy of TxDOT moving permit (required). Please include a copy of the TX Department of Motor Vehicles (DMV) moving permit which can be obtained from the party who transported the home, if available.
- \$55 Statement of Ownership issuance fee.

Loan Paid Off, Issue Statement of Ownership with no active lien submitted by Owner

- **Application for Ownership** - Blocks 1 (check “Other” and write “Release Lien”), 2, 3, 4b, 6, 7 (if applicable), and 10b.
- You may provide one of the following to release the lien on department record:
 - **Form B** – Completed by the lienholder of record for the release of any personal property liens.
 - Lien Holder’s Copy of Statement of Ownership signed and dated.
 - Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
 - Lien Holder’s cover letter that only references a loan number will not suffice the requirement of releasing a lien. It must identify the manufactured by HUD label and/or serial.
 - \$55 Statement of Ownership issuance fee.

Loan Paid Off, Issue Statement of Ownership with no active lien submitted by Lien Holder

- **Application for Ownership** - Blocks 1 (check “Other” and write “Release of Lien only”), 2, 4b. Does not require owner(s) signature(s), if the lien holder is submitting and paying the assessed fee.
- You may provide one of the following to release the lien on department record:
 - **Form B** – Completed by the lienholder of record for the release of any personal property liens.
 - Lien Holder’s Copy of Statement of Ownership signed and dated.
 - Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
 - Lien Holder’s cover letter that only references a loan number will not suffice the requirement of releasing a lien. It must identify the manufactured by HUD label and/or serial.
 - \$55 Statement of Ownership issuance fee.

Lien Assignments (for Lien Holders only)

- **Application for Ownership** - Blocks 1 (check “Lien Assignment” under appropriate property transaction type), 2a, 3, 4b, 8b, and Block 10c (Assignor signs left side / Assignee signs right side).
- If the lender who sold the loan is unavailable, a copy of lien assignment documenting the transfer of lien can be substituted. Please note, the lien assignment document and/or exhibit(s) must identify the manufactured homes liens acquired via label and/or serial number(s).
- \$55 Statement of Ownership issuance fee.

Recording a new lienholder – Personal or Real Property

- **Application for Ownership** – Blocks 1 (check “Other” under appropriate property transaction type and write “Record Lien”), 2, 3, 4b, 5, 6 (only if Real Property), 8(a) (b), 9 (if applicable) and 10b.
- **Form B** – Completed by the lienholder of record for the release of any personal property liens.
- Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
- \$55 Statement of Ownership issuance fee.

Correcting an Statement of Ownership (Non-departmental error)

- **Application for Ownership** – Blocks 1 (check “Other” under appropriate property transaction type and note what information is being corrected), 2 and 10b. Complete any blocks that contain the information being corrected.
- If mortgage lien exist on record, lien holder must consent to any changes to department records.
- \$55 Statement of Ownership correction fee.

Correcting a Statement of Ownership (No charge, departmental error)

- Submit a copy of the current title with the items to be corrected. Please make sure that the items are clearly identified.
- This may be mailed, faxed to 512-475-1109, or emailed to processing@tdhca.texas.gov.
- Provide complete contact information.

Homes declared “SALVAGE” by an insurance company – Owner of record changing designation from residential to salvage (no change in ownership)

Salvage homes cannot be sold to or rebuilt by anyone other than a department licensed retailer.

It is a Class B misdemeanor for a retailer to sell a salvaged home to a consumer.

- **Application for Ownership** - Blocks 1 (check “Used” under appropriate property transaction type), 2, 3, 4b, 6, 7 (check Salvage), 9 (if applicable) and 10b.
- \$55 Statement of Ownership issuance fee.

EXCHANGE OR CERTIFIED COPY OF A STATEMENT OF OWNERSHIP WITH *NO CHANGES*

Exchanging a Title for a Statement of Ownership (no charge if no changes and title is sent to us)

Effective September 2003, Titles and Certificates of Attachment have been replaced by the Statement of Ownership. To trade in your Title for a personal property Statement of Ownership, submit the following:

- Original document of title.
- **Application for Ownership** - Blocks 1 (check “Other” under appropriate property transaction type and write “Exchange Title”), 2, 3 (must have physical address of home), and 9 (if applicable).
- No transaction fee if no changes.

Exchanging a Certificate of Attachment (COA) for a Statement of Ownership (no charge if no changes and COA is sent to us)

Effective September 2003, Titles and Certificates of Attachment have been replaced by the Statement of Ownership. To trade in your Certificate of Attachment for a real property Statement of Ownership submit the following:

- The original Certificate of Attachment **OR** an affidavit of fact stating that the original Certificate of Attachment was filed in the real property records and that the county is now requiring a certified copy of a Statement of Ownership to also be filed.
- **Application for Ownership** - Blocks 1 (check “Other” under “Real Property Transaction” and write Exchange COA), 2, 3 (must have physical address of home), 4b, 6 (check “Real Property” and Statement of Ownership attach legal description separately), 9 (if applicable) and 10b.
- No transaction fee if no changes.

Title lost or destroyed, need a Statement of Ownership

- Please note: If the home is currently titled as Personal Property or Retailer Inventory, you may print a copy through the agency website.
- **Application for Ownership** - Blocks 1 (check “Other” under appropriate property transaction), 2, 3, 4b, 6, and 10b (signed by the owner if no liens OR by the lienholder if there is a lien).
- **If mortgage lien exists, provide one of following:**
 - **Form B** completed by the lienholder of record for the release of any personal property liens.
 - Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
 - Written consent from the lienholder to the issuance of a Statement of Ownership.
- \$55 Statement of Ownership issuance fee.

Certified copy of a current Statement of Ownership (no changes)

- This request may be mailed, faxed to 512-475-1109, or emailed to processing@tdhca.texas.gov.

***Sec. 1201.217 of the Occupations Code - Manufactured Home Abandoned.**

- (a) The owner of real property on which a manufactured home owned by another is located may declare the home abandoned as provided by this section if:
- (1) the home has been continuously unoccupied for at least four months; and
 - (2) any 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 considered delinquent.
- (b) Before declaring a manufactured home abandoned, the owner of real property on which the home is located must send a notice of intent to declare the home abandoned to the record owner of the home, 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. The notice must include the address where the home is currently located. If the person giving such notice knows that a person to whom the notice is being given no longer resides and is no longer receiving mail at a known address, a reasonable effort shall be made to locate the person and give the person notice at an address where the person is receiving mail. Mailing of the notice by certified mail, return receipt requested, postage prepaid, to the persons required to be notified by this subsection constitutes conclusive proof of compliance with this subsection.

- (c) On receipt of a notice of intent to declare a manufactured home abandoned, the record owner of the home, a lienholder, a tax assessor-collector for a taxing unit that imposes ad valorem taxes on the real property on which the home is located, or an intervening owner of a lien or equitable interest may enter the real property on which the home is located to remove the home. The real property owner must disclose to the record owner, lienholder, tax assessor-collector, or intervening owner seeking to remove the home the location of the home and grant the person reasonable access to the home. A person removing a home is responsible to the real property owner for any damage to the real property resulting from the removal of the home.
- (d) If the manufactured home remains on the real property for at least 45 days after the date the notice is postmarked:
 - (1) all liens on the home are extinguished; and
 - (2) the real property owner may declare the home abandoned and may apply to the department for a statement of ownership listing the real property owner as the owner of the manufactured home.
 - (d-1) When applying for a statement of ownership under this section, the real property owner shall include with the application an affidavit stating that:
 - (1) the person owns the real property where the manufactured home is located; and
 - (2) the name of the person to whom title to the home will be transferred under this section is the same name that is listed in the real property or tax records indicating the current ownership of the real property.
- (e) A new statement of ownership issued by the department under this section transfers, free of any liens, if there is evidence of United States Postal Service return receipt from all lienholders, title to the manufactured home to the real property owner.
- (f) This section does not apply if the person who owns the real property on which the manufactured home is located and who is declaring that the home is abandoned, or any person who is related to or affiliated with that person, has now, or has ever owned, an interest in the manufactured home.
- (g) Notwithstanding Subsection (f), an owner of real property on which a manufactured home has been abandoned may apply for a new statement of ownership with respect to a home that was previously declared abandoned and then resold and abandoned again.