
Manufactured Housing Tax Lien Filing

***Deadline: Not later than June 30, after end of year
for which the tax was owed.***

Helpful Information

The following information should be submitted for each tax lien to be filed to ensure that the lien is recorded correctly:

- Taxing Unit Identification Number (assigned by Comptroller's Office) or Central Tax Collector Number (assigned by TDHCA/MHD)
- Tax Roll Account Number
- Collector's name, address and phone number
- HUD number(s), and/or serial number(s)
- Correct tax year
- Taxpayer's name
- Signature of tax collector (on manual filings)
- Release date, if lien is being released
- Lien Dollar amount

Methods of tax lien filing are as follows:

- Electronic Filing – MUST be a text file (.txt extension) and follow the Tax Lien File Layout published on our website:
 - E-mail taxlien@tdhca.state.tx.us (do not zip e-mailed files)
 - CD-ROM
 - Diskettes – 3 ½” (1.44MB)-can be compressed with PKZIP
- Manual Filing - will be accepted ONLY if the information is provided on the form provided by TDHCA (available on our website).

General Information

Phone Numbers:
888-576-2240

Fax Number:
512-463-7951

- Tax liens and releases may be faxed to the above number and will be processed in the order in which they are received.
- If filing manually, the original tax lien form that you file will be returned to you stamped “filed” or “rejected”. Forms releasing liens will not be returned.
- If filing electronically, a report will be provided confirming tax liens or releases that were successfully recorded and identifying tax liens or releases that could not be matched with a record.

Filing Electronically

Tax liens and releases filed electronically must follow the Tax Lien File Layout published on our website, be submitted as a text file (.txt extension), and contain the following:

Label or Seal Number – The Housing and Urban Development (HUD) label number or Texas Seal is affixed to the rear of each section of a manufactured home built after June 15, 1976. It contains a three letter prefix followed by seven numbers. If there are fewer than seven numbers after the prefix, add 0's between the prefix and the numbers so that the entire label number is 10 digits.

This field is for ONE NUMBER ONLY even if the home is a multi-section home. The computer will not find a match if more than one HUD label number is listed.

Serial Number – Assigned by the manufacturer at the time of production, it can be found on the data plate, the hitch, or the tow bar which runs across the front of the home. It can be up to twenty-six characters long. It is extremely important that we receive the **COMPLETE SERIAL NUMBER** in order to identify the home.

This field is for ONE NUMBER ONLY even if the home is a multi-section home. The computer will not find a match if more than one serial number is listed. Do not combine the serial numbers.

*Examples:
Right: HOTX123456A or TXFL1A1234
Wrong: HOTX123456A/B or TXFL1A/B1234*

Taxpayer name and address

Taxing Unit ID or Central Tax Collector Number

Example of format if using the taxing unit id number assigned to each taxing unit by the State Comptroller's Office:

3 digit County Code (hyphen) 3 digit Unit ID (hyphen)
2 digit Type of Taxing Unit
Example: 381-451-43

Example of format if using the Central Tax Collector number assigned by TDHCA:

Example: CTC-000-00

Tax Collector Name and Address – Name is required, but address is optional

Model – No longer required

Tax Roll Account Number – The account number assigned by the Tax Office for the given property. This is an alpha/numeric field that may be up to 26 characters (left justified).

Tax Year – Must be in the form of the full century (YYYY) and must be identified on both tax liens and releases.

Tax Amount – Base tax amount is required

Release Date – Must be provided if you are **RELEASING** the lien electronically. The release date of the lien is the date the lien is satisfied or canceled.

It must be in the following format:
YYYYMMDD = Year (Full Century) + Month (2 digits)
+ Day (2 digits)

Manufactured Housing Division

Tax Lien Filing Information



Texas Department of Housing and Community Affairs
Manufactured Housing Division
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