

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.state.tx.us/mh/index.htm](http://www.tdhca.state.tx.us/mh/index.htm)

**APPLICATION FOR STATEMENT OF OWNERSHIP AND LOCATION**

The filing of an application for the issuance of a Statement of Ownership and Location, later than sixty (60) days after the date of a sale to a consumer for residential use, may result in a fee of up to one hundred dollars (\$100). Any such application that is submitted late may be delayed until the fee is paid in full.

**BLOCK 1: Transaction Identification**

Type of Transaction		Regular or Priority Handling	(For Department Use Only) Coding:
<b>Personal Property Transaction</b> <input type="checkbox"/> New <input type="checkbox"/> Used <input type="checkbox"/> Lien Assignment <input type="checkbox"/> Other: _____	<b>Real Property Transaction</b> <input type="checkbox"/> New <input type="checkbox"/> Used <input type="checkbox"/> Update SOL <input type="checkbox"/> Other: _____	<input type="checkbox"/> <b>Regular Handling</b> Completed applications will be processed within 15 working days from date received.  <input type="checkbox"/> <b>Priority Handling Requested</b> An additional \$55 fee is included with payment to review application within 5 working days from date received.	Lien on file: Y / N Lienholder Code: County Code: Right of Surv.: Y / N GF#:

**BLOCK 2(a): Home Information (required)**

Manufacturer Name:		Model:	
Address:		Date of Manufacture:	
City, State, Zip:		Total Square Feet:	
License Number:		Wind Zone:	

	Label/Seal Number	Complete Serial Number	Weight	Size*	*NOTE: Size must be reported as the outside dimensions (length and width) of the home as measured to the nearest 1/2 foot at the base of the home, exclusive of the tongue or other towing device.
Section 1:				X	
Section 2:				X	
Section 3:				X	
Section 4:				X	

**2(b)** Is home being sold?  No  Yes  
 If yes, and **if there is/are no HUD Label(s) or Texas Seal(s)** on your home, a Texas Seal will need to be purchased and will be issued to each section of your home at an **additional cost** of \$35.00 per section.  
 Indicate which section(s) needs a Texas Seal(s): \_\_\_\_\_ (Single - \$35 Double - \$70 Triple - \$105)

**BLOCK 3: Home Location (required)**

Physical Location of Home: (or 911 address)	Physical Address (cannot be a Rt. or P. O. Box)					City	State	ZIP	County
Was home moved for this sale?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, include a copy of moving permit.								
Was Home Installed for this sale?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide installer information below, if known								
Installer Name, address and phone:									

**BLOCK 4: Ownership Information (required)**

4(a) Seller(s) or Transferor(s)		4(b) Purchaser(s), Transferee(s), or Owner(s)	
Name	License # if Retailer:	Name	License # if Retailer:
Name		Name	
Mailing Address		Mailing Address	
City/State/Zip		City/State/Zip	
Daytime Phone Number ( ) -		Daytime Phone Number ( ) -	

**4(c)** Date of sale, transfer or ownership change:

<b>HUD Label #:</b>	<b>Serial #:</b>	<b>GF# (for title co.):</b>
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**BLOCK 5: Right of Survivorship (if no box is checked, joint owners will NOT have right of survivorship)**

*If joint owners desire right of survivorship, check the applicable box below:*

- Husband and wife will be the only owners and agree that the ownership of the above described manufactured home shall, from this day forward, be held jointly and in the event of death, shall pass to the surviving owner.
- Joint owners are other than husband and wife, desire right of survivorship, **and** have attached a completed Affidavit of Fact for Right of Survivorship or other affidavits as necessary to meet the requirements of §1201.213 of the Standards Act.

**BLOCK 6: Personal/Real Property Election - Purchaser(s)/Transferee(s)/Owner(s) check one election type**

- Personal Property – Applicant elects to treat this home as personal property. All documents affecting title to the home will be filed in the records of the Department.
- Real Property – I (we) elect to treat this home as real property as **(one box must be checked)**:
- I (we) own the real property that the home is attached to.     I (we) have a qualifying long-term lease for the land that the home is attached to.
- The applicant or their authorized representative is the holder or servicer of the loan.
- I (We) understand that the home will not be considered to be real property until a certified copy of the SOL has been filed in the real property records of the county in which the home is located AND a copy stamped "Filed" has been submitted to the Department.
- Legal description for real property is attached (Example: Deed, title policy, or title commitment).**
- If a title company, list your file or GF #: \_\_\_\_\_

- Inventory – (FOR RETAILER USE ONLY)** Retailer number must be provided in Block 4b if this election is checked.

**BLOCK 7: To Designate a Home as Non-Residential (Business Use) or Salvage**

**Home WILL NOT be used for residential use. Home is designated as:**

- Business Use* (means use other than a residential dwelling, such as storage)
- Salvage* (means scrapped, dismantled, or which the full insured value has been paid by an insurance company). A salvaged home may only be sold to or rebuilt by a licensed Retailer (subject to inspection and approval prior to construction).

**BLOCK 8(a): Liens – Will there be any liens on the home (other than a tax lien)?**     No     Yes **If yes, complete the below lien information.**

**Block 8(b): Lien Information**

Date of First Lien:		Date of Second Lien:	
Name of First Lienholder:		Name of Second Lienholder:	
Mailing Address:		Mailing Address:	
City/State/Zip:		City/State/Zip:	
Daytime Phone:		Daytime Phone:	

**BLOCK 9: Special Mailing Instructions**

<b>IF</b> a copy of an SOL is to be mailed to anyone other than the owner or lienholder of record (such as a closing agent), please provide that mailing address here.	Name:	
	Company:	
	Street Address:	
	City, State, Zip:	
	Area Code/Phone	

**BLOCK 10: Signatures Required (Notarization is Optional)**

10(a) Signatures of each seller/transferor	10(b) Signatures of each purchaser/transferee or owner
<p align="center">_____ <i>Signature of owner or authorized seller</i></p> <p>Sworn and subscribed before me this ____ day of _____, 20__</p> <p align="center">_____ <i>Signature of Notary</i> SEAL</p>	<p align="center">_____ <i>Signature of purchaser/transferee or owner</i></p> <p>Sworn and subscribed before me this ____ day of _____, 20__</p> <p align="center">_____ <i>Signature of Notary</i> SEAL</p>
<p align="center">_____ <i>Signature of owner or authorized seller</i></p> <p>Sworn and subscribed before me this ____ day of _____, 20__</p> <p align="center">_____ <i>Signature of Notary</i> SEAL</p>	<p align="center">_____ <i>Signature of purchaser/transferee or owner</i></p> <p>Sworn and subscribed before me this ____ day of _____, 20__</p> <p align="center">_____ <i>Signature of Notary</i> SEAL</p>

**10(c) For Lien Assignments Only**

<p align="center">_____ <i>Signature of authorized representative for previous lienholder</i></p>	<p align="center">_____ <i>Signature of authorized representative for new lender</i></p>
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