

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

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

**MANUFACTURED HOUSING LICENSING EDUCATION CLASSES
ENROLLMENT FORM**

STEP 1 – Check the applicable box or boxes below to indicate your class selection:

- ☐ **Online Retailer Education Class (\$50)**
- ☐ **Online Installer Education Class (\$50)**
- ☐ **Online Core Education Class (\$150)**

License Type	Education Requirements	Cost
Manufacturer	Core Education Class	\$150
Salesperson	Core Education Class	\$150
Broker	Core Education Class	\$150
Retailer	Core Education Class, Retailer Class	\$200
Retailer/Broker	Core Education Class, Retailer Class	\$200
Installer	Core Education Class, Installer Class	\$200
Retailer/Installer	Core Education Class, Retailer Class, Installer Class	\$250
Retailer/Broker/Installer	Core Education Class, Retailer Class, Installer Class	\$250

STEP 2 – Provide the following information (please print):

Please register with your legal name (as shown on your government-issued ID). You will be required to present a valid, undamaged, unexpired ID in order to begin your licensing exam.

Attendee's Name: _____ Date of Birth: _____

Mailing Address: _____

City/State/Zip: _____

Email Address: _____ Telephone (Daytime): _____

(Salespersons Only)

Sponsoring Retailer/Broker: _____

Salesperson's 90 Day License #: _____ Sponsoring Retailer/Broker License #: _____

STEP 3 – Mail payment in the form of a check, money order, or cashier's check to:

**TDHCA – Manufactured Housing Division
ATTN: Licensing
P. O. Box 12489
Austin, Texas 78711-2489**

These classes are a prerequisite for anyone applying for a Manufacturer, Retailer, Broker, or Installer's License. You WILL NOT receive your license when you complete the class. Your license will be issued within seven (7) days after you have completed all licensing requirements and the Department has received the appropriate application for a new license, based on the class(es) you have successfully completed. A Salesperson's License may be applied for prior to completing the required educational class. This license will only be active for 90 days. The Salesperson's license will be updated to a two-year license upon successful completion of the Core education class. **For questions call 877-313-3023 or email licensing@tdhca.texas.gov and we will respond within 24 hours.**