

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

Adding or Deleting a Related Person to a License Record

ADD A RELATED PERSON

List any person(s) who meet the definition of a related person who is/are hereby authorized to be listed as such on the license record. A related person is a person who directly participates in management or policy decisions and must satisfy the education requirements of Sections 1201.104 and 1201.113 of the Texas Occupations Code prior to being added as a related person. All related persons must also submit fingerprints through the State's approved vendor for a criminal history check prior to being added as a related person.

Instructions regarding fingerprinting can be found at the Department's website on the license holder's page:
www.tdhca.texas.gov/mhd-license-holders

Full Name	Date of Birth	SSN (Required)	Date Fingerprints Taken	Date Education Class Taken
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Full Name	Date of Birth	SSN (Required)	Date Fingerprints Taken	Date Education Class Taken
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DELETE A RELATED PERSON

List any person(s) no longer authorized to be listed as a related person and should be removed from the license record.

Full Name	Date of Birth
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Full Name	Date of Birth
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CERTIFICATION

I am authorized to make the above mentioned changes and attest that all statements made are true and correct.

Printed Name of License Holder

Title

Signature

License Number (Example R-1234, I-1234, M-1234)

This form can be emailed or faxed to:
Email: licensing@tdhca.texas.gov
Fax: 512-475-3506