

Texas Department of Housing and Community Affairs

MANUFACTURED HOUSING DIVISION

P. O. BOX 12489 Austin, Texas 78711-2489

(877) 313-3023 FAX (512) 475-3506

Pursuant to the Texas Manufactured Housing Standards Act, Chapter 1201 of the Occupations Code

Internet Address: www.tdhca.texas.gov/mhd

NAME AND ADDRESS CHANGE REQUEST

(Please type or print clearly.)

Name: _____

License Number: _____

Check the boxes that apply:

☐ **Mailing Address Change (complete blocks 2 and 4)**

Change of mailing address requires that you send in the following:

1. This form or written request.
2. Bond rider that reflects the **mailing address** as indicated on this form. (Not required for Salespersons)

☐ **Name Change (complete blocks 1 and 4)**

Change of name requires that you send in the following:

1. Original license certificate (keep a copy for yourself).
2. This form or written request.
3. Bond rider that reflects the **exact** name as indicated on this form. (Not required for Salespersons)
4. Updated Business Name Filing. (Not required for Salespersons)
5. \$25.00 Reprint Fee

☐ **Physical Location Change (complete blocks 3 and 4)**

Change of physical location requires that you send in the following:

1. Original license certificate (keep a copy for yourself).
2. This form or written request.
3. Bond rider that reflects the **exact** physical location as indicated on this form. (Not required for Salespersons)
4. \$25.00 Reprint Fee

BLOCK 1: Name Change

Former Name: _____

New Name: _____

BLOCK 2: Mailing Address Change

Former mailing address:

Address: _____ Phone: _____

City/State/Zip: _____ Fax: _____

New mailing address:

Address: _____ Phone: _____

City/State/Zip: _____ Fax: _____

BLOCK 3: Physical Location Change

Former physical location:

Address: _____ Phone: _____

City/State/Zip: _____ Fax: _____

New physical location:

Address: _____ Phone: _____

City/State/Zip: _____ Fax: _____

BLOCK 4: Signature

(Signature of License Holder)

(Title)

(Date)

FOR BUSINESS AND PHYSICAL LOCATION CHANGES, THE ORIGINAL BOND RIDER MUST BE ATTACHED TO THIS FORM.