

Texas Department of Housing and Community Affairs

MANUFACTURED HOUSING DIVISION

P. O. BOX 12489 Austin, Texas 78711-2489
(800) 500-7074, (512) 475-2200 FAX (512) 463-7951
Internet Address: www.tdhca.texas.gov/mh

ACCESS AGREEMENT

COMPLIANCE AND HOLD HARMLESS AGREEMENT FOR ELECTRONIC ACCESS

- New Agreement
Updating Information (if updating information please provide CTC # \_\_\_\_\_)

Name of Tax Collection Agency: \_\_\_\_\_
Name of Tax Collector: \_\_\_\_\_ County: \_\_\_\_\_
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_
City, State, ZIP: \_\_\_\_\_ Fax: \_\_\_\_\_
Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Complete and attach to this form the "CTC Account Request Form" form to register the entities you will be collecting taxes for and that will be considered under this agreement.

This is an agreement between the Texas Department of Housing and Community Affairs, Manufactured Housing Division (MHD), and the Tax Collector identified above, which enables the Tax Collector to access the MHD Database for the purpose of releasing personal property tax liens on home ownership records.

- 1. A Central Tax Collector (CTC) number will be granted to the Tax Collector enabling them to release liens or enter tax lien information. Along with the CTC number the Tax Collector will be given a Department issued password, which will need to be changed at the Tax Collector's initial login.
2. Should the Tax Collector wish to delegate the responsibility of entering information into the MHD Database to another employee; they should complete the recommended Designee Access form and place in their records. Once the information is entered a Designee Access User Account will be assigned automatically by the system. The management of a Designee's Access number is the sole responsibility of the Tax Collector. Should a Designee's Access number need to be terminated, the Tax Collector is responsible for deactivating their access.

The notarized signature of the Tax Collector is an agreement to comply with the applicable laws and MHD policies; and to acknowledge and agree to release MHD of any liability that may result from any unauthorized activity by a designee or individual that acquires the CTC's password and/or the Designee's Access number occurring as a result of this access agreement.

Signature of Tax Collector

Signature of MHD Executive Director or his Designee

Sworn and subscribed before me this \_\_\_ day
of \_\_\_\_\_, 20\_\_\_

Sworn and subscribed before me this \_\_\_ day
of \_\_\_\_\_, 20\_\_\_

Signature of Notary

Signature of Notary

SEAL

SEAL