

# MANUFACTURED HOUSING DIVISION

*Online Statement of Ownership Applications*  
*Personal/Real Property New Homes Only*



Version 1.0 July 2019

# Table of Contents

1. Introduction
  - Intended Audience
  - System Requirements
  - Overview
2. Getting Started
  - 2.1 Accessing the Online Statement of Application Webpage
  - 2.2 User ID
  - 2.3 Log On
3. Navigating the Database
  - 3.1 Initial Screen of Application Entry / Links
  - 3.2 Log-Off
  - 3.3 Entry of Online Statement of Ownership Applications
  - 3.4 Saving Entry of Application(s) and/or Add to Cart for Payment
  - 3.5 Saving Entry of Application(s) without Placing in Cart
  - 3.6 Payment Options: Credit Card / Electronic Check (ACH)
  - 3.7 Submission of Processed Applications and Cover Sheet
  - 3.8 History of Completed Transactions
4. Frequently Asked Questions

## **1. Introduction**

### Intended Audience

The Online Application for Statement of Ownership system (“The Online Application”) is designed for actively licensed retailers that sell new manufactured homes with the elections of personal or real property for residential use.

### System Requirements

The Online Application is web based. It can be accessed it through a standard internet connection using a dial up or broadband service. The system is designed for use with Microsoft Internet Explorer 11 web browsers running on a Windows operating system. Other browsers or operating systems such as Firefox 48 through 50 and Chrome 54 have

been tested successfully. 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 page in your browser if you are unsure of its configuration.

Depending on your data needs, the Online Application 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:

<https://get.adobe.com/reader/>

The Online Application does not require you to install client software on your local machine.

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

## Overview

The Online Statement of Ownership Application system allows actively licensed retailers to begin the application process for new homes with the election of personal or real property for residential use only. Included in the functionality is the ability to pre-pay the application fee(s) via credit card or as an ACH transaction.

## **2. Getting Started**

### 2.1 Accessing the Online Statement of Ownership Application Webpage

To access the Online Application, 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, Online Transactions, then under the heading Statement of Ownership, the hyperlinks will contain links to this user guide and the database for the Online Application .(Fig. 1)

Figure 1

<b>Manufactured Housing Home</b>	<b>Online Transactions</b>
Background & Overview	<b>Statement of Ownership</b>
Governing Board and Board Meeting Materials	<a href="#">Application for Statement of Ownership</a> This online feature allows retailers to file and submit an application for Statement of Ownership and to submit payment through Texas.gov. <i>Submission of all necessary paperwork and documentation to Manufactured Housing Division office is still required.</i>
Recording Ownership/Titling	<b>Registration for Manufactured Housing License Education Class (LEC)</b>
Consumer Protection and General Information	<a href="#">Licensing Education Class Enrollment</a> This online feature allows registering for the next upcoming Manufactured Housing Licensing Education Class and payment through Texas.gov. License applicants may enroll for the Core, Retailer, or Installer class to meet license type education requirement. <i>Registration may be completed and payment deferred onsite on the date of the class.</i>
License Holders	<b>Installations</b>
Laws & Rules	<a href="#">Reporting an installation</a> <b>Submitting Form Ts in Bulk Electronically</b> This is a custom feature enabling installers to export data electronically in bulk from their system to the Department's system eliminating the need to enter reports manually. This feature requires customization with the creation of a format allowing data to be integrated from one system to another.
Legislative & Regulatory Archives	<b>Licensing</b>
Tax Lien Information	<a href="#">License Renewals</a> This online feature allows License Holders to complete their License Renewals and update or confirm their contact information. Check <a href="#">here for eligibility requirements and frequently asked questions</a> .
Related Websites	<b>Tax Liens</b>
Search Our Database	<a href="#">Tax Collector Lien System</a> The MHD Tax Lien Collector System is designed to allow taxing entities the ability to release their own liens as well as the liens for the entities they collect for. Check <a href="#">here for information and Guidelines</a> on how to gain access to this system.
Online Transactions	<b>Consumer Complaints</b>
Tutorials	<a href="#">Consumer Complaint Submission</a> This online feature allows consumers to file consumer complaints. If you have any questions regarding the submission of online consumer complaints, please contact us at 877-313-3023.
Videos	<b>Inventory</b>
Contact Us	<a href="#">Texas Inventory Finance Form</a> For creditors/floorplanners to submit a Texas Inventory Finance form.
	<b>Illegal Activity</b>
	<a href="#">Unlicensed Activity Form</a> For reporting illegal activity.
	<b>Lienholders</b>
	<a href="#">Information and guidelines to accessing the system (PDF)</a> <a href="#">Release Liens</a> Lienholders wishing to release their lien may do so with system access and issue a clear statement of ownership to their customer.

## 2.2 User ID

To gain access for the Online Application, a retailer must have a current license in an active, provisional or probationary status. If a license has expired after the entry of any application(s) without completing the payment process, the retailer will only be permitted to access the online application system to edit, delete, remove from cart or complete the payment process for any prior applications entered. No new application entry will be permitted. (Fig. 2 and Fig. 3). If problems exist with accessing the online application, please contact the Licensing Unit at 877-313-3023 to confirm status of your license. Should you continue to have problems, please contact: James Oliva, Processing and Customer Service Manager at 512-463-5165 or [james.oliva@tdhca.state.tx.us](mailto:james.oliva@tdhca.state.tx.us) Diane Robinson, Processing Supervisor at 512-475-3062 or [diane.robinson@tdhca.state.tx.us](mailto:diane.robinson@tdhca.state.tx.us).

Figure 2

**Current license status EXPIRED**

Application entry will not be permitted until such time your license has been activated.  
Please contact our Licensing department at 877-313-3023 or via email at [licensing@tdhca.state.tx.us](mailto:licensing@tdhca.state.tx.us).

Figure 3

**Current license status EXPIRED**

New applications will not be accepted until your license has been activated.  
Please contact our Licensing department at 877-313-3023 or via email at [licensing@tdhca.state.tx.us](mailto:licensing@tdhca.state.tx.us).  
You may proceed with those applications previously placed in the cart, but not fully completed with payment.

[Home](#)

Applications Currently in Progress

Actions	CART STATUS	LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE
<a href="#">Edit</a> <a href="#">Delete</a>	In Cart <a href="#">Remove from Cart</a>	NTA1847637 NTA1847638	BEL010391TXA BEL010391TXB	WILLIAM CHARLES GARRETT VICKI MARTIN GARRETT	1552 NEWTON RD FERRIS, TX 75125 EASTLAND COUNTY	10/28/2018
<a href="#">Edit</a> <a href="#">Delete</a>	In Cart <a href="#">Remove from Cart</a>	NTA1832061 NTA1832062	ATH001154TZA ATH001154TXB	DENNIS FIGOL	41526 WOODWAY MAGNOLIA, TX 77354 MITCHELL COUNTY	10/18/2019

### 2.3 Log On

Open your web browser to the Online Application webpage and click on **Login to Online Application for Statement of Ownership System**. The login box will appear (Fig.4).

1. Login ID – enter the full license number including MHDRET and leading zeros, i.e. MHDRET00022222
2. License Expiration Date – can be entered with or without the forward slash (/), i.e. 08132018 or 08/13/2018

Figure 4

**Login**

Enter Login ID and License Expiration Date to log in

Login ID

License Expiration Date

You are accessing a Texas Department of Housing and Community Affairs information system. Unauthorized use is prohibited, and usage may be subject to security testing and monitoring. Misuse of this system is subject to criminal prosecution. Users of this system should have no expectation of privacy except as otherwise provided by applicable privacy laws.

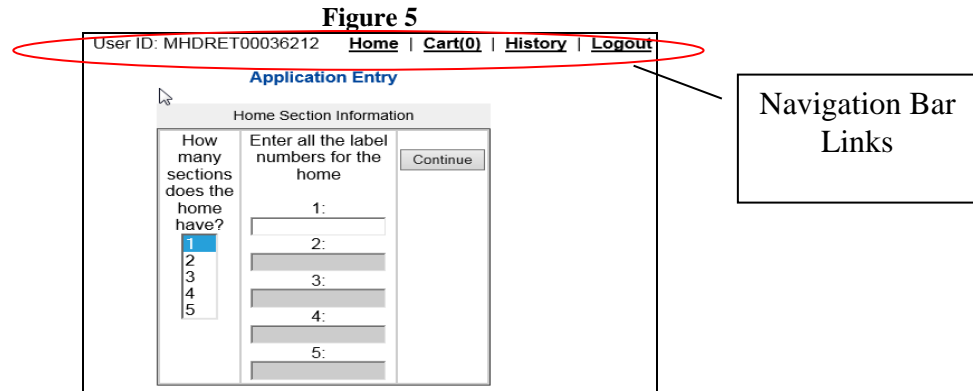
## 3. Using the Database

### 3.1 Navigating the System.

After you have successfully logged into the system, you should see the application entry screen (Fig. 5). Please note that once you have logged into the system, the retailer’s information is automatically inserted into the seller’s section and cannot be modified.

You will only need to select the correct address, i.e. physical or mailing addresses to be used for the transaction. (Fig. 16).

**Note: As a reminder, if the retailer's license is not in active status, the retailer will not have access to the Start New Application link. However, if any applications were entered prior to the license becoming inactive the user can still complete the payment process if that was not yet done.**

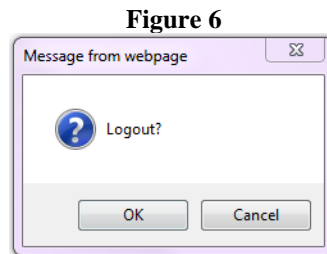


### Navigation Bar Links

- a) **Home** – Identifies applications currently in progress.
- b) **Account Management** - Allows designated account holder to create sub-accounts.
- c) **Cart** – Displays the number of pending applications entered but transaction not yet completed.
- d) **History** – Allows the user to review all prior paid and completed transactions and the enables the user to print the Detail Receipts and/or entered Applications for Statements of Ownership.
- e) **Logout** – Logs user out of system

## 3.2 Logging Off

To log off, click the logout link on the navigation bar. Logging off prevents unauthorized access from an unattended machine and will take you back to the MHD Online Statement of Ownership Application System website (Fig. 4). User will receive a Logout confirmation (Fig. 6).



### 3.3 Entry of Statement of Ownership Application(s)

Once you have logged on, the application entry section is displayed (Fig. 7). The user may now begin application entry. Please note that the entry of the application is an easy process and the user is only recording what is stated on the executed application.

**Figure 7**  
**Application Entry**

The screenshot shows a form titled "Application Entry" with a sub-section "Home Section Information". It contains two main input areas: a dropdown menu for "How many sections does the home have?" with options 1 through 5, and a set of five input fields labeled "1:" through "5:" for "Enter all the label numbers for the home". A "Continue" button is located to the right of the input fields.

Select the designated number(s) of section(s) you will be entering by placing your cursor on the desired number, then enter the label number(s). Always, verify your entries.

- If an application is currently in progress, or has already been entered and/or if a Statement of Ownership has already been issued, the system will indicate so in the status column (Fig. 8 and Fig. 9).
- If comments are noted in the status column verify that the correct home HUD label and serial numbers were entered.

**Figure 8**  
**Application Entry**

The screenshot shows the same "Application Entry" form as Figure 7, but with the "1:" input field containing the value "NTA1793038". Below the form, a message states: "The MHD database has records for homes with the label number(s) you entered. Review the status to determine if a new application can be created for the home." Below this message is a table with the following data:

LABEL	SERIAL	MANUFACTURER	MODEL	STATUS
NTA1793038	LEX161MS1712058A	MHDMAN0000454 LEXINGTON HOMES INC	161RD16562B / 5604	An SOL was issued on 03/12/2018 <sup>1</sup> <a href="#">Details</a>

Below the table, a footnote reads: <sup>1</sup> An SOL or Title has already been issued for this home. This system only allows applications to be entered for new homes that have never had a Statement of Ownership issued.

The status comments show that the Statement of Ownership was issued already.

**Figure 9**  
**Application Entry**

Home Section Information

How many sections does the home have?	Enter all the label numbers for the home	<input type="button" value="Continue"/>
<input type="button" value="1"/> <input checked="" type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> <input type="button" value="5"/>	1: <input type="text" value="NTA1825668"/> 2: <input type="text" value="NTA1825669"/> 3: <input type="text" value=""/> 4: <input type="text" value=""/> 5: <input type="text" value=""/>	

The MHD database has records for homes with the label number(s) you entered. Review the status to determine if a new application can be created for the home.

LABEL	SERIAL	MANUFACTURER	MODEL	STATUS
NTA1825668 NTA1825669		MHDMAN00000487 CMH MANUFACTURING INC.	98TRU28724RH18	An application is currently being entered in this system by MHDRET00036479 <sup>3</sup>

<sup>3</sup> Another user within this system has started an application for this home. You cannot start a new application until the other application is completed or deleted.

The status comments show that the application is being entered by another retailer.

Once you have successfully entered the correct label number(s), the HOME INFORMATION sections are displayed which consist of following for entry:

1. Home Information
  2. Home Section Details
  3. Physical Location of Home
  4. Ownership Information
    - a. Right of Survivorship
    - b. Real Property Election
    - c. Lien Information
    - d. Special Mailing
1. Home Information (Fig. 10)
    - a. Enter the manufacture's license number, either by entering "M" and the last numerical values, i.e. M487, or you may enter the entire license number, i.e. MHDMAN000000487, then select TAB. The manufacturer's information will be inserted automatically and cannot be modified.
    - b. If multiple addresses appear, select the one shown on the manufacturer's certificate of origin (MCO).
    - c. Enter the model name
    - d. Enter date manufactured, either as 06112018 or 06/11/18
    - e. Total square feet – information is automatically calculated and inserted when the home's dimensions are entered.
    - f. Enter the Wind Zone that is shown on the MCO.



**Figure 10**

**HOME INFORMATION**

<b>Manufacturer</b>	License Number MHDMAN00000487 <span style="float: right;">Tip CMH MANUFACTURING INC. DBA TRUMH II</span>	
	Select the organization name to use CMH MANUFACTURING INC. TRUMH II <b>CMH MANUFACTURING INC. DBA TRUMH II</b>	
	Select the organization address to use	
	<b>Physical Address</b> 1313 INDUSTRIAL PARK RD. BELTON, TX 76513 <input checked="" type="radio"/> Use this address	<b>Mailing Address</b> P.O. BOX 9780 MARYVILLE, TN 37802 <input type="radio"/> Use this address

If license holder's current address does not match either of these addresses please contact the Licensing section of MHD to correct the address.

<b>Home Model Name</b>	98TRU28603RH18 <span style="float: right;">x</span>
<b>Manufacture Date</b>	02/01/2018 <span style="font-size: x-small;">Enter date as mm/dd/yyyy</span>
<b>Total Square Feet</b>	1560 <span style="font-size: x-small;">Square feet is automatically calculated from length and width of home section(s)</span>
<b>Wind Zone</b>	1 <span style="font-size: x-small;">▼</span>

2. Home Section Details ( Fig. 11)
  - a. Label number(s) are shown as entered on the first screen(Fig. 10) and cannot be amended on this page. Should you need to amend, you will need select HOME, and then restart the application. If the application is SAVED, you will need the delete by selecting CART, then delete the recorded entry (Fig. 27).
  - b. Enter the serial numbers, weight, width and length (Fig. 11).
    - i. Do not include “dashes” or slashes when entering the serial number.
    - ii. An error message will be displayed if unacceptable data is entered (Fig. 12).
  - c. Please refer to the **Info** hyperlink when addressing measurements.

**Figure 11**

HOME SECTION DETAILS						
#	Label Num	Serial Num	Weight	Width	Length	Info
1	NTA1803565	BL2002586TXA	21000	13	60	
2	NTA1803566	BL2002586TXB	21000	13	60	

**Figure 12**

HOME SECTION DETAILS						
Serial Number must be alphanumeric only - include only letters and numbers						
#	Label Num	Serial Num	Weight	Width	Length	Info
1	NTA1803565	BL-200586TXA	21000	13	60	
2	NTA1803566	BL2002586TXB	21000	13	60	

Error message displays if unacceptable characters are entered.

### 3. Physical Location of Home

- a. Enter physical address, city, state, zip code, county name (see drop-down option for county selection).
  - i. If no current physical or 911 address is available, you must provide a directional address making reference to all major intersections, i.e. IH183 to FM21, turn left on Torres Street. Please contact your local county appraisal district for valid physical address, if required.
  - ii. If the city name is entered incorrectly or misspelled, user will received an error message (Fig.13).

**Figure 13**

City, State, Zip combination not found. Make sure the city name is spelled correctly, the zip code is correct, and the zip code is within the city.

- b. Answer questions as to whether or not the home was moved and/or installed.
  - i. If installation is marked as YES, you must provide the Installer's license number. Once entered, the information will be automatically inserted according to department records and cannot be modified (Fig 14).
  - ii. If Installation is marked as NO, Installer fields are grey shaded (Fig. 15).
  - iii. Select the correct organization address, if multiple are listed.

**Figure 14**

PHYSICAL LOCATION OF HOME or 911 address. Cannot be a Rt. or PO Box						
Physical Address Line 1	8846 CR 412					
Line 2						
City	NAVASOTA					
State	TX					
Zip Code	77868					
County	GRIMES					
Was home moved for this sale?	YES					
Was home installed for this sale?	YES If yes, provide installer information below, if known					
Installer	License Number MHDINS00000120 <a href="#">Tip</a> ART'S MOBILE HOME SERVICE					
	Select the organization name to use ART'S MOBILE HOME SERVICE					
	Select the organization address to use					
	<table border="1"> <thead> <tr> <th>Physical Address</th> <th>Mailing Address</th> </tr> </thead> <tbody> <tr> <td>101 THORNBRIDGE MIDLAND, TX 79703</td> <td>101 THORNBRIDGE MIDLAND, TX 79703</td> </tr> <tr> <td><input checked="" type="radio"/> Use this address</td> <td><input type="radio"/> Use this address</td> </tr> </tbody> </table>	Physical Address	Mailing Address	101 THORNBRIDGE MIDLAND, TX 79703	101 THORNBRIDGE MIDLAND, TX 79703	<input checked="" type="radio"/> Use this address
Physical Address	Mailing Address					
101 THORNBRIDGE MIDLAND, TX 79703	101 THORNBRIDGE MIDLAND, TX 79703					
<input checked="" type="radio"/> Use this address	<input type="radio"/> Use this address					
If license holder's current address does not match either of these addresses please contact the Licensing section of MHD to correct the address.						

**Figure 15**

PHYSICAL LOCATION OF HOME or 911 address. Cannot be a Rt. or PO Box				
Physical Address Line 1	6206 WADE RD			
Line 2				
City	BAYTOWN			
State	TX			
Zip Code	77522			
County	HARRIS			
Was home moved for this sale?	YES			
Was home installed for this sale?	NO If yes, provide installer information below			
Installer	License Number <input type="text"/> <a href="#">Tip</a>			
	Select the organization name to use			
	Select the organization address to use			
	<table border="1"> <thead> <tr> <th>Physical Address</th> <th>Mailing Address</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> Use this address</td> <td><input type="radio"/> Use this address</td> </tr> </tbody> </table>	Physical Address	Mailing Address	<input checked="" type="radio"/> Use this address
Physical Address	Mailing Address			
<input checked="" type="radio"/> Use this address	<input type="radio"/> Use this address			
If license holder's current address does not match either of these addresses please contact the Licensing section of MHD to correct the address.				

4. Ownership Information (Fig. 16)
  - a. Seller information is automatically inserted for the retailer that is logged in.

- i. If a variation of organization names appears, please select accordingly.
- ii. Select correct address usage.
  - 1. If the physical and/or mailing is not correct, please contact our Licensing unit to discuss documentation requirements for amending the name and/or addresses, as referenced within the block.
- b. Enter the purchaser(s) information
  - i. Enter the purchaser’s name(s)
    - 1. If the purchaser is the retailer, then click “here” right above the purchaser(s) name field. Retailer information will be automatically inserted and cannot be modified.
  - ii. If the purchaser’s mailing address is the same as the physical location address, click on the hyperlink “Use Address from Physical Location of Home” and address information will be automatically inserted. If different, enter accordingly.
    - 1. If mailing address is international, the field blocks for the City/State/Zip code will be shaded and “Country” field opened (Fig. 17). Please use USPS.com for correct international address format.
  - iii. Enter phone number and email address, if applicable.
  - iv. Designate if the transaction is a sale by selecting Yes or No.
  - v. Enter date of sale

**Figure 16**

OWNERSHIP INFORMATION					
<b>Seller</b>	License Number MHDRET00036479 COUNTRY GLEN, LLC				
	Select the organization name to use COUNTRY GLEN, LLC				
	Select the organization address to use				
	<table border="1"> <tr> <td><b>Physical Address</b> FM 971 WEIR, TX 78674</td> <td><b>Mailing Address</b> PO BOX 187 WEIR, TX 78674</td> </tr> <tr> <td><input checked="" type="radio"/> Use this address</td> <td><input type="radio"/> Use this address</td> </tr> </table>	<b>Physical Address</b> FM 971 WEIR, TX 78674	<b>Mailing Address</b> PO BOX 187 WEIR, TX 78674	<input checked="" type="radio"/> Use this address	<input type="radio"/> Use this address
<b>Physical Address</b> FM 971 WEIR, TX 78674	<b>Mailing Address</b> PO BOX 187 WEIR, TX 78674				
<input checked="" type="radio"/> Use this address	<input type="radio"/> Use this address				
	<small>If license holder's current address does not match either of these addresses please contact the Licensing section of MHD to correct the address.</small>				
	<small>Click <a href="#">here</a> if the retailer is the purchaser and the manufacturer is the seller</small>				
Buyer Name 1	JOHN DOE				
Buyer Name 2	MARY DOE				
	<a href="#">Use address from Physical Location of Home</a>				
Mailing Address Line 1	123 HAPPY STREET				
Line 2					
Line 3					
City	LOCKHART				
State	TX				
Zip Code	78644				
Phone Number	512-555-1212 <small>Enter phone number as 999-999-9999</small>				
Email Address	john.doe@yahoo.com <a href="#">Use International Address</a>				
Is this transaction a sale?	YES				
Date of sale, transfer or ownership change	08/15/2018 <small>Enter date as mm/dd/yyyy</small>				

**Figure 17**

Mailing Address	123 HAPPY STREET
City and Postal Code	
Country	
City	
State	▼
Zip Code	

5. Right of Survivorship (Fig. 17)

- a. If more than one person will be listed on the statement of ownership they have the option of selecting right of survivorship:
  - i. If married, select appropriate box
  - ii. If not married, but choose to declare joint ownership select appropriate box and the owners must complete the Affidavit for Right of Survivorship, as noted on the application, to formalize this option. The affidavit can be on the Department’s website at: <http://www.tdhca.state.tx.us/mh/docs/1018-aofros.pdf>

6. Real Property Election (Fig. 18)

- a. As noted on the application, all manufactured housing is titled as personal property, unless elected otherwise.
- b. If the owner wishes to elect the home as real property, select the appropriate box and any applicable options.
- c. Include a copy of deed or the legal description with application packet to be mailed to the Department. Indicate the Guaranty File (GF) number issued by the title company, if a title company is closing the sale.

**Figure 18**

**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:*

**Married couple** 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 married couple, 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.

---

**REAL PROPERTY ELECTION**  
Purchaser(s)/Transferee(s)/Owner(s) check one election type

**All manufactured housing is titled as Personal Property, unless elected as:**

**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 real property until a certified copy of the Statement of Ownership 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.

**Please attach a legal description of the real property to this application (Example: Exhibit A, Deed or Title Commitment).**

If a title company, list your file or GF #:

7. Lien Information (Fig. 19)

- a. If no lien is being recorded with the recordation of ownership, select NO from the drop-down window. All fields will remain grey shaded.
- b. If a lien is to be recorded, select YES and most fields will open for entry.
  - i. Enter lien date as either 06112018 or 06/11/2018.
  - ii. User may manually enter the lien holder information or select from the drop-down window which includes the lien holders most frequently used (Fig. 20)
    - 1. If selecting from the “frequent list”, choose the appropriate lender code and the lender information will automatically populate (Fig. 20)
    - 2. If you are pre-selecting a lien holder from the list, please seek approval from the lien holder prior to submitting your application. Most lien holders shown on the frequent list typically require that the titling paperwork be prepared in their office. If a second lien is to be recorded, then repeat the process as indicated in item 7(b)

**Figure 19**

LIEN INFORMATION	
Will there be any liens on this home (other than a tax lien)?	YES <input type="button" value="v"/>
Date of First Lien	08/03/2018 Enter date as mm/dd/yyyy
Select how you want to enter lien holder name and address	<div style="display: flex; justify-content: space-between;"> <div> <input type="button" value="Select lienholder from frequently used list"/> </div> <div>                     If you know the lender code enter it here and press Tab  <input type="text" value="4"/> </div> </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Or click List of frequently used lenders"/> </div>
Name of First Lienholder	VANDERBILT MORTGAGE AND FINANCE, INC
Mailing Address Line 1	PO BOX 4007
Line 2	
Line 3	
City	MARYVILLE
State	TN <input type="button" value="v"/>
Zip Code	37802
Phone Number	
<hr/>	
Date of Second Lien	08/03/2018 Enter date as mm/dd/yyyy
Select how you want to enter lien holder name and address	<input type="button" value="Manually enter name and address"/>
Name of Second Lienholder	HARRY SMITH
Mailing Address Line 1	123 FOREST ROAD
Line 2	
Line 3	
City	LOCKHART
State	TX <input type="button" value="v"/>
Zip Code	78644
Phone Number	512-555-1212 Enter phone number as 999-999-9999
	<input type="button" value="Use International Address"/>

**Figure 20**

Select how you want to enter lien holder name and address	Select lienholder from frequently used list <input type="text"/>	If you know the lender code enter it here and press Tab <input type="text"/>																											
		Or click <a href="#">here</a> for a list of frequency used lenders																											
Name of First Lienholder	<b>Frequently Used Lenders</b>																												
Mailing Address Line 1	Click the Lender Code of the lender you wish to use or click the Close button to close this window without making a selection <span style="float: right;">Close</span>																												
Line 2																													
Line 3																													
City																													
State																													
Zip Code																													
Phone Number																													
Date of Second Lien																													
Select how you want to enter lien holder name and address																													
	<table border="1"> <thead> <tr> <th>Lender Code</th> <th>Organization</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>VANDERBILT MORTGAGE AND FINANCE, INC</td> <td>PO BOX 9800 MARYVILLE, TN 37802</td> </tr> <tr> <td>2</td> <td>VANDERBILT MORTGAGE AND FINANCE, INC</td> <td>500 ALCOA TRL MARYVILLE, TN 37804</td> </tr> <tr> <td>3</td> <td>VANDERBILT MORTGAGE AND FINANCE, INC</td> <td>PO BOX 4398 MARYVILLE, TN 37802</td> </tr> <tr> <td>4</td> <td>VANDERBILT MORTGAGE AND FINANCE, INC</td> <td>PO BOX 4007 MARYVILLE, TN 37802</td> </tr> <tr> <td>5</td> <td>VANDERBILT MORTGAGE AND FINANCE, INC</td> <td>5000 CLAYTON RD MARYVILLE, TN 37804</td> </tr> <tr> <td>6</td> <td>21ST MORTGAGE CORPORATION</td> <td>P.O. BOX 477 KNOXVILLE, TN 37901</td> </tr> <tr> <td>7</td> <td>21ST MORTGAGE CORPORATION</td> <td>620 MARKET ST KNOXVILLE, TN 37902</td> </tr> <tr> <td>8</td> <td>YES FINANCIAL SERVICES, LLC C/O CLAYTON BANK AND TRUST</td> <td>520 W SUMMIT HILL DR STE 801 KNOXVILLE, TN 37902</td> </tr> </tbody> </table>		Lender Code	Organization	Address	1	VANDERBILT MORTGAGE AND FINANCE, INC	PO BOX 9800 MARYVILLE, TN 37802	2	VANDERBILT MORTGAGE AND FINANCE, INC	500 ALCOA TRL MARYVILLE, TN 37804	3	VANDERBILT MORTGAGE AND FINANCE, INC	PO BOX 4398 MARYVILLE, TN 37802	4	VANDERBILT MORTGAGE AND FINANCE, INC	PO BOX 4007 MARYVILLE, TN 37802	5	VANDERBILT MORTGAGE AND FINANCE, INC	5000 CLAYTON RD MARYVILLE, TN 37804	6	21ST MORTGAGE CORPORATION	P.O. BOX 477 KNOXVILLE, TN 37901	7	21ST MORTGAGE CORPORATION	620 MARKET ST KNOXVILLE, TN 37902	8	YES FINANCIAL SERVICES, LLC C/O CLAYTON BANK AND TRUST	520 W SUMMIT HILL DR STE 801 KNOXVILLE, TN 37902
Lender Code	Organization	Address																											
1	VANDERBILT MORTGAGE AND FINANCE, INC	PO BOX 9800 MARYVILLE, TN 37802																											
2	VANDERBILT MORTGAGE AND FINANCE, INC	500 ALCOA TRL MARYVILLE, TN 37804																											
3	VANDERBILT MORTGAGE AND FINANCE, INC	PO BOX 4398 MARYVILLE, TN 37802																											
4	VANDERBILT MORTGAGE AND FINANCE, INC	PO BOX 4007 MARYVILLE, TN 37802																											
5	VANDERBILT MORTGAGE AND FINANCE, INC	5000 CLAYTON RD MARYVILLE, TN 37804																											
6	21ST MORTGAGE CORPORATION	P.O. BOX 477 KNOXVILLE, TN 37901																											
7	21ST MORTGAGE CORPORATION	620 MARKET ST KNOXVILLE, TN 37902																											
8	YES FINANCIAL SERVICES, LLC C/O CLAYTON BANK AND TRUST	520 W SUMMIT HILL DR STE 801 KNOXVILLE, TN 37902																											

8. Special Mailing

- a. As stated in the special mailing area of the application, “If a Statement of Ownership is to be mailed to anyone other than the owner or lien holder (such as a closing agent and/or title company), please enter the information in this section box (Fig. 21).

**Figure 21**

SPECIAL MAILING ADDRESS	
If a copy of a Statement of Ownership 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	MARTHA DOE
Company	ABC TITLE COMPANY
Mailing Address Line 1	123 GLAD STREET
Line 2	
Line 3	
City	LOCKHART
State	TX <input type="text"/>
Zip Code	78644
Phone Number	512-555-1212 <span style="font-size: small;">Enter phone number as 999-999-9999</span>
Email Address	mdoe@abctitle.com
	<input type="button" value="Use International Address"/>
<input type="button" value="SAVE"/>	

### 3.4 Saving Entry of Application(s) and/or Add to Cart for Payment

After you have completed the entry of an application, you have two options to SAVE (only), which will check for errors and not place in cart or ADD TO CART which will also check for errors. Click on **Add to Cart**, if you are ready for the payment process (Fig. 22)

**Figure 22**  
**Application Entry**

The screenshot shows a web form titled "Application Entry". At the top, there is a green bar with the text "Data Saved" and a button labeled "Add to Cart (Save and Check for errors)". Below this is a section titled "HOME INFORMATION". The form contains several fields and sections:

- Manufacturer:** License Number: MHDMAN0000487. Tip: CMH MANUFACTURING INC. DBA TRUMH II.
- Select the organization name to use:** A dropdown menu with options: CMH MANUFACTURING INC., TRUMH II, and CMH MANUFACTURING INC. DBA TRUMH II (highlighted).
- Select the organization address to use:**
  - Physical Address:** 1313 INDUSTRIAL PARK RD., BELTON, TX 76513.  Use this address.
  - Mailing Address:** P.O. BOX 9780, MARYVILLE, TN 37802.  Use this address.
- Home Model Name:** 98TRU28603RH18.
- Manufacture Date:** 02/01/2018. (Instruction: Enter date as mm/dd/yyyy)
- Total Square Feet:** 1560. (Instruction: Square feet is automatically calculated from length and width of home section(s))
- Wind Zone:** 1 (dropdown menu).

At the bottom of the address section, there is a note: "If license holder's current address does not match either of these addresses please contact the Licensing section of MHD to correct the address."

At this time, if any entry error(s) and/or omissions are identified, the system will advise the user of what sections require correction or re-entry (Fig. 23, Fig. 24 and Fig. 25).

Serial Number Entry Error.

**Figure 23**

The error message box contains the following text:

Please correct the following items and click the Save button again

- Invalid Serial Number 1 - Serial numbers must be only alphabetic characters and digits - no spaces or punctuation characters
- Invalid Serial Number 2 - Serial numbers must be only alphabetic characters and digits - no spaces or punctuation characters

Right of Survivorship option selected but only one consumer is listed.



Figure 24

Buyer Name 1	JOHN DOE
Buyer Name 2	
Joint ownership is indicated under Right of Survivorship, but only one buyer name has been entered.	

Lien Information marked as YES, lienholder information not completed.

Figure 25

LIEN INFORMATION	
Will there be any liens on this home (other than a tax lien)?	YES
Date of First Lien	Date of first lien is required
Select how you want to enter lien holder name and address	Please select lender entry method

Once all corrections have been made, click on **Add to Cart** again and the following message will appear (Fig. 26). User can now enter payment information.

Figure 26

Data Saved and Application Added to Cart
--

### 3.5 Saving Entry of Application(s) without Placing in Cart

#### Saving Entry of Application(s)

If you have saved an entry of application(s) without the full completion and/or saved but without placing in the cart for payment; you may resume with completion by selecting **HOME** (Fig. 27).

- Please note CART STATUS column. One application is considered “Not In Cart” and one application has been completed and placed in cart for final payment.
- Should you wish to resume, delete or remove an application from cart, you may do so under this window.
  1. If you choose to EDIT the pending application, select EDIT and it will place you in the application entry screen. Once SAVED, it automatically place the application in the CART.
  2. As a reminder, for those applications previously entered when the license was active but which now is expired, the user can only Edit, Delete, Remove from Cart and/or continue with making payment(Fig. 28).
- You may also proceed with the payment process for those applications placed in the cart.

- If you have other new applications ready for entry, you may continue by clicking on **Start New Application.**

**Figure 27**

[Home](#) [Start New Application](#)

Applications Currently in Progress

Actions	CART STATUS	LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE
<a href="#">Edit</a> <a href="#">Delete</a>	Not in Cart	NTA1762960	BEL007083TX	CARLOS CISCO	6206 WADE RD BAYTOWN, TX 77522 HARRIS COUNTY	08/09/2018
<a href="#">Edit</a> <a href="#">Delete</a>	In Cart <a href="#">Remove from Cart</a>	NTA1803565 NTA1803566	BL2002586TXA BL2002586TXB	JOHN DOE MARY DOE	8846 CR 412 NAVASOTA, TX 77868 GRIMES COUNTY	08/03/2018

**Figure 28**

User ID: MHDRET00036212 [Home](#) | [Cart\(2\)](#) | [History](#) | [Logout](#)

**Current license status EXPIRED**

New applications will not be accepted until your license has been activated.  
Please contact our Licensing department at 877-313-3023 or via email at [licensing@tdhca.state.tx.us](mailto:licensing@tdhca.state.tx.us).  
You may proceed with those applications previously placed in the cart, but not fully completed with payment.

[Home](#)

Applications Currently in Progress

Actions	CART STATUS	LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE
<a href="#">Edit</a> <a href="#">Delete</a>	In Cart <a href="#">Remove from Cart</a>	NTA1847637 NTA1847638	BEL010391TXA BEL010391TXB	WILLIAM CHARLES GARRETT VICKI MARTIN GARRETT	1552 NEWTON RD FERRIS, TX 75125 EASTLAND COUNTY	10/28/2018
<a href="#">Edit</a> <a href="#">Delete</a>	In Cart <a href="#">Remove from Cart</a>	NTA1832061 NTA1832062	ATH001154TZA ATH001154TXB	DENNIS FIGOL	41526 WOODWAY MAGNOLIA, TX 77354 MITCHELL COUNTY	10/18/2019

Once you have completed the entry of all desired applications, you are now ready for payment submission.

### 3.4 Check Out and Payment Options

#### Checkout

All applications Saved and place in Cart will now appear under the heading of “CART”. It will also referenced the number of applications ready for payment (Fig. 29).

**Figure 29**

User ID: MHDRET00036479 [Home](#) | [Account Management](#) | [Cart\(2\)](#) | [History](#) | [Logout](#)

**Cart**

Applications Currently in Your Cart

Actions	LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE
<a href="#">Remove from Cart</a>	NTA1762960	BEL007083TX	CARLOS CISCO	6206 WADE RD BAYTOWN, TX 77522	08/09/2018
<a href="#">Remove from Cart</a>	NTA1803565 NTA1803566	BL2002586TXA BL2002586TXB	JOHN DOE MARY DOE	8846 CR 412 NAVASOTA, TX 77868	08/03/2018

At this time, you may either **Remove from Cart** or continue with the payment process by selecting CHECKOUT.

### 3.6 Payment Options

When the User is ready to proceed with the payment process, select “Checkout” (Fig. 29).

User is now prompted to select method of payment (drop-down selection). As displayed, method of payment can be either Credit Card or Electronic Check (ACH) (Fig. 30).

**Figure 30**  
Lien Checkout

#### Credit Card Payment Options:

1. Select Credit Card from drop-down window and click on **Continue**. The following page displays all pending application entries, fee per transaction and the Texas.gov Price\* (seFig. 31).
2. User may either “Cancel Checkout” or “Continue with Checkout”
3. Please note that the final cost of transactions will include a fee charged by Texas.gov as noted below the Cart referenced block.

**Figure 31**  
Checkout

LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE	\$ FEE
NTA1762960	BEL007083TX	CARLOS CISCO	6206 WADE RD BAYTOWN, TX 77522	08/09/2018	55.00
NTA1803565	BL2002586TXA	JOHN DOE	8846 CR 412	08/03/2018	55.00
NTA1803566	BL2002586TXB	MARY DOE	NAVASOTA, TX 77868		

Texas.gov Price \* \$112.73  
Payment Type: Credit Card

\* This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

4. Click on **Continue with Checkout, Online Payment** is now displayed. Verify that the Payment Type is set on Credit Card and proceed with entering the information as requested. After completion, click on **Next** (Fig. 32).

Figure 32

Texas Department of Housing and Community Affairs  
Manufactured Housing Division

Online Payment

1 Payment Type 2 Customer Info 3 Payment Info 4 Submit Payment

Payment

Payment Type  Credit Card

Customer Information

Country Complete all required fields (\*)  
United States

First Name \*

Last Name \*

Address \*

Address 2

City \*

State \*

ZIP/Postal Code \*

Phone

Email \*

Next

Payment Info

Cancel

Transaction Summary

TDHCA Online Service Fee	\$112.73
<b>TOTAL</b>	<b>\$112.73</b>

Need Help?  
Please complete the Customer Information Section

5. Provide Credit Card Information; then click on **Next** (Fig. 33).

Figure 33

The screenshot displays the 'Online Payment' interface for the Texas Department of Housing and Community Affairs, Manufactured Housing Division. The interface is divided into four steps: 1. Payment Type, 2. Customer Info, 3. Payment Info, and 4. Submit Payment. The current step is 'Payment', which is further divided into 'Payment Type' (Credit Card) and 'Customer Information'. The 'Payment Info' section contains fields for Credit Card Number, Expiration Month, Expiration Year, Security Code, and Name on Credit Card. A 'Next' button is located at the bottom right of the 'Payment Info' section. To the right of the main form is a 'Transaction Summary' table and a 'Need Help?' section.

**Transaction Summary**

TDHCA Online Service Fee	\$112.73
<b>TOTAL</b>	<b>\$112.73</b>

**Need Help?**  
You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

- Verify entry of Credit Card information; then enter provided VERIFICATION characters, then click on **Submit Payment** (Fig. 34).

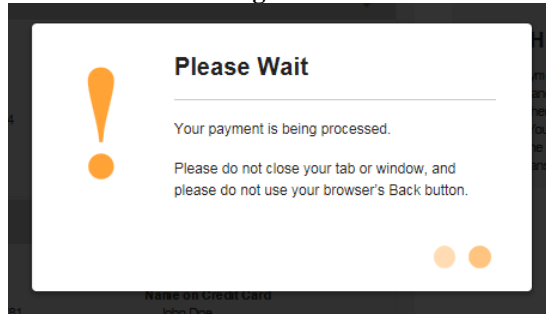
Figure 34

The screenshot displays the 'Online Payment' interface for the Texas Department of Housing and Community Affairs, Manufactured Housing Division. The interface is divided into several sections:

- Header:** Includes the agency logo and a blue 'Online Payment' button.
- Progress Bar:** Shows four steps: 1. Payment Type, 2. Customer Info, 3. Payment Info, and 4. Submit Payment. Steps 1, 2, and 3 are completed, indicated by checkmarks.
- Payment Section:**
  - Payment Type:** Set to 'Credit Card' with a green checkmark.
  - Customer Information:** Includes fields for Address (John Smith, 512 Happy Street, Lockhart, TX 78644), Phone (5125551212), Country (United States), and Email Address (james.oliva@tdhca.state.tx.us). An 'Edit' button is present.
  - Payment Info:** Includes Credit Card (Mastercard \*\*\*\*6781, Exp. 09/2020) and Name on Credit Card (ABC Mobile Homes). An 'Edit' button is present.
  - Verification:** A CAPTCHA image showing the characters 'MJMAJ' is displayed. Below it, a text input field is provided for the user to enter the characters.
- Transaction Summary:** A table showing the TDHCA Online Service Fee of \$112.73 and a TOTAL of \$112.73.
- Need Help?:** A section with the heading 'Need Help?' and a paragraph of text: 'Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.'
- Buttons:** 'Cancel' and 'Submit Payment' buttons are located at the bottom of the main form area.

7. At this point, payment is being processed (Fig 35).

**Figure 35**



8. Payment Receipt Confirmation window appears (see Fig. 36). You now have the option to print the COVERSHEET, BATCH SHEET and/or APPLICATION(s) (Fig. 36). Please note that the Payment Receipt Confirmation will also be sent, via email, but will not display the applications processed. (Fig. 37).

**Figure 36**

User ID: MHDRET00036479   [Home](#) | [Account Management](#) | [Cart\(0\)](#) | [History](#) | [Logout](#)

---

**Payment Receipt Confirmation**  
 Your payment was successfully processed. You may print this receipt page for your records

Description	Amount
Texas.gov Price*	\$112.73

Customer Information		Payment Information	
Customer Name	James Oliva	Payment Type	Credit Card
Local Reference ID	332MHS00019375	Credit Card Type	MASTERCARD
Receipt Date	09/25/2018	Credit Card Number	*****6781
Receipt Time	11:03:02 AM CDT	Order ID	38647870
		Billing Name	John Smith

Billing Information	
Billing Address	123 HAPPY STREET
Billing City, State	LOCKHART, TX
ZIP / Postal Code	78644
Country	US
Phone Number	5125551212

Applications Included with this Payment

LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE	
NTA1762960	BEL007083TX	CARLOS CISCO	6206 WADE RD BAYTOWN, TX 77522 HARRIS COUNTY	08/09/2018	<input type="button" value="Print Application"/>
NTA1803565 NTA1803566	BL2002586TXA BL2002586TXB	JOHN DOE MARY DOE	8846 CR 412 NAVASOTA, TX 77868 GRIMES COUNTY	08/03/2018	<input type="button" value="Print Application"/>

9. Confirmation of Online transaction will be emailed to the address provided (Fig. 37)

**Figure 37**

**Payment Receipt Confirmation**  
 Your payment was successfully processed. You may print this receipt page for your records by selecting Print.

**Transaction Summary**

Description	Amount
TDHCA Online Service Fee	\$112.73
Total Amount Paid	\$112.73

**Customer Information**  
**Customer Name** James Oliva  
**Local Reference ID** 332MHS00019375  
**Receipt Date** 9/25/2018  
**Receipt Time** 11:03:07 AM CDT

**Payment Information**  
**Payment Type** Credit Card  
**Credit Card Type** MAST  
**Credit Card Number** \*\*\*\*\*6781  
**Order ID** 38647870  
**Billing Name** John Smith

**Billing Information**  
**Billing Address** 123 Happy Street  
**Billing City, State** Lockhart, TX  
**ZIP/Postal Code** 78644  
**Country** US  
**Phone Number** 5125551212  
 This receipt has been emailed to the address below.  
**Email Address** [joliva@tdhca.state.tx.us](mailto:joliva@tdhca.state.tx.us)

Electronic Check (ACH) Payment Option:

1. Select Electronic Check (ACH) from drop-down window and click on **Continue**. The following page displays all pending applications processed and fee per transaction. Please note that service fee(s) are not assessed by Texas.gov for ACH transactions. Should you wish to continue with payment, click on **Continue with Checkout** (Fig. 38)

**Figure 38**

**Checkout**

Applications Currently in Your Cart

LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE	\$ FEE
NTA1819429	BL2002826TXA	JAMES LANE	15050 HIGH WIND AVE	08/14/2018	55.00
NTA1819493	BL2002826TXB	MARTHA LANE	EL PASO, TX 79928		
Texas.gov Price *					\$55.00
Payment Type: Electronic Check (ACH)					

\* This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Figure 3-26



2. Verify that Payment Type is set on Electronic Check, click on **Next** (Fig. 39)

**Figure 39**

**Payment**

**Payment Type**

Payment Type \*

Electronic Check \*

Select if this payment IS being funded specifically by a **FOREIGN** source (bank or company), an International ACH Transaction ("IAT").

**Next**

**Customer Information**

**Payment Info**

**Cancel**

**Transaction Summary**

TDHCA Online Service Fee	\$55.00
<b>TOTAL</b>	<b>\$55.00</b>

**Need Help?**

Select Payment Method and Continue to proceed with payment. You will receive a printable receipt at the end of your successful payment transaction.

3. Enter Payor Information as instructed with Credit Card transaction (Fig. 40)

Figure 40

**Online Payment**

Texas Department of Housing and Community Affairs  
Manufactured Housing Division

**Customer Information**

Country Complete all required fields [ \* ]  
United States

First Name \*  Last Name \*

Address \*

Address 2

City \*  State \*

ZIP/Postal Code \*

Phone  Email \*

**Next**

**Payment Info**

**Transaction Summary**

TDHCA Online Service Fee	\$110.00
<b>TOTAL</b>	<b>\$110.00</b>

**Need Help?**  
Please complete the Customer Information Section

**Cancel**

4. Enter Bank Information as requested, then click on **Next** (Fig. 41)

**Figure 41**

**Payment Info** Complete all required fields [ \* ]

Name on Account \*

Routing Number \*

Account Number \*

Routing Number: 022456988  
Account Number: 02245678901

Re-enter Account Number \*

Checking  Savings

Driver's Licence or State ID \*

Issuing State \*  
Select One

**Transaction Summary**

TDHCA Online Service Fee	\$55.25
<b>TOTAL</b>	<b>\$55.25</b>

**Need Help?**  
You have selected to pay by Electronic Check. Complete Customer Billing Information and enter Electronic Check Information.

5. Verify bank information and read cited terms and conditions, then select **YES, I authorize this transaction**. Enter the provided Verification characters displayed on screen, then click on **Submit Payment**. Note: The entire statement must be read and scrolled down to proceed. You must check YES and move forward. (Fig. 42).

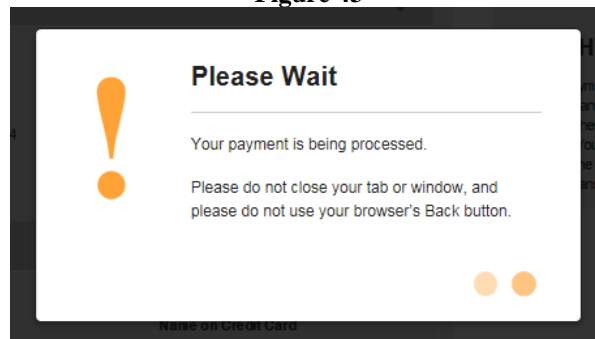
Figure 42

The screenshot displays the payment authorization interface. On the left, the 'Customer Information' section shows fields for Address (John Doe, 123 Happy Street, Lockhart, TX 78644), Phone (5125551212), Country (United States), and Email Address (james.oliva@tdhca.state.tx.us). Below this is the 'Payment Info' section with Electronic Check (\*\*\*\*3456) and Name on Account (John Doe). The 'Terms and Conditions' section includes a scrollable text area with the following text: 'Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records. By checking "Yes" and opting to pay by electronic debit against the bank account specified above, I agree and stipulate to all statements: 1. I am the legal owner, have power of attorney, or have legal authority in relation to the bank account specified above to be used for payment.' Below the text is a checkbox labeled 'Yes, I authorize this transaction.' The 'Verification' section features a CAPTCHA image with the characters 'BHHYS' and a text input field for the user to enter these characters. At the bottom of the form are 'Cancel' and 'Submit Payment' buttons. On the right side, the 'Transaction Summary' table shows 'TDHCA Online Service Fee' for '\$55.25' and a 'TOTAL' of '\$55.25'. Below the summary is a 'Need Help?' section with instructions to review payment information and edit billing and payment methods if needed.

Transaction Summary	
TDHCA Online Service Fee	\$55.25
<b>TOTAL</b>	<b>\$55.25</b>

6. At this point, payment is being processed (Fig. 43).

Figure 43



- As in the Credit Card transaction instructions Payment Receipt Confirmation window appears (Fig. 44). You now print the COVERSHEET to submit the application hard copies to the Department. Select PRINT BATCH to print a copy of each application you entered for your records. Please note that the Payment Receipt Confirmation will automatically be sent, via email, but will not display the applications processed. (Fig. 45).

**Figure 44**

Description		Amount
Texas.gov Price*		\$55.00

<b>Customer Information</b>		<b>Payment Information</b>	
Customer Name	James Oliva	Payment Type	Electronic Check
Local Reference ID	332MHS00019376	Credit Card Type	
Receipt Date	09/25/2018	Credit Card Number	*****
Receipt Time	12:04:55 PM CDT	Order ID	38648544
		Billing Name	ABC Retailer

<b>Billing Information</b>		Phone Number	5125551212
Billing Address	123 HAPPY STREET		
Billing City, State	LOCKHART, TX		
ZIP / Postal Code	78644		
Country	US		

Applications Included with this Payment

LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE	
NTA1831304	BEL009823TX	DON JUAN MARY JUAN	6000 HIGHWAY 35 FORT WORTH, TX 76140 TARRANT COUNTY	07/31/2018	<input type="button" value="Print Application"/>

Figure 45

Payment Receipt Confirmation	
Your payment was successfully processed. You may print this receipt page for your records by selecting Print.	
<b>Transaction Summary</b>	
Description	Amount
TDHCA Online Service Fee	\$55.00
Total Amount Paid	\$55.00
<b>Customer Information</b>	
<b>Customer Name</b>	James Oliva
<b>Local Reference ID</b>	332MHS00019376
<b>Receipt Date</b>	9/25/2018
<b>Receipt Time</b>	12:04:55 PM CDT
<b>Payment Information</b>	
<b>Payment Type</b>	Electronic Check
<b>Account Number</b>	*****3456
<b>Order ID</b>	38648544
<b>Billing Name</b>	ABC Retailer
<b>Billing Information</b>	
<b>Billing Address</b>	123 Happy Street
<b>Billing City, State</b>	Lockhart, TX
<b>ZIP/Postal Code</b>	78644
<b>Country</b>	US
<b>Phone Number</b>	5125551212
<b>This receipt has been emailed to the address below.</b>	
<b>Email Address</b>	<a href="mailto:james.oliva@tdhca.state.tx.us">james.oliva@tdhca.state.tx.us</a>

### 3.7 Submission of Processed Applications with Coversheet

1. Submission - After you have completed the data entry of all applications and fees you are ready prepare the application packet consisting of hard copies of the following documentation:
  - a. Online Application Coversheet (Fig. 46)
  - b. Original Application for Statement of Ownership with seller and buyer's signature(s)
  - c. Original Manufacturer Certificate of Origin (MCO)
  - d. Copy of moving Permit; and
  - e. Any applicable supporting documentation such as:
    - i. Legal Description (when electing home as real property)
    - ii. Affidavit of Fact for Right of Survivorship (for non-married owners wishing to enter in to a joint
    - iii. Power of Attorney(s) (if someone is signing on someone else's behalf); and/or
    - iv. Name Affidavits (for changes of name).

**Figure 46**

9/25/2018

Submitted by:  
COUNTRY GLEN, LLC

*Please submit this Cover Sheet along with your application(s) for Statement(s) of Ownership*

## Statement of Ownership Application

### Cover Sheet

For MHD use:

Attach tracking  
Barcode

(App Without Receipt)

Batch Local Reference #: 332MHS00019375

<u>Application Barcode</u>	<u>Receipt Number</u>	<u>HUD Label(s)</u>	<u>SENT_DATE</u>
T2491	5018445	NTA1762960	9/25/2018 10:58:43AM
T2492	5018445	NTA1803565 NTA1803566	9/25/2018 10:58:43AM

2. Print Cover and Print Batch (Fig. 47)
  - a. Print Cover Sheet – This is the coversheet that must be submitted with the packet of applications submitted to the Department after having been entered online.

The coversheet contains the application bar code, receipt number and list of applications entered and being submitted in hard copy to the Department (Fig. 46).

- b. Print Batch – This is the feature which enables the user to print the applications just entered in one batch. While you are still required to keep a copy of the original application (as described in Step 1 above) in the sales file, you may wish to run the batch print to keep a printout of your electronic entry for your records. Page 1 of application contains amount paid, receipt number, local reference ID and bar code.

**Figure 47**

User ID: MHDRET00036479   [Home](#) | [Account Management](#) | [Cart\(0\)](#) | [History](#) | [Logout](#)

**Payment Receipt Confirmation**  
 Your payment was successfully processed. You may print this receipt page for your records

Description	Amount
Texas.gov Price*	\$112.73

Customer Information		Payment Information	
Customer Name	James Oliva	Payment Type	Credit Card
Local Reference ID	332MHS00019375	Credit Card Type	MASTERCARD
Receipt Date	09/25/2018	Credit Card Number	*****6781
Receipt Time	11:03:02 AM CDT	Order ID	38647870
		Billing Name	John Smith

Billing Information	
Billing Address	123 HAPPY STREET
Billing City, State	LOCKHART, TX
ZIP / Postal Code	78644
Country	US
Phone Number	5125551212

Applications Included with this Payment

LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE	
NTA1762960	BEL007083TX	CARLOS CISCO	6206 WADE RD BAYTOWN, TX 77522 HARRIS COUNTY	08/09/2018	<input type="button" value="Print Application"/>
NTA1803565 NTA1803566	BL2002586TXA BL2002586TXB	JOHN DOE MARY DOE	8846 CR 412 NAVASOTA, TX 77868 GRIMES COUNTY	08/03/2018	<input type="button" value="Print Application"/>

➔



Online Application

Figure 48

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**  
**MANUFACTURED HOUSING DIVISION**  
 P.O. BOX 12489 Austin, TX 78711-2489  
 (800) 500-7074, (512) 475-2200 FAX (512) 475-1109  
 Internet Address: [www.tdhca.state.tx.us/mhd/index.htm](http://www.tdhca.state.tx.us/mhd/index.htm)

**ONLINE STATEMENT OF OWNERSHIP APPLICATION**

The filing of an application for the issuance of a Statement of Ownership, 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 Departmental 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 checked="" type="checkbox"/> New <input type="checkbox"/> Used <input type="checkbox"/> Update SO <input type="checkbox"/> Other: _____		<input checked="" type="checkbox"/> Process application in the normal 15 working days. A payment of \$55 per transaction is required (total amount can be combined into one payment).  <input type="checkbox"/> Process application within 5 working days from receipt. An additional \$55 service fee must be added to the total payment to have the application processed within 5 working days from receipt.	
				Lien on file: Y / N Right of Survivorship: Y / N Texas Seal Purchase: Y / N  <div style="border: 1px solid black; padding: 2px;"> <b>PAID \$55.00</b>                      \$55.00 paid on 09/25/2018 11:03 AM                      Receipt Number: 5018445                      Local Reference ID: 332MHS00019375                      Barcode: T2492                 </div>	
BLOCK 2(a): Home Information (required)					
Manufacturer Name: CMH MANUFACTURING INC. DBA TRUMH II Address: 1313 INDUSTRIAL PARK RD. City, State, Zip: BELTON, TX 76513 License Number: MHDMAN0000487			Model: 98TRU28603RH18 Date of Manufacture: 02/01/2018 Total Square Feet: 1,560 Wind Zone: 1		
	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 leveling device.
Section 1:	NTA1803565	BL2002566TXA	21000	13.0 x 60.0	
Section 2:	NTA1803566	BL2002566TXB	21000	13.0 x 60.0	
Section 3:					
Section 4:					
2(b)	DOES HOME HAVE A HUD LABEL OR TEXAS SEAL? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 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) need(s) Texas Seal: Section One [ ] Section Two [ ] Section Three [ ] Section Four [ ]				
BLOCK 3: Home Location (required)					
Physical Location of Home: (or 911 address)		8846 CR 412, NAVASOTA, TX 77868			GRIMES
		Physical Address (cannot be a Rt. or P.O. Box)      City      State      ZIP			Country
Was Home Moved for this sale? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, include a copy of moving permit.					
Was Home Installed for this sale? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, provide installer information below, if known.					
Installer Name, address and phone:		ART'S MOBILE HOME SERVICE, 101 THORNBRIDGE, MIDLAND, TX 79703			
BLOCK 4: Ownership Information (required)					
4(a) Seller(s) or Transferor(s)			4(b) Purchaser(s), Transferor(s), or Owner(s)		
Name COUNTRY GLEN, LLC		License # MHDRET00036479 if Retailer	Name JOHN DOE		License # if Retailer
			Name MARY DOE		
Mailing Address FM 971			Mailing Address 123 HAPPY STREET		
City/State/Zip WEIR, TX 78674			City/State/Zip LOCKHART, TX 78644		
Daytime Phone Number (512) 869-7250			Daytime Phone Number (512) 555-1212		
4(c)	Is this transaction a sale? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
4(d)	Date of sale, transfer or ownership change: 08/03/2018				

### 3.8 History of Processed Applications

- a. Should you need to view the prior history of applications processed, you may select the **HISTORY** link and select either **Detail** or **Receipt**:
- **DETAIL** will list the applications processed that specific date.
  - **RECEIPT** will provide the following:
    - i. Copy of the initial receipt confirmation
    - ii. Display paid application transactions
    - iii. Ability to reprint the Coversheet and applications

**Figure 49**

User ID: MHDRET00036479 [Home](#) | [Account Management](#) | [Cart\(0\)](#) | [History](#) | [Logout](#)

**History**

Applications Previously Submitted

Actions	SUBMISSION DATE	LOCAL REF ID	NUMBER OF APPLICATIONS	TEXAS.GOV PRICE
<a href="#">Detail</a> <a href="#">Receipt</a>	09/25/2018 12:04 PM	332MHS00019376	1	55
<a href="#">Detail</a> <a href="#">Receipt</a>	09/25/2018 11:03 AM	332MHS00019375	2	112.73
<a href="#">Detail</a> <a href="#">Receipt</a>	08/29/2018 10:41 AM	332MHS00019374	1	56.49
<a href="#">Detail</a> <a href="#">Receipt</a>	08/29/2018 10:21 AM	332MHS00019372	2	112.73

#### **4. Frequently Asked Questions**

*How do I get assistance ?*

You may contact the following for assistance using the online release of lien feature:

**Diane Robinson, Processing Supervisor**

Phone: 1-512-475-3062 Email: diane.robinson@tdhca.state.tx.us

**James Oliva, Manager-Processing and Customer Service**

Phone: 1-512-463-5165 Email: james.oliva@tdhca.state.tx.us

*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.