

Texas Department of Housing and Community Affairs

MANUFACTURED HOUSING DIVISION

1801 CONGRESS AVE., SUITE 11.400

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

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

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

(Department Use Only)

MHD#: _____

Investigator: _____

ADVERTISEMENT COMPLAINT FORM

Sections A through D must be properly completed to process the complaint.

Section A

Notice: Under the Public Information Act, the complainant's identity is subject to disclosure.

You, as the complaining party: (Type or print legibly)

Name (Complainant):

Address:

City/State/Zip:

Telephone Numbers:

Work

Cell

Home

Section B

Provide the complete address of the person or company you are filing a claim against:

Person or Company:

TX License # (if known):

Address:

City/State/Zip:

Telephone Numbers:

Work

Fax

Section C

Type of Advertisement Complaint

Disclosure Advertisement

Failure to disclose credit terms _____

Source of Advertisement Complaint

Newspaper or circular or Other Printed Material

The Department must be provided with entire front page of the publication and the entire page of the advertisement violation, with violation highlighted. The name, address, and phone number of publishing company is also needed.

Billboard, Sign, Etc.

The Department must be provided with a picture of the sign or billboard. Indicate the date when the picture was taken, name and complete address of the person or company in violation, and the name of the person and the signature of the person who took the picture. The required information may be placed on the back of the picture.

Radio or Television

The Department must be provided with a copy of a video tape or audio tape. The tape must be identified with the date aired, channel (radio) or station (television), and an explanation of the violation that occurred.

Other

The Department must be provided with documentation that clearly shows a possible violation exists.

Section D

Please place a picture of the advertisement below.

If the space provided below is not adequate, attach additional pages. You must clearly explain the reasons that the advertisement contains violation(s) with Who, What, When, Where, Why and How.

Complainant's Signature

Under penalty of perjury, I hereby swear that the matters set forth in this complaint are, to the best of my knowledge, true and correct.

(Signature of complaining party)

(Date)

After completion please mail to:

Texas Department of Housing and Community Affairs
Manufactured Housing Division
P. O. BOX 12489 Austin, Texas 78711-2489
(877) 313-3023 or FAX (512) 475-3506