



MANUFACTURED HOUSING DIVISION

On-Line Statement of Ownership Applications

New Homes Only



Version 1.0 Amended July 02, 2024

Table of Contents

I. Getting to Know the System

1. Introduction

Intended Audience

Database Requirements

Overview

2. Getting Started

2.1 *Accessing the On-Line Statement of Application Webpage*

2.2 *User ID*

2.3 *Log On*

II. Using the Database

3. Navigating the Database

3.1 *Initial Screen of Application Entry / Links*

3.2 *Log-Off*

3.3 *Entry of On-Line Statement of Ownership Applications*

1. *Home Information*

2. *Home Section Details*

3. *Physical Location of Home*

4. *Ownership Information*

5. *Right of Survivorship*

6. *Real Property Election*

7. *Lien Information*

8. *Special Mailing*

3.4 *Saving Entry of Application(s) and/or Add to Cart for Payment*

1. *Entry Error Messages*

3.5 *Saving Entry of Application(s) without Placing in Cart*

3.6 *Payment Options: Credit Card / Electronic Check (ACH)*

3.7 *Printing of Detailed Entry Coversheet and/or Statement of Ownership Applications*

a. *Mailing or Emailing of Processed Applications*

3.8 *History of Completed Transactions*

4. Frequently Asked Questions

Error Messages and Common Problem/Solutions

I. Getting to Know the Database

1. Introduction

Intended Audience

The On-Line Application for Statement of Ownership system is designed for Active Retailer Licensed holders that will sell new manufactured homes with the elections of *Personal, Real Property, Business Use, Retailer Inventory or Non Residential*. Currently, all retailers submit their applications with the appropriate fees and processed by the department when received. The on-line entry will eliminate the necessities of fee submission and pre-start the previewing process by the department. You will have the option of submitting the following documents, electronically or standard mail: application(s) with signature(s), Manufacturer's Certificate of Origin (MCO), Moving Permit and any other supporting documentation, i.e. legal description exhibit(s), Power of Attorney (ies). These documents will be required to be submitted to the agency as current submission requirements.

System Requirements

The On-Line Application for Statement of Ownership system is web based. You can access it through a standard internet connection using a dial up or broadband service. The system is designed for use with Microsoft Internet Explorer 11 web browsers running on a Windows operating system. Other browsers or operating systems such as Firefox 48 through 50 and Chrome 54 have been tested successfully. If necessary, download the appropriate browser software free of charge from the following webpage:

<http://www.microsoft.com/windows/ie/default.asp>

In your web browser configuration, you may need to enable JavaScript and also the ability to accept "cookies" (these are harmless electronic files placed temporarily on your computer to enhance functionality). These setting are the default for the web browser. Refer to the help system in your browser if you are unsure of its configuration.

Depending on your data needs, the On-Line Application for Statement of Ownership system may require the Adobe Acrobat Reader plug-in for your browser. This software will allow you to access files in Portable Document Format (PDF) and is free of charge. To download the latest version of Adobe Acrobat Reader, visit the following webpage:

<https://get.adobe.com/reader/>

The On-Line Application for Statement of Ownership system does not require you to install additional client software on your local machine.

If you have general technical assistance questions, please contact your own technical support staff FIRST. If a question cannot be answered by your technical support staff, please email us at processing@tdhca.texas.gov.

Overview

The On-Line Statement of Ownership Application system allows active Licensed Retailers to pre-start the application process for statement of ownership of the sale of new home(s) with the election of *Personal, Real Property, Retailer Inventory, Business Use or Non Residential*. Included in the functionality is the ability to pre-pay the application fee(s) via Credit Card or as an ACH transaction.

2. Getting Started

2.1 Accessing the On-Line Statement of Ownership Application Webpage

To access the On-Line Application for Statement of Ownership, open your web browser to the TDHCA web site, <https://www.tdhca.texas.gov/mh> On the top right-hand corner of the page, click the Manufactured Housing tab, on the left side of the page click, Online Transactions, then under the heading *Statement of Ownership*, the hyperlinks will contain links to this user guide and the database for *Application for Statement of Ownership* (see figure 1)

Online Transactions - Manufactured Housing

If you or someone you know is in need of assistance, please visit our Help for Texans Page. [Help for Texans](#)

Application for Statement of Ownership

[Online Statement of Ownership Application System](#) ¹⁷
[Online Statement of Ownership Application User Guide \(PDF\)](#) ¹⁸

Reporting Weather Damaged Homes

[Weather Damaged Homes](#) ¹⁹
 This online feature allows License Holders to submit a inventory of homes which have been damaged by weather conditions and cannot be sold as is.

Installations

[Reporting an Installation](#)
[Submitting Fees to be Bulk Electronically](#)
 This is a custom feature enabling installers to export data electronically in bulk from their system to the Department's system eliminating the need to enter reports manually. This feature requires customization with the creation of a format allowing data to be integrated from one system to another.

Licensing

[License Renewals](#) ²⁰
 This online feature allows License Holders to complete their License Renewals and update or confirm their contact information. Check [here for details](#) requirements and frequently asked questions.

Approved Continuing Education Providers (For License Renewals ONLY)

- Texas Manufactured Housing School - www.tmhca.texas.gov ²¹
- Texas Manufactured Housing Association - www.tmhca.texas.gov ²²

Licensing Education Class (NOT FOR RENEWING LICENSES)

[Online Registration](#) ²³
 This feature allows License Holders and potential License Holders to register and pay for their required License Education Classes and see [Click here for the Notice of Potential Ineligibility of License Holders](#) ²⁴.

Tax Liens

[The Collection Lien System](#) ²⁵
 The MHD Tax Collection Lien System is designed to allow taxing entities the ability to release their own liens as well as the liens for the entities they collect for. Check [here for information and guidelines](#) on how to gain access to this system.

Consumer Complaints

[Consumer Complaint Submissions](#) ²⁶
 This online feature allows consumers to file consumer complaints. If you have any questions regarding the submission of online consumer complaints, please contact us at 877-USA-3624.

Illegal Activity

[Illegal Activity Form](#) ²⁷
 For reporting illegal activity.

Lienholders

[Information and guidelines to accessing the system \(PDF\)](#) ²⁸
[Release Liens \(Lenders Only\)](#) ²⁹
 Lienholders wishing to release their Lien may do so with system access and issue a clear statement of ownership to their customer.

Figure 1

2.2 User ID

To gain access for the On-Line Statement of Ownership Application System, a Retailer must have a current license in an Active, Provisional and/or Probation status. If a license has expired after the entry of any application(s) without completing the payment process, a retailer will only be permitted to access the on-line system to Edit, Delete, Remove from Cart or complete the payment process for any prior applications entered. NO new entry of applications will be permitted.. (see Figure 2a & 2b). If problems exist with accessing the online webpage, please contact the Licensing department at 877-313-3023 to confirm status of your license. Should you continue to have problems, please contact James Oliva, Production Manager @ 512-463-5165 or Diane Robinson, Processing Supervisor @ 512-475-3062 for assistance. You may also email either one for assistance at james.oliva@tdhca.texas.gov or diane.robinson@tdhca.texas.gov.

Current license status EXPIRED

New applications will not be accepted until your license has been activated.
Please contact our Licensing department at 877-313-3023 or via email at licensing@tdhca.texas.gov.
You may proceed with those applications previously placed in the cart, but not fully completed with payment.

Figure 2a

Current license status EXPIRED

New applications will not be accepted until your license has been activated.
Please contact our Licensing department at 877-313-3023 or via email at licensing@tdhca.texas.gov.
You may proceed with those applications previously placed in the cart, but not fully completed with payment.

[Home](#)

Applications Currently in Progress

Actions	CART STATUS	LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE
Edit Delete	In Cart Remove from Cart	NTA1847637 NTA1847638	BEL010391TXA BEL010391TXB	WILLIAM CHARLES GARRETT VICKI MARTIN GARRETT	1552 NEWTON RD FERRIS, TX 75125 EASTLAND COUNTY	10/28/2018
Edit Delete	In Cart Remove from Cart	NTA1832061 NTA1832062	ATH001154TZA ATH001154TXB	DENNIS FIGOL	41526 WOODWAY MAGNOLIA, TX 77354 MITCHELL COUNTY	10/18/2019

Figure 2b

2.3 Log On

Open your web browser to the On-Line Application for Statement of Ownership System webpage and click on **Login to On-Line Application for Statement of Ownership System**. The login box shown in *Figure 2c* will appear.

- Login ID – enter the full license number including MHDRET and leading zeros, e.g., MHDRET00022222
- License Expiration Date – can be entered with or without the forward slash (/), e.g., 08132018 or 08/13/2018

Login

Enter Login ID and License Expiration Date to log in	
Login ID	<input type="text"/>
License Expiration Date	<input type="text"/> MM/DD/YYYY
<input type="button" value="Login"/>	

You are accessing a Texas Department of Housing and Community Affairs information system. Unauthorized use is prohibited, and usage may be subject to security testing and monitoring. Misuse of this system is subject to criminal prosecution. Users of this system should have no expectation of privacy except as otherwise provided by applicable privacy laws.

Figure 2c

II. Using the Database

3.1 Navigating the Database.

After you have successfully logged into the system, you should see the following screen (see *Figure 3-1*). Please note that once you have logged into the system, the retailer's information is pre-populated into the Seller's section. You will only need to select the correct address, i.e. physical or mailing addresses to be used for the transaction. (See *figure 3-19, page 12*).

Please note: As a reminder, if the retailer's license is not in active status, Retailer will not have access to the Start New Application link. If any applications have been previously entered prior to the license being inactive but did not complete the transaction via payment, then retailer may proceed with completing the transaction. No new entry of applications will be permitted until such time your license is considered active.

User ID: MHDRET00036212 [Home](#) | [Cart\(0\)](#) | [History](#) | [Logout](#)

Application Entry

Home Section Information

How many sections does the home have? <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	Enter all the label numbers for the home 1: <input type="text"/> 2: <input type="text"/> 3: <input type="text"/> 4: <input type="text"/> 5: <input type="text"/>	<input type="button" value="Continue"/>
--	---	---

Figure 3-1

Links

- a) **Home** – Applications Currently in Progress
- b) **Cart** – Displays the number of pending applications entered but transaction not yet completed.
- c) **History** – Allows the user to review all prior paid completed transactions and the ability to print the Detail Receipts and/or Statements of Ownership applications
- d) **Logout** – logging out of system

3.2 Logging Off

To log off, click the Logout link on the navigational bar. Logging off prevents unauthorized access from an unattended machine and will take you back to the MHD On-Line Statement of Ownership Application System website (*see figure 2-1*). User will see a *Logout* confirmation pop-up (*see figure 3.2*)

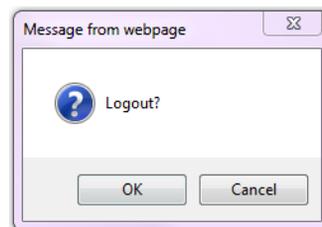


Figure 3.2

3.3 Entry of Statement of Ownership Application(s)

Once you have logged into the system, the Application Entry section is displayed (*see Figure 3.3*). User is now ready for entry of New Home applications. Please note the entry of the application is an easy process and the User is only recording what is stated on the executed application.

Application Entry

Home Section Information

How many sections does the home have? <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	Enter all the label numbers for the home 1: <input type="text"/> 2: <input type="text"/> 3: <input type="text"/> 4: <input type="text"/> 5: <input type="text"/>	<input type="button" value="Continue"/>
--	---	---

Figure 3.3

- Select the designated number(s) of section(s) you will be entering by placing your cursor on the desired number, then enter the label number(s). Always, verify your entries.
- If an application is currently in progress, or has been entered and/or recorded you will receive the following message indicating as such (*see figure 3.4 & 3.5*).
- You may have also entered an incorrect label number. Always verify the information entered.

Application Entry

Home Section Information

How many sections does the home have? <input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	Enter all the label numbers for the home 1: <input type="text" value="NTA1793038"/> 2: <input type="text"/> 3: <input type="text"/> 4: <input type="text"/> 5: <input type="text"/>	<input type="button" value="Continue"/>
---	--	---

The MHD database has records for homes with the label number(s) you entered. Review the status to determine if a new application can be created for the home.

LABEL	SERIAL	MANUFACTURER	MODEL	STATUS
NTA1793038	LEX161MS1712058A	MHDMAN0000454 LEXINGTON HOMES INC	161RD16562B / 5604	An SOL was issued on 03/12/2018 ¹ Details

¹ An SOL or Title has already been issued for this home. This system only allows applications to be entered for new homes that have never had a Statement of Ownership issued.

Please note status comment: title has been issued

Figure 3.4

Application Entry

Home Section Information

How many sections does the home have? <input type="text" value="1"/> <input checked="" type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>	Enter all the label numbers for the home 1: <input type="text" value="NTA1825668"/> 2: <input type="text" value="NTA1825669"/> 3: <input type="text"/> 4: <input type="text"/> 5: <input type="text"/>	<input type="button" value="Continue"/>
--	---	---

The MHD database has records for homes with the label number(s) you entered. Review the status to determine if a new application can be created for the home.

LABEL	SERIAL	MANUFACTURER	MODEL	STATUS
NTA1825668 NTA1825669		MHDMAN00000487 CMH MANUFACTURING INC.	98TRU28724RH18	An application is currently being entered in this system by MHDRET00036479 ³

³ Another user within this system has started an application for this home. You cannot start a new application until the other application is completed or deleted.

Please note status comments: application being entered another retailer

Figure 3.5

- Once you have successfully entered the correct label number(s), the HOME INFORMATION sections are displayed which consist of following for entry:
 1. Home Information
 2. Home Section Details
 3. Physical Location of Home
 4. Ownership Information
 5. Right of Survivorship
 6. Real Property Election, Retailer Inventory, Business Use or Non Residential
 7. Lien Information
 8. Special Mailing
1. Home Information (*see figure 3.6*)
 - a. Enter the Manufactured License number, either by entering “M” and the last numerical values, e.g., M487 or you may enter the entire license number, e.g., MHDMAN000000487, then TAB out. The Manufacturer information will populate automatically with the name, variation of names and addresses based on department records. This information cannot be modified.
 - b. Select the correct name of manufacturer and physical address as shown on the Manufacturer Certificate of Origin (MCO).
 - c. Enter the Model Name
 - d. Enter Manufactured Date, either straight entry, e.g., 06112018 or 06/11/18
 - e. Total Square Feet – enter as shown on the MCO when the Home Section Details section is completed.
 - f. Select Wind Zone, per MCO

BLOCK 2(a): HOME INFORMATION (Required)

Manufacturer	License Number MHDMAN0000283 <small>Tip</small> CMH MANUFACTURING INC					
	Select the organization name to use CMH MANUFACTURING INC CLAYTON WACO 1 CMH MANUFACTURING INC DBA CLAYTON WACO 1					
	Select the organization address to use					
	<table border="1" style="width: 100%;"> <tr> <td style="background-color: #0056b3; color: white;">Physical Address</td> <td style="background-color: #0056b3; color: white;">Mailing Address</td> </tr> <tr> <td>6800 IMPERIAL DRIVE WACO, TX 76712</td> <td>PO BOX 4098 MARYVILLE, TN 37802</td> </tr> <tr> <td><input checked="" type="radio"/> Use this address</td> <td><input type="radio"/> Use this address</td> </tr> </table> <p><small>If license holder's current address does not match either of these addresses please contact the Licensing section of MHD to correct the address.</small></p>	Physical Address	Mailing Address	6800 IMPERIAL DRIVE WACO, TX 76712	PO BOX 4098 MARYVILLE, TN 37802	<input checked="" type="radio"/> Use this address
Physical Address	Mailing Address					
6800 IMPERIAL DRIVE WACO, TX 76712	PO BOX 4098 MARYVILLE, TN 37802					
<input checked="" type="radio"/> Use this address	<input type="radio"/> Use this address					
Home Model Name	B1ANN16763SH24					
Manufacture Date	10/12/2023 <small>Enter date as mm/dd/yyyy</small>					
Total Square Feet	1216 <small>Square feet is automatically calculated from length and width of home section(s)</small>					
Wind Zone	1					

Figure 3.6

2. Home Section Details (see figure 3.7)
 - a. Label number(s) are pre-populated based on the initial application entry and cannot be amended on this page. Should you need to amend, you will need to back to HOME, and then restart the application. If the application is SAVED, you will need to delete by selecting CART, then delete the recorded entry (see figure 3.16)
 - b. Enter the Serial numbers, weight, width and length.
 - i. Do not include “dashes” when entering the serial number. User will receive an error message (see figure 3.7a)
 - c. Please refer to the [Info](#) hyperlink when addressing measurements.

HOME SECTION DETAILS						
#	Label Num	Serial Num	Weight	Width	Length	Info
1	NTA1803565	BL2002586TXA	21000	13	60	
2	NTA1803566	BL2002586TXB	21000	13	60	

Figure 3.7

HOME SECTION DETAILS						
Serial Number must be alphanumeric only - include only letters and numbers						
#	Label Num	Serial Num	Weight	Width	Length	Info
1	NTA1803565	BL-200586TXA	21000	13	60	
2	NTA1803566	BL2002586TXB	21000	13	60	

Figure 3.7a

3. Physical Location of Home

- a. Enter physical address, city, state, zip code, county name (see drop-down option for county selection).
 - i. If current physical nor 911 address is available, you must provide a directional address making reference to all major intersections; e.g., IH183 to FM21, turn left on Torres Street. Please contact your local County Appraisal District for valid physical address, if required.
 - ii. If the city name is entered incorrectly or misspelled, user will received an error message (*see figure 3-8*)
- b. Answer questions as to whether or not the Home was moved and/or installed.
 - i. If Installation is marked as YES, you must provide the Installer License number. Once entered, the information will be auto populate according to department records. (*see figure 3.8a*)
 - ii. If Installation is marked as NO, Installer fields are grey shaded (*see figure3. 8b*)
 - iii. Select the correct organization address, if different.

City, State, Zip combination not found. Make sure the city name is spelled correctly, the zip code is correct, and the zip code is within the city.

Figure 3.8

PHYSICAL LOCATION OF HOME or 911 address. Cannot be a Rt. or PO Box					
Physical Address Line 1	<input type="text" value="8846 CR 412"/>				
Line 2	<input type="text"/>				
City	<input type="text" value="NAVASOTA"/>				
State	<input type="text" value="TX"/>				
Zip Code	<input type="text" value="77868"/>				
County	<input type="text" value="GRIMES"/>				
Was home moved for this sale?	<input type="text" value="YES"/>				
Was home installed for this sale?	<input type="text" value="YES"/> If yes, provide installer information below, if known				
Installer	License Number <input type="text" value="MHDINS00000120"/> ID ART'S MOBILE HOME SERVICE Select the organization name to use <input type="text" value="ART'S MOBILE HOME SERVICE"/> Select the organization address to use <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #4f81bd; color: white;">Physical Address</th> <th style="background-color: #4f81bd; color: white;">Mailing Address</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">101 THORNRIDGE MIDLAND, TX 79703 <input checked="" type="radio"/> Use this address</td> <td style="padding: 5px;">101 THORNRIDGE MIDLAND, TX 79703 <input type="radio"/> Use this address</td> </tr> </tbody> </table>	Physical Address	Mailing Address	101 THORNRIDGE MIDLAND, TX 79703 <input checked="" type="radio"/> Use this address	101 THORNRIDGE MIDLAND, TX 79703 <input type="radio"/> Use this address
Physical Address	Mailing Address				
101 THORNRIDGE MIDLAND, TX 79703 <input checked="" type="radio"/> Use this address	101 THORNRIDGE MIDLAND, TX 79703 <input type="radio"/> Use this address				
If license holder's current address does not match either of these addresses please contact the Licensing section of MHD to correct the address.					

Figure 3.8a

BLOCK 3: PHYSICAL LOCATION OF HOME (Required) or 911 address. Cannot be a Rt. or PO Box						
Physical Address Line 1	3300 LOTUS LANE LOT 76					
Line 2						
City	LUFKIN					
State	TX					
Zip Code	75904					
County	ANGELINA					
Was home moved for this sale?	<input type="checkbox"/> YES <input type="checkbox"/> If yes, include a copy of moving permit.					
Was home installed for this sale?	<input type="checkbox"/> YES <input type="checkbox"/> If yes, provide installer information below, if known					
Installer	License Number MHDINS00004685 <input type="checkbox"/> Tip R&H TRANSPORT SERVICES, LLC					
	Select the organization name to use R&H TRANSPORT SERVICES, LLC					
	Select the organization address to use					
	<table border="1"> <thead> <tr> <th>Physical Address</th> <th>Mailing Address</th> </tr> </thead> <tbody> <tr> <td>6245 IH 10 WEST SEGUIN, TX 78155</td> <td>6245 IH 10 WEST SEGUIN, TX 78155</td> </tr> <tr> <td><input checked="" type="radio"/> Use this address</td> <td><input type="radio"/> Use this address</td> </tr> </tbody> </table>	Physical Address	Mailing Address	6245 IH 10 WEST SEGUIN, TX 78155	6245 IH 10 WEST SEGUIN, TX 78155	<input checked="" type="radio"/> Use this address
Physical Address	Mailing Address					
6245 IH 10 WEST SEGUIN, TX 78155	6245 IH 10 WEST SEGUIN, TX 78155					
<input checked="" type="radio"/> Use this address	<input type="radio"/> Use this address					
If license holder's current address does not match either of these addresses please contact the Licensing section of MHD to correct the address.						

Figure 3.8b

4. Ownership Information (*see figure 3-9*)
 - a. Seller information is automatically populated based on the initial Retailer's sign-in.
 - i. If a variation of organization names appears, please select accordingly.
 - ii. Select correct address usage.
 1. If the physical and/or mailing is not correct, please contact our Licensing department to discuss documentation requirements for amending the name and/or addresses, as referenced within the block.
 - b. Enter the Buyer(s) information
 - i. Enter the Consumer(s) names
 1. If the Purchaser is the Retailer, then click "here", right above the Buyer Name field. Retailer information will auto-populate.
 - ii. If the consumer's mailing address is duplicating the physical location address, click on the hyperlink "**Use Address from Physical Location of Home**" to automatically populate this information; if different, enter accordingly.
 1. If mailing address is International, the field blocks for the City/State/Zip Code will be shaded and "Country" field opened (*see figure 3-9a*). Please use USPS.com for correct international address format.
 - iii. Enter phone number and email address, if applicable.
 - iv. Designate if transaction is a sale, Yes or No
 - v. Enter Date of Sale

BLOCK 4: OWNERSHIP INFORMATION					
Seller	License Number MHDRET00000540 SPEARS MOBILE HOMES INC.				
	Select the organization name to use SPEARS MOBILE HOMES INC.				
	Select the organization address to use				
	<table border="1"> <tr> <td>Physical Address 2000 JUNCTION HWY KERRVILLE, TX 78028</td> <td>Mailing Address 2000 JUNCTION HWY KERRVILLE, TX 78028</td> </tr> <tr> <td><input checked="" type="radio"/> Use this address</td> <td><input type="radio"/> Use this address</td> </tr> </table>	Physical Address 2000 JUNCTION HWY KERRVILLE, TX 78028	Mailing Address 2000 JUNCTION HWY KERRVILLE, TX 78028	<input checked="" type="radio"/> Use this address	<input type="radio"/> Use this address
	Physical Address 2000 JUNCTION HWY KERRVILLE, TX 78028	Mailing Address 2000 JUNCTION HWY KERRVILLE, TX 78028			
<input checked="" type="radio"/> Use this address	<input type="radio"/> Use this address				
If license holder's current address does not match either of these addresses please contact the Licensing section of MHD to correct the address.					
<input type="checkbox"/> *Click* If the retailer is the purchaser and the manufacturer is the seller					
Buyer Name 1	ALICE WYATT WRIGHT				
Buyer Name 2					
Use address from Physical Location of Home					
Mailing Address Line 1	3300 LOTUS LANE LOT 76				
Line 2					
Line 3					
City	LUFKIN				
State	TX				
Zip Code	75904				
Phone Number	409-926-1221 Enter phone number as 999-999-9999				
Email Address					
<input type="checkbox"/> Use International Address					
Is this transaction a sale?	YES				
Date of sale, transfer or ownership change	02/09/2024 Enter date as mm/dd/yyyy 2				

Figure 3.9

Mailing Address	123 HAPPY STREET
City and Postal Code	
Country	
City	
State	
Zip Code	

Figure 3.9a

5. Right of Survivorship (*see figure 3.10*)
 - a. If you have more than one individual who will take title to the manufactured home, they have the option of selecting Right of Survivorship
 - i. If Married, select appropriate box
 - ii. If not married, but choose to take Joint Ownership with another individual or individual(s), select accordingly. The owners must complete the *Affidavit for Right of Survivorship*, as referenced in this section.

6. Real Property Election (*see figure 3.10*)
 - a. As stated in election section, “**All manufactured housing is titled as Personal Property, unless elected as:**”
 - b. If the transaction is to be Real Property, select the appropriate box with all other options, if applicable
 - c. Include a legal description with application, if applicable
 - d. Include GF number, if applicable
7. Option available to select Retailer Inventory (block 6), Business Use or Non Residential Use (block 7), *see figure 3.10*

BLOCK 5: RIGHT OF SURVIVORSHIP If no box is checked, joint owners will NOT have right of survivorship	
If joint owners desire right of survivorship, check the applicable box below:	
<input type="checkbox"/> Married couple will be the only owners and agree that the ownership of the above described manufactured home shall, from this day forward, be held jointly and in the event of death, shall pass to the surviving owner.	
<input type="checkbox"/> Joint owners are other than married couple, desire right of survivorship, and have attached a completed Affidavit of Fact for Right of Survivorship or other affidavits as necessary to meet the requirements of §1201.213 of the Standards Act.	
BLOCK 6: Election - Purchaser(s)/Transferee(s)/Owner(s) check one election type	
All manufactured housing is titled as Personal Property, unless elected as:	
<input type="checkbox"/> Real Property - I (we) elect to treat this home as real property as (one box must be checked):	
<input type="checkbox"/> I (We) own the real property that the home is attached to.	
<input type="checkbox"/> I (We) have a qualifying long-term lease for the land that the home is attached to.	
<input type="checkbox"/> The applicant or their authorized representative is the holder or servicer of the loan.	
I (We) understand that the home will not be considered real property until a certified copy of the Statement of Ownership has been filed in the real property records of the county in which the home is located AND a copy stamped "Filed" has been submitted to the Department.	
Please attach a legal description of the real property to this application (Example: Exhibit A, Deed or Title Commitment).	
If a title company, list your file or GF #: <input type="text"/>	
OR	
<input type="checkbox"/> Inventory - (FOR RETAILER USE ONLY) Retailer license number must be provided in Block 4b if this election is checked.	
BLOCK 7: To Designate a Home as Business Use, or Non-Residential	
If home WILL NOT be used for residential use, indicate its designated use:	
<input type="checkbox"/> Business Use (means the use of a manufactured home in conjunction with operating a business, for a purpose other than as a permanent or temporary residential dwelling)	
<input type="checkbox"/> Purchaser intends for a person to be present in the home for regularly scheduled work shifts of not less than eight hours each day.	
<input type="checkbox"/> Non-Residential Use, Other than Business Use (means use of a manufactured home for a purpose other than as a permanent or temporary residential dwelling)	

Figure 3.10

7. Lien Information (*see figure 3.11*)
 - a. If no lien is being recorded for a transaction, select NO from the drop-down window. All fields will remain grey shaded.
 - b. If a lien is to be recorded, select YES and most fields will open for entry.
 - i. Enter lien date
 - ii. User may manually enter the lien holder information or you may select from the drop-down window which includes the lien holders most frequently used (*see figure 3-11a*)
 1. If selecting from the “frequent list”, choose the appropriate Lender Code and the lender information will automatically populate (*see figure 3-11a*)
 2. If you are pre-selecting a lien holder from the list, please seek approval from the lien holder prior to submitting your application. Most lien holders shown on the frequent list do provide instructions to the Retailer that all applications are to be submitted directly from their office, e.g., Vanderbilt Mortgage and Finance, Inc, 21st Mortgage Corporation
 3. If a second lien is to be recorded, then repeat the process as indicated in item 7 (b)

BLOCK 6: LIEN INFORMATION

Will there be any liens on this home (other than a tax lien)? **YES** ▼

Date of First Lien: Enter date as mm/dd/yyyy 1

Select how you want to enter lien holder name and address: If you know the lender code enter it here and press Tab Or click [List of frequently used lenders](#)

Name of First Lienholder:

Mailing Address Line 1:

Line 2:

Line 3:

City:

State:

Zip Code:

Phone Number:

Date of Second Lien: Enter date as mm/dd/yyyy

Select how you want to enter lien holder name and address:

Name of Second Lienholder:

Mailing Address Line 1:

Line 2:

Line 3:

City:

State:

Zip Code:

Phone Number: Enter phone number as 999-999-9999

Figure 3.11

Select how you want to enter lien holder name and address: If you know the lender code enter it here and press Tab Or click [here](#) for a list of frequency used lenders

Name of First Lienholder:

Mailing Address Line 1:

Line 2:

Line 3:

City:

State:

Zip Code:

Phone Number:

Date of Second Lien:

Select how you want to enter lien holder name and address:

Frequently Used Lenders

Click the Lender Code of the lender you wish to use or click the Close button to close this window without making a selection Close

Lender Code	Organization	Address
1	VANDERBILT MORTGAGE AND FINANCE, INC	PO BOX 9800 MARYVILLE, TN 37802
2	VANDERBILT MORTGAGE AND FINANCE, INC	500 ALCOA TRL MARYVILLE, TN 37804
3	VANDERBILT MORTGAGE AND FINANCE, INC	PO BOX 4398 MARYVILLE, TN 37802
4	VANDERBILT MORTGAGE AND FINANCE, INC	PO BOX 4007 MARYVILLE, TN 37802
5	VANDERBILT MORTGAGE AND FINANCE, INC	5000 CLAYTON RD MARYVILLE, TN 37804
6	21ST MORTGAGE CORPORATION	P.O. BOX 477 KNOXVILLE, TN 37901
7	21ST MORTGAGE CORPORATION	620 MARKET ST KNOXVILLE, TN 37902
8	YES FINANCIAL SERVICES, LLC C/O CLAYTON BANK AND TRUST	520 W SUMMIT HILL DR STE 801 KNOXVILLE, TN 37902

Figure 3.11a

8. Special Mailing

- a. As stated in the section box, “If a Statement of Ownership is to be mailed to anyone other than the owner or lien holder (such as a closing agent)”, please enter the information in this section box. (see figure 3-12)

BLOCK 9: SPECIAL MAILING ADDRESS	
If a copy of a Statement of Ownership is to be mailed to anyone other than the owner or lienholder of record (such as a closing agent), please provide that mailing address here.	
Name	MARTHA DOE
Company	ABC TITLE COMPANY
Mailing Address Line 1	123 GLAD STREET
Line 2	
Line 3	
City	LOCKHART
State	TX
Zip Code	73544
Phone Number	512-555-1212 <small>Enter phone number as 999-999-9999</small>
Email Address	MDOE@ABCTITLE.COM
<input type="button" value="Use International Address"/>	

Figure 3.12

3.4 Saving Entry of Application(s) and/or Add to Cart for Payment

After you have completed the entry of an application you have two options to SAVE(only), which will check for errors and not place in cart or ADD TO CART which will also check for errors. Click on **Add to Cart**, if you are ready for the payment process (see figure 3.13)

Application Entry
Add to Cart (Save and Check for errors)

Data Saved

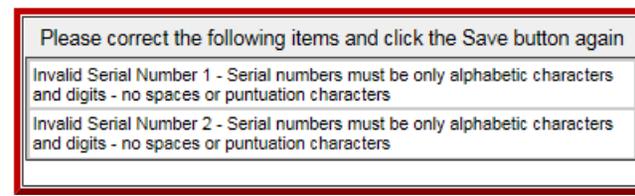
HOME INFORMATION			
Manufacturer	License Number <input type="text" value="MHDMAN0000487"/> <small>Tip</small> CMH MANUFACTURING INC. DBA TRUMH II Select the organization name to use <input type="text" value="CMH MANUFACTURING INC. TRUMH II"/> <input style="background-color: #00aaff; color: white;" type="text" value="CMH MANUFACTURING INC. DBA TRUMH II"/> Select the organization address to use <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Physical Address 1313 INDUSTRIAL PARK RD. BELTON, TX 76513 <input checked="" type="radio"/> Use this address</td> <td style="width: 50%; padding: 2px;">Mailing Address P.O. BOX 9780 MARYVILLE, TN 37802 <input type="radio"/> Use this address</td> </tr> </table> <p style="font-size: x-small;">If license holder's current address does not match either of these addresses please contact the Licensing section of MHD to correct the address.</p>	Physical Address 1313 INDUSTRIAL PARK RD. BELTON, TX 76513 <input checked="" type="radio"/> Use this address	Mailing Address P.O. BOX 9780 MARYVILLE, TN 37802 <input type="radio"/> Use this address
Physical Address 1313 INDUSTRIAL PARK RD. BELTON, TX 76513 <input checked="" type="radio"/> Use this address	Mailing Address P.O. BOX 9780 MARYVILLE, TN 37802 <input type="radio"/> Use this address		
Home Model Name	<input type="text" value="98TRU28603RH18"/>		
Manufacture Date	<input type="text" value="02/01/2018"/> <small>Enter date as mm/dd/yyyy</small>		
Total Square Feet	<input type="text" value="1560"/> <small>Square feet is automatically calculated from length and width of home section(s)</small>		
Wind Zone	<input type="text" value="1"/>		



Figure 3.13

At this time, if any entry error(s) and/or omissions are identified, the system will advise the User of what sections require correction or re-entry. See examples referenced in *Figures 3-14a,b, c.*

- *Serial Number Entry Error*



Please correct the following items and click the Save button again

Invalid Serial Number 1 - Serial numbers must be only alphabetic characters and digits - no spaces or punctuation characters

Invalid Serial Number 2 - Serial numbers must be only alphabetic characters and digits - no spaces or punctuation characters

Figure 3.14a

- *Right of Survivorship option selected but only one consumer is listed*

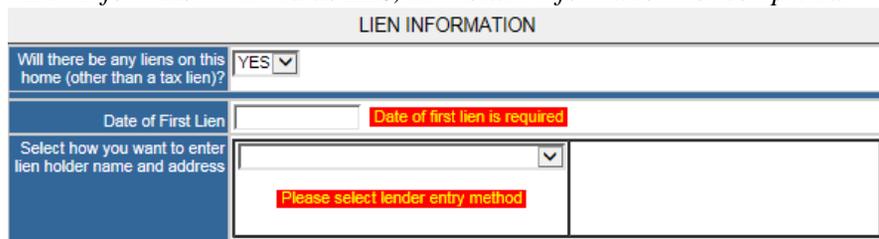


Buyer Name 1	JOHN DOE
Buyer Name 2	

Joint ownership is indicated under Right of Survivorship, but only one buyer name has been entered.

Figure 3.14b

- *Lien Informaion marked as YES, lienholder information not completed*



LIEN INFORMATION

Will there be any liens on this home (other than a tax lien)? YES

Date of First Lien Date of first lien is required

Select how you want to enter lien holder name and address Please select lender entry method

Figure 3.14c

Once all corrections have been completed, click on **Add to Cart** again and the following message will appear (*see figure 3.15*). User is now ready for payment submission.

Data Saved and Application Added to Cart

Figure 3.15

3.5 Saving Entry of Application(s) without Placing in Cart

Saving Entry of Application(s)

If you have saved an entry of application(s) without the full completion and / or saved but without placing in the Cart for payment; you may resume with completion by selecting **HOME** (see figure 3.16).

- Please note CART STATUS Column. One application is considered “Not In Cart” and one application has been completed and placed in cart for final payment.
- Should you wish to resume, delete or remove an application from cart, you may do so under this window.
 1. If you choose to EDIT the pending application, hit EDIT and it will place you in the application entry screen. Once SAVED, it automatically place the application in the CART.
 2. **As a reminder, for applications that were previously entered during an active license but now expired, you will only have the option to Edit, Delete, Remove from Cart or continue with the full payment process.(see figure 3.17)**
- You may also proceed with the payment process for those applications placed in the cart.
- If you have other new applications ready for entry, you may continue by clicking on **Start New Application**.

[Home](#)

[Start New Application](#)

Applications Currently in Progress						
Actions	CART STATUS	LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE
Edit Delete	Not in Cart	NTA1762960	BEL007083TX	CARLOS CISCO	6206 WADE RD BAYTOWN, TX 77522 HARRIS COUNTY	08/09/2018
Edit Delete	In Cart Remove from Cart	NTA1803565 NTA1803566	BL2002586TXA BL2002586TXB	JOHN DOE MARY DOE	8846 CR 412 NAVASOTA, TX 77868 GRIMES COUNTY	08/03/2018

Figure 3.16

User ID: MHDRET00036212 Home | [Cart\(2\)](#) | [History](#) | [Logout](#)

Current license status EXPIRED

New applications will not be accepted until your license has been activated.
Please contact our Licensing department at 877-313-3023 or via email at licensing@tdhca.state.tx.us.
You may proceed with those applications previously placed in the cart, but not fully completed with payment.

[Home](#)

Applications Currently in Progress						
Actions	CART STATUS	LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE
Edit Delete	In Cart Remove from Cart	NTA1847637 NTA1847638	BEL010391TXA BEL010391TXB	WILLIAM CHARLES GARRETT VICKI MARTIN GARRETT	1552 NEWTON RD FERRIS, TX 75125 EASTLAND COUNTY	10/28/2018
Edit Delete	In Cart Remove from Cart	NTA1832061 NTA1832062	ATH001154TZA ATH001154TXB	DENNIS FIGOL	41526 WOODWAY MAGNOLIA, TX 77354 MITCHELL COUNTY	10/18/2019

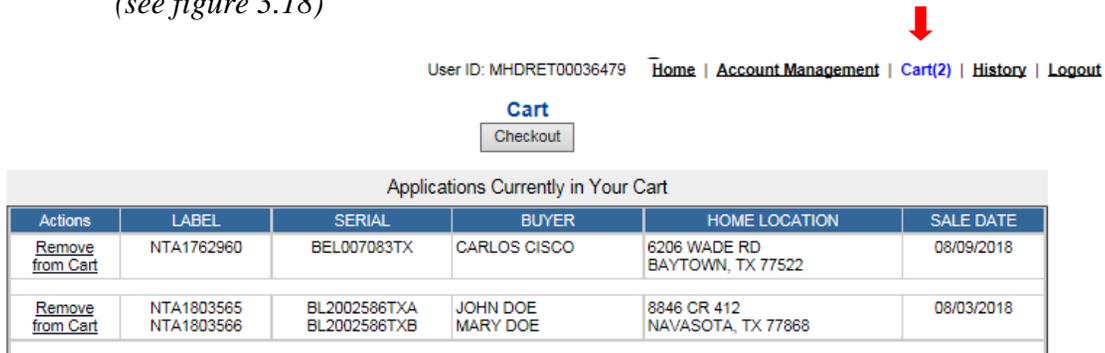
Figure 3.17

Once you have completed the entry of all desired applications, you are now ready for payment submission.

3.4 Check Out and Payment Options

Checkout

- All applications Saved and place in Cart will now appear under the heading of “CART”. It will also referenced the number of applications ready for payment (see figure 3.18)



User ID: MHDRET00036479 [Home](#) | [Account Management](#) | [Cart\(2\)](#) | [History](#) | [Logout](#)

Cart

Checkout

Applications Currently in Your Cart

Actions	LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE
Remove from Cart	NTA1762960	BEL007083TX	CARLOS CISCO	6206 WADE RD BAYTOWN, TX 77522	08/09/2018
Remove from Cart	NTA1803565 NTA1803566	BL2002586TXA BL2002586TXB	JOHN DOE MARY DOE	8846 CR 412 NAVASOTA, TX 77868	08/03/2018

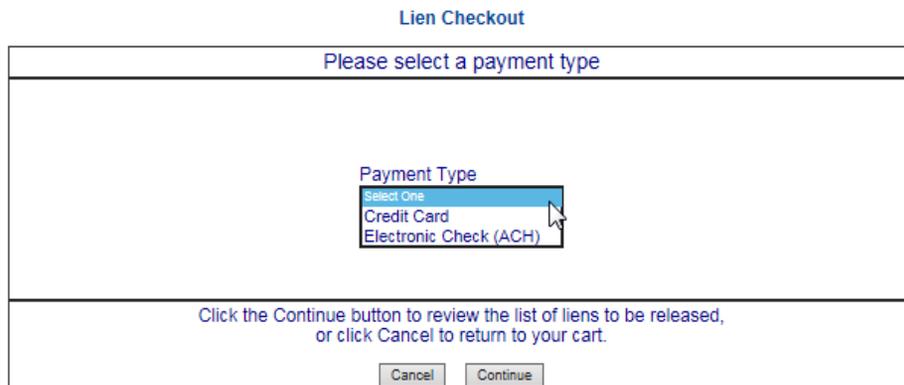
Figure 3-18

- At this time, you either **Remove from Cart** or continue with the payment process by selecting CHECKOUT.

3.6 Payment Options

When the User is ready to proceed with the payment process, click on “Checkout” as shown in Figure 3-18.

User is now prompted to select method of payment (drop-down selection). As displayed, method of payment can be either Credit Card or Electronic Check (ACH). See figure 3.19.



Lien Checkout

Please select a payment type

Payment Type

Select One
Credit Card
Electronic Check (ACH)

Click the Continue button to review the list of liens to be released,
or click Cancel to return to your cart.

Cancel Continue

Figure 3-19

CREDIT CARD PAYMENT OPTION:

1. Select Credit Card from drop-down window and click on **Continue**. The following page displays all pending application entries, fee per transaction and the Texas.gov Price* (*see Figure 3-20*)
2. User may either “Cancel Checkout” or “Continue with Checkout”
3. Please note that the final cost of transactions will include a fee assessed by Texas.gov, as noted below the Cart referenced block.

Checkout

Applications Currently in Your Cart					
LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE	\$ FEE
NTA1762960	BEL007083TX	CARLOS CISCO	6206 WADE RD BAYTOWN, TX 77522	08/09/2018	55.00
NTA1803565 NTA1803566	BL2002596TXA BL2002596TXB	JOHN DOE MARY DOE	8846 CR 412 NAVASOTA, TX 77868	08/03/2018	55.00
Texas.gov Price *					\$112.73
Payment Type: Credit Card					

* This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Figure 3.20

4. Click on **Continue with Checkout, Online Payment** is now displayed. During this process, User is leaving TDHCA’s website and going directly to Texas.gov site. We do not maintain the payment process during this stage. Verify that the Payment Type is set on Credit Card and proceed with entering the information as requested. After completion, click on **Next** (*see figure 3-21*)

Figure 3-21

5. Provide Credit Card Information; then click on **Next**

The screenshot displays the 'Online Payment' interface for the Texas Department of Housing and Community Affairs, Manufactured Housing Division. The interface is divided into several sections:

- Progress Bar:** Shows four steps: 1. Payment Type, 2. Customer Info, 3. Payment Info (current step), and 4. Submit Payment.
- Payment Section:**
 - Payment Type:** Set to 'Credit Card' with a green checkmark.
 - Customer Information:** Includes an 'Edit' button and details for John Smith at 512 Happy Street, Lockhart, TX 78644. Phone: 5125551212. Country: United States. Email Address: james.oliva@tdhca.state.tx.us.
 - Payment Info:** Contains input fields for Credit Card Number, Expiration Month (dropdown), Expiration Year (dropdown), Security Code, and Name on Credit Card. A 'Next' button is located at the bottom right of this section.
- Transaction Summary:** A table showing a TDHCA Online Service Fee of \$112.73 and a TOTAL of \$112.73.
- Need Help?:** A section with the text: 'You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.'

Figure 3-22

6. Verify entry of Credit Card information; then enter provided VERIFICATION characters, then click on **Submit Payment**. (see Figure 3-23)

The screenshot displays the 'Online Payment' interface for the Texas Department of Housing and Community Affairs, Manufactured Housing Division. The interface is divided into a main form area and a right-hand sidebar.

Navigation: A progress bar at the top indicates four steps: 1. Payment Type, 2. Customer Info, 3. Payment Info, and 4. Submit Payment. Step 4 is currently active.

Main Form Area:

- Payment Type:** 'Credit Card' is selected, indicated by a green checkmark.
- Customer Information:** Includes fields for Address (John Smith, 512 Happy Street, Lockhart, TX 78644), Phone (5125551212), Country (United States), and Email Address (james.oliva@tdhca.state.tx.us). An 'Edit' button is present.
- Payment Info:** Includes Credit Card (Mastercard ****6781, Exp. 09/2020) and Name on Credit Card (ABC Mobile Homes). An 'Edit' button is present.
- Verification:** A CAPTCHA image shows the characters 'MJMAJ'. Below it, a text input field is provided for the user to enter these characters.

Transaction Summary (Right Sidebar):

TDHCA Online Service Fee	\$112.73
TOTAL	\$112.73

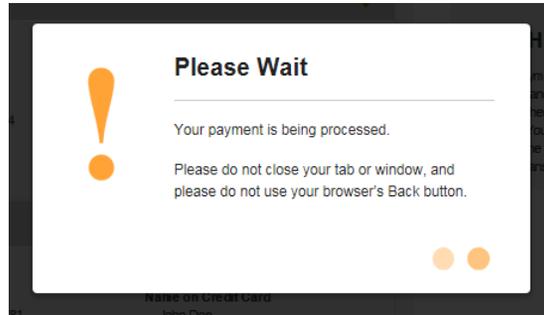
Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.

Buttons: 'Cancel' and 'Submit Payment' are located at the bottom of the main form area.

Figure 3-23

- At this point, payment is being processed.



- Payment Receipt Confirmation window appears (see Figure 3-24). You now have the option to print the COVERSHEET, BATCH SHEET and/or APPLICATION(s) (see figure 3-24). Please note that the Payment Receipt Confirmation will also be sent, via email, but will not display the applications processed. (see Figure 3-25) Note-User is returned to TDHCA website.

See item 10 for Submission of Applications and definition of Coversheet and Batch Sheet

User ID: MHDRET00036479 [Home](#) | [Account Management](#) | [Cart\(0\)](#) | [History](#) | [Logout](#)

Payment Receipt Confirmation
 Your payment was successfully processed. You may print this receipt page for your records

Description	Amount
Texas.gov Price*	\$112.73

Customer Information		Payment Information	
Customer Name	James Oliva	Payment Type	Credit Card
Local Reference ID	332MHS00019375	Credit Card Type	MASTERCARD
Receipt Date	09/25/2018	Credit Card Number	*****6781
Receipt Time	11:03:02 AM CDT	Order ID	38647870
		Billing Name	John Smith

Billing Information			
Billing Address	123 HAPPY STREET	Phone Number	5125551212
Billing City, State	LOCKHART, TX		
ZIP / Postal Code	78644		
Country	US		

Applications Included with this Payment

LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE	
NTA1762960	BEL007083TX	CARLOS CISCO	6206 WADE RD BAYTOWN, TX 77522 HARRIS COUNTY	08/09/2018	<input type="button" value="Print Application"/>
NTA1803565 NTA1803566	BL2002586TXA BL2002586TXB	JOHN DOE MARY DOE	8846 CR 412 NAVASOTA, TX 77868 GRIMES COUNTY	08/03/2018	<input type="button" value="Print Application"/>

Figure 3-24

- Confirmation of Online transaction will be emailed to the address provided (*see Figure 25*)

Payment Receipt Confirmation

Your payment was successfully processed. You may print this receipt page for your records by selecting Print.

Transaction Summary

Description	Amount
TDHCA Online Service Fee	\$112.73
Total Amount Paid	\$112.73

Customer Information

Customer Name James Oliva
Local Reference ID 332MHS00019375
Receipt Date 9/25/2018
Receipt Time 11:03:07 AM GDT

Payment Information

Payment Type Credit Card
Credit Card Type MAST
Credit Card Number *****6781
Order ID 38647870
Billing Name John Smith

Billing Information

Billing Address 123 Happy Street
Billing City, State Lockhart, TX
ZIP/Postal Code 78644
Country US
Phone Number 5125551212
This receipt has been emailed to the address below.
Email Address joliva@tdhca.state.tx.us

Figure 3-25

ELECTRONIC CHECK (ACH) PAYMENT OPTION:

- Select Electronic Check (ACH) from drop-down window and click on **Continue**. The following page displays all pending applications processed, fee per transaction. *Please note that Service Fee(s) are not assessed by Texas Online for ACH transactions.* Should you wish to continue with payment, click on **Continue with Checkout** (*see Figure 3-26*)

Checkout

Applications Currently in Your Cart					
LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE	\$ FEE
NTA1819429	BL2002826TXA	JAMES LANE	15050 HIGH WIND AVE	08/14/2018	55.00
NTA1819493	BL2002826TXB	MARTHA LANE	EL PASO, TX 79928		
Texas.gov Price *					\$55.00
Payment Type: Electronic Check (ACH)					

* This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Figure 3-26

2. Verify that Payment Type is set on Electronic Check, click on **Next** (See Figure 3-27) User is leaving TDHCA's website and going directly to Texas.gov site. We do not maintain the payment process during this stage.

1 2 3 4

Payment

Payment Type

Payment Type *

Electronic Check *

Select if this payment IS being funded specifically by a **FOREIGN** source (bank or company), an International AGH Transaction ("IAT").

Next

Customer Information

Payment Info

Cancel

Transaction Summary

TDHGA Online Service Fee	\$55.00
TOTAL	\$55.00

Need Help?

Select Payment Method and Continue to proceed with payment. You will receive a printable receipt at the end of your successful payment transaction.

Figure 3-27

3. Enter Payor Information as instructed with Credit Card transaction (see Figure 3-28)



Texas Department of Housing
and Community Affairs
Manufactured Housing Division

Online Payment

Customer Information

Complete all required fields [*]

Country *

United States ▼

First Name * Last Name *

Address * *

Address 2

City * State *

Select State ▼

ZIP/Postal Code *

Phone Email * ●

Next

Transaction Summary

TDHCA Online Service Fee	\$110.00
TOTAL	\$110.00

Need Help?

Please complete the Customer Information Section

Payment Info

Cancel

Figure 3-28

4. Enter Bank Information as requested, then click on **Next** (see Figure 3-29)

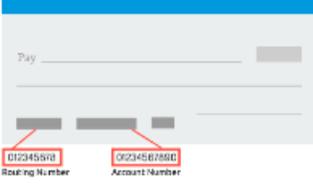
Payment Info

Complete all required fields [*]

Name on Account *

Routing Number *

Account Number *



Re-enter Account Number *

Checking Savings

Driver's Licence or State ID *

Issuing State *

Select One

Transaction Summary

TDHCA Online Service Fee	\$55.25
TOTAL	\$55.25

Need Help?

You have selected to pay by Electronic Check. Complete Customer Billing Information and enter Electronic Check Information.

Figure 3-29

5. Verify Bank Information and read cited Terms and Conditions, then select **YES, I authorize this transaction**. Enter the provided Verification characters displayed on screen, then click on **Submit Payment**. *Note: The entire statement must be read and scrolled down to proceed. One cannot merely check YES and move forward. (see Figure 3-30).*

Customer Information ✓

Address: John Doe, 123 Happy Street, Lockhart, TX 78644
 Phone: 5125551212
 Country: United States
 Email Address: james.oliva@tdhca.state.tx.us

Payment Info ✓

Electronic Check: ****3456
 Name on Account: John Doe

Terms and Conditions [Open a new window to print](#)

Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records. By checking "Yes" and opting to pay by electronic debit against the bank account specified above, I agree and stipulate to all statements:

- I am the legal owner, have power of attorney, or have legal authority in relation to the bank account specified above to be used for payment.

Yes, I authorize this transaction.

Verification

Enter the characters from the above image:
 EHHYS

Cancel Submit Payment

Transaction Summary

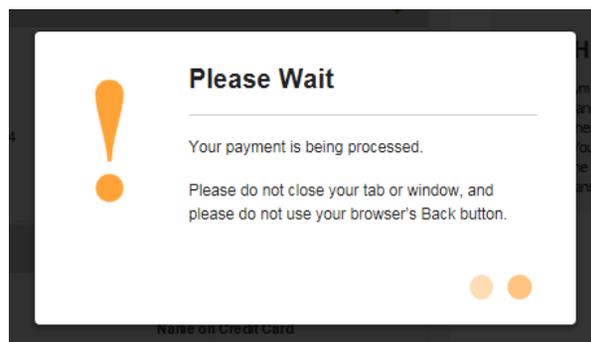
TDHCA Online Service Fee	\$55.25
TOTAL	\$55.25

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.

Figure 3-30

6. At this point, payment is being processed



- As in the Credit Card transaction instructions (*see item 7*), Payment Receipt Confirmation window appears (*see Figure 3-31*). You now have the option to print the COVERSHEET, BATCH SHEET and/or APPLICATION(s). Please note that the Payment Receipt Confirmation will automatically be sent, via email, but will not display the applications processed. (*see Figure 3-32, Note- User is returned to TDHCA website*).

Payment Receipt Confirmation

Your payment was successfully processed. You may print this receipt page for your records

Description	Amount
Texas.gov Price*	\$55.00

Customer Information		Payment Information	
Customer Name	James Oliva	Payment Type	Electronic Check
Local Reference ID	332MHS00019376	Credit Card Type	
Receipt Date	09/25/2018	Credit Card Number	*****
Receipt Time	12:04:55 PM CDT	Order ID	38648544
		Billing Name	ABC Retailer

Billing Information	
Billing Address	123 HAPPY STREET
Billing City, State	LOCKHART, TX
ZIP / Postal Code	78644
Country	US
Phone Number	5125551212

Applications Included with this Payment

LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE	
NTA1831304	BEL009823TX	DON JUAN MARY JUAN	6000 HIGHWAY 35 FORT WORTH, TX 76140 TARRANT COUNTY	07/31/2018	<input type="button" value="Print Application"/>

Figure 3-31

Payment Receipt Confirmation

Your payment was successfully processed. You may print this receipt page for your records by selecting Print.

Transaction Summary

Description	Amount
TDHCA Online Service Fee	\$55.00
Total Amount Paid	\$55.00

Customer Information

Customer Name James Oliva
Local Reference ID 332MHS00019376
Receipt Date 9/25/2018
Receipt Time 12:04:55 PM CDT

Payment Information

Payment Type Electronic Check
Account Number *****3456
Order ID 38648544
Billing Name ABC Retailer

Billing Information

Billing Address 123 Happy Street
Billing City, State Lockhart, TX
ZIP/Postal Code 78644
Country US
Phone Number 5125551212

This receipt has been emailed to the address below.

Email Address james.oliva@tdhca.state.tx.us

Figure 3-32

3.7 Submission of Processed Applications with Coversheet

1. After you have completed the process of application entry with payment, you are ready to submit to the agency with the following documentation:
 - a. Coversheet (*see figure 3-33*)
 - b. Statement of Ownership application(s)
 - c. Original Manufacturer Certificate of Origin (MCO)
 - d. Moving Permit
 - e. Any other supporting documentation, if applicable, e.g.,:
 - i. Legal Description
 - ii. Affidavit of Fact for Right of Survivorship
 - iii. Power of Attorney(s)
 - iv. Name Affidavits

Statement of Ownership Application Cover Sheet			
9/25/2018			
Submitted by: COUNTRY GLEN, LLC			
<i>Please submit this Cover Sheet along with your application(s) for Statement(s) of Ownership</i>			
Batch Local Reference #:		332MHS00019375	
Application Barcode	Receipt Number	HUD Label(s)	SENT_DATE
T2491	5018445	NTA1762960	9/25/2018 10:58:43AM
T2492	5018445	NTA1803565 NTA1803566	9/25/2018 10:58:43AM

For MHD use:

Attach tracking
Barcode

(App Without Receipt)

Figure 3-33

2. Definitions / Printing
 - a. Print Cover Sheet – to be included and used as the Coversheet when submitting all original applications to the agency
 - This page contains the Application Bar Code, Receipt Number and List of Applications to be submitted to the agency (*see figure 3-34*)
 - This Coversheet is extremely important when submitting Online processed applications to the agency when you are not submitting the printed application(s) from the system which also displays detailed transaction information as referenced in item (b).
 - b. Print Batch – printing of all applications at one time. In most cases, the retailer has an application completed and executed by the Purchaser(s) prior to the entry of the application; therefore you may retain the printed applications as your office copy (*see figure 3-35*)
 - Page 1 of application contains Amount Paid, Receipt Number, Local Reference ID and Bar Code

Printing of Documents

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Payment Receipt Confirmation

Your payment was successfully processed. You may print this receipt page for your records

Description	Amount
Texas.gov Price*	\$112.73

Customer Information		Payment Information	
Customer Name	James Oliva	Payment Type	Credit Card
Local Reference ID	332MHS00019375	Credit Card Type	MASTERCARD
Receipt Date	09/25/2018	Credit Card Number	*****6781
Receipt Time	11:03:02 AM CDT	Order ID	38647870
		Billing Name	John Smith

Billing Information	
Billing Address	123 HAPPY STREET
Billing City, State	LOCKHART, TX
ZIP / Postal Code	78644
Country	US
Phone Number	5125551212

Applications Included with this Payment

LABEL	SERIAL	BUYER	HOME LOCATION	SALE DATE	
NTA1762960	BEL007083TX	CARLOS CISCO	6206 WADE RD BAYTOWN, TX 77522 HARRIS COUNTY	08/09/2018	<input type="button" value="Print Application"/>
NTA1803565 NTA1803566	BL2002586TXA BL2002586TXB	JOHN DOE MARY DOE	8846 CR 412 NAVASOTA, TX 77868 GRIMES COUNTY	08/03/2018	<input type="button" value="Print Application"/>

Figure 3-34

Online Application

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
 MANUFACTURED HOUSING DIVISION

P.O. BOX 12489 Austin, TX 78711-2489
 (800) 500-7074, (512) 475-2200 FAX (512) 475-1109

Internet Address: www.tdhca.state.tx.us/mhd/index.htm

ONLINE STATEMENT OF OWNERSHIP APPLICATION

The filing of an application for the issuance of a Statement of Ownership, later than sixty (60) days after the date of a sale to a consumer for residential use, may result in a fee of up to one hundred dollars (\$100). Any such application that is submitted late may be delayed until the fee is paid in full.

BLOCK 1: Transaction Identification						
Type of Transaction		Regular or Priority Handling		(For Departmental Use Only) Coding:		
Personal Property Transaction <input type="checkbox"/> New <input type="checkbox"/> Used <input type="checkbox"/> Lien Assignment <input type="checkbox"/> Other: _____		Real Property Transaction <input checked="" type="checkbox"/> New <input type="checkbox"/> Used <input type="checkbox"/> Update SO <input type="checkbox"/> Other: _____		<input checked="" type="checkbox"/> Process application in the normal 15 working days. A payment of \$55 per transaction is required (total amount can be combined into one payment). <input type="checkbox"/> Process application within 5 working days from receipt. An additional \$55 service fee must be added to the total payment to have the application processed within 5 working days from receipt.		Lien on file: Y / N Right of Survivorship: Y / N Texas Seal Purchase: Y / N
<div style="border: 1px solid black; padding: 5px;"> PAID \$55.00 \$55.00 paid on 09/25/2018 11:03 AM Receipt Number: 5018445 Local Reference ID: 332MHS00019375 Barcode: T2492 </div>						
BLOCK 2(a): Home Information (required)						
Manufacturer Name:		CMH MANUFACTURING INC. DBA TRUMH II		Model:		
Address:		1313 INDUSTRIAL PARK RD.		Date of Manufacture:		
City, State, Zip:		BELTON, TX 76513		Total Square Feet:		
License Number:		MHDMAN00000487		Wind Zone:		
				1		
Section 1:	Label/Seal Number	Complete Serial Number	Weight	Size*	*NOTE: Size must be reported as the outside dimensions (length and width) of the home as measured to the nearest 1/2 foot at the base of the home, exclusive of the tongue or other leveling device.	
Section 2:	NTA1803565	BL2002586TXA	21000	13.0 x 60.0		
Section 3:	NTA1803566	BL2002586TXB	21000	13.0 x 60.0		
Section 4:						
2(b)	DOES HOME HAVE A HUD LABEL OR TEXAS SEAL? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If there is/are no HUD Label(s) or Texas Seal(s) on your home, a Texas Seal will need to be purchased and will be issued to each section of your home at an additional cost of \$35.00 per section. Indicate which section(s) need(s) Texas Seal: Section One [] Section Two [] Section Three [] Section Four []					
BLOCK 3: Home Location (required)						
Physical Location of Home:		8846 CR 412, NAVASOTA, TX 77868		GRIMES		
(or 911 address)		Physical Address (cannot be a Rt. or P.O. Box) City State ZIP		County		
Was Home Moved for this sale? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, include a copy of moving permit.						
Was Home Installed for this sale? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, provide installer information below, if known.						
Installer Name, address and phone:		ART'S MOBILE HOME SERVICE, 101 THORNIDGE, MIDLAND, TX 79703				
BLOCK 4: Ownership Information (required)						
4(a) Seller(s) or Transferor(s)			4(b) Purchaser(s), Transferor(s), or Owner(s)			
Name: COUNTRY GLEN, LLC		License # MHDRET00036479 <small>if Retailer</small>	Name: JOHN DOE		License # <small>if Retailer</small>	
			Name: MARY DOE			
Mailing Address: FM 971			Mailing Address: 123 HAPPY STREET			
City/State/Zip: WEIR, TX 78674			City/State/Zip: LOCKHART, TX 78644			
Daytime Phone Number: (512) 869-7250			Daytime Phone Number: (512) 555-1212			
4(c)	Is this transaction a sale? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					
4(d)	Date of sale, transfer or ownership change: 08/03/2018					

Figure 3-35

3.7 (a) Mailing / Emailing of Processed Applications

1. You have the option to mail the hard copies to the following address:

TDHCA-MHD
PO BOX 12489
AUSTIN, TEXAS 78711-2489

OR

2. Email all documentation to the following email address (*Please note that all application(s) must contain signatures from Seller and Purchaser(s):*

MHOnlineapps@tdhca.texas.gov

- When emailing all applications, please reference your Retailer License number and Label number(s) on the email subject line: e.g., R12345 / NTA000000/PFS000000

3.8 History of Processed Applications

- a. Should you require to view the prior history of applications processed, you may select the HISTORY link and select either Detail or Receipt:
 - DETAIL will list the applications processed that specific date.
 - RECEIPT will provide the following:
 - i. Copy of the initial receipt confirmation
 - ii. Display paid application transactions
 - iii. Ability to reprint the Coversheet and applications

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History

Applications Previously Submitted				
Actions	SUBMISSION DATE	LOCAL REF ID	NUMBER OF APPLICATIONS	TEXAS.GOV PRICE
Detail Receipt	09/25/2018 12:04 PM	332MHS00019376	1	55
Detail Receipt	09/25/2018 11:03 AM	332MHS00019375	2	112.73
Detail Receipt	08/29/2018 10:41 AM	332MHS00019374	1	56.49
Detail Receipt	08/29/2018 10:21 AM	332MHS00019372	2	112.73

4. Frequently Asked Questions

How do I get assistance?

You may contact the following for assistance using the online release of lien feature:

Diane Robinson, Processing Supervisor

Phone: 1-512-475-3062 Email: diane.robinson@tdhca.texas.gov

James Oliva, Production Manager

Phone: 1-512-463-5165 Email: james.oliva@tdhca.texas.gov

While attempting to navigate to pages previously viewed, I receive an error message.

Use of the (BACK) button (found on the web browser's standard tool bar) will result in the display of data that is not up-to-date and may cause error screens to appear.