



Texas Department of Housing and Community Affairs Manufactured Housing Board Meeting October 15, 2026

Ronnie Richards, Chair

Jim Brady, Member

Joe Christian, Member

Joe Gonzalez, Member

Keith C. Thompson, Member

Texas Department of Housing and Community Affairs
Manufactured Housing Board Meeting
October 15, 2026

ROLL CALL

	<u>Present</u>	<u>Absent</u>
Ronnie Richards, Chair	_____	_____
Jim Brady, Member	_____	_____
Joe Christian, Member	_____	_____
Joe Gonzalez, Member	_____	_____
Keith C. Thompson, Member	_____	_____
Number Present	_____	
Number Absent		_____

_____, Presiding Officer

MANUFACTURED HOUSING BOARD MEETING
TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
George H.W. Bush State Office Building, Boardroom 4.300
1801 Congress Ave., Austin, Texas 78701
October 15, 2026 10:00 a.m.

AGENDA

CALL TO ORDER, ROLL CALL

Chair

CERTIFICATION OF QUORUM

Chair

The Board of the Manufactured Housing Division of the Texas Department of Housing and Community Affairs (TDHCA) will meet to consider and possibly act upon:

ACTION ITEMS

Item 1.	Consideration and action to approve the minutes of the board meeting on November 10, 2025.	Chair
Item 2.	Presentation, discussion and action to approve the FY 2027 Operating Budget. <i>Public Comment (Speakers limited to 3 minutes per person)</i>	Greg Crowe
Item 3.	Presentation, discussion and action to approve the FY 2028 - 2029 Legislative Appropriations Request. <i>Public Comment (Speakers limited to 3 minutes per person)</i>	Greg Crowe
Item 4.	Presentation, discussion and action to approve the execution of amendment to the Administrative Services Agreement for FY 2027 between the Manufactured Housing Division and TDHCA. <i>Public Comment (Speakers limited to 3 minutes per person)</i>	Greg Crowe
Item 5.	Presentation, discussion and action to approve notice of intention to review the Manufactured Housing Rules for publication in the Texas Register for public comment. <i>Public Comment (Speakers limited to 3 minutes per person)</i>	Jim Hicks
Item 6.	Presentation, discussion and action to approve revisions to the Statement of Ownership Application form. <i>Public Comment (Speakers limited to 3 minutes per person)</i>	Jim Hicks

Note: The Board may go into executive session (close its meeting to the public) on any agenda item if appropriate and authorized by the Open Meetings Act, Texas Government Code, Chapter 551.

REPORT ITEMS

1. Executive Director's Report to include issues relating to operations, budget and performance of the Manufactured Housing Division. Jim Hicks

PUBLIC COMMENT (Speakers limited to 3 minutes per person)

Chair

EXECUTIVE SESSION

Chair

Note: The Board may go into executive session (close its meeting to the public) on any agenda item if appropriate and authorized by the Open Meetings Act, Texas Government Code, Chapter 551.

- (a) If necessary, the Board will go into executive session to discuss Personnel Matters pursuant to Sec. 551.074, Texas Government Code.
- (b) If necessary, the Board will go into executive session for Consultation with Attorney pursuant to Sec. 551.071, Texas Government Code.

RECONVENE

Chair

Reconvene in public session and take action on any matters coming out of Executive Session.

ADJOURN

Chair

To access this agenda or request information, please visit our website at www.tdhca.texas.gov/mhd or contact Sharon Choate, TDHCA/MHD, 1801 Congress, Suite 11.400, Austin, Texas 78701, 512-475-2206, sharon.choate@tdhca.texas.gov.

Individuals who require auxiliary aids, services or translators for this meeting should contact Sharon Choate, at 512-475-2206 or Relay Texas at 1-800-735-2989 at least two days before the meeting so that appropriate arrangements can be made.

**MINUTES OF THE REGULAR MEETING OF THE
MANUFACTURED HOUSING BOARD**

On Friday, September 19, 2025, at 10:30am, there was a regular meeting of the Manufactured Housing Board (the "Board") held at the George H.W. Bush Office Building, Room 11.102, 1801 Congress Avenue, Austin, Texas. Ronnie Richards presided. Jim Brady, Joe Christian, Joe Gonzalez, and Keith Thompson constituting a quorum, attended. The following Manufactured Housing Division (the "MHD") staff attended: Jim Hicks, Amy Jones, Eric Franklin, Greg Crowe, and Sharon Choate.

Ronnie Richards called the roll and confirmed the presence of a quorum.

Ronnie Richards asked for a motion to approve the minutes from the board meeting on October 25, 2024. Upon motion of Keith Thompson and duly seconded by Joe Gonzalez, the motion was unanimously approved.

Greg Crowe presented the FY 2026 Operating Budget to the board and recommended approval. Upon motion of Keith Thompson and duly seconded by Joe Christian, the FY 2026 Operating Budget was unanimously approved.

Greg Crowe presented the proposed FY 2026 Administrative Services Agreement between the Manufactured Housing Division and TDHCA and recommended approval. Upon motion of Jim Brady and duly seconded by Keith Thompson, the agreement was unanimously approved.

Jim Hicks presented and discussed for approval the proposed amendments to 10 Texas Administrative Code, Chapter 80 for publication as proposed in the Texas Register for public comment. Upon motion of Joe Gonzalez and duly seconded by Joe Christian, the proposal of amendments was unanimously approved.

Jim Hicks presented and discussed for approval adoption of revisions to the Application for Statement of Ownership, Application for Statement of Ownership for Disaster Relief Housing, issued Statement of Ownership to include section for Beneficiary Designation, and a new Affidavit of Fact for Beneficiary Designation. Upon motion of Jim Brady and duly seconded by Joe Gonzalez, the amendments were unanimously approved.

The action item relating to TDHCA, Manufactured Housing Division v. Austin Mobile Home Company, LLC d/b/a Falcon Ranch Homes in the matter of the complaint, Docket Number: 332-25-13832.MHD was tabled until the next board meeting.

The action item relating to discussing the executive director's compensation was not discussed because it was no longer required.

Jim Hicks delivered the Executive Director's Report.

The board did not go into an executive session.

There being no further business to come before the board, the meeting was adjourned at 12:14pm.

Sharon Choate, Secretary

Approved:

Ronnie Richards, Presiding Chair

Texas Department of Housing and Community Affairs
Manufactured Housing Division
Operating Budget For FY 2027

Agenda Action Item No. 2

Categories	FY 27 Budget (a)	FY 26 Budget (b)	Variance (a-b)	Percentage Change
Salaries and Wages	4,605,000	4,595,704	9,296	0%
Payroll Related Costs	1,151,250	1,170,000	-18,750	-2%
Travel In-State	310,000	340,000	-30,000	-9%
Home Owner Consumer Claims (Rider # 12)	100,000	100,000	0	0%
Professional Fees	10,000	20,500	-10,500	-51%
Materials and Supplies	125,000	107,700	17,300	16%
Repairs/Maintenance	75,000	57,350	17,650	31%
Printing and Reproduction	5,500	5,150	350	7%
Rental/Lease (Building and Copy Machine)	11,000	12,450	-1,450	-12%
Membership Dues	250	250	0	0%
Staff Development	500	500	0	0%
Insurance and Employee Bonds	42,000	42,000	0	0%
Texas Online	0	0	0	0%
Employee Tuition	0	0	0	0%
Advertising	0	0	0	0%
Freight/Mail Delivery	6,000	7,675	-1,675	-22%
Temporary Help	0	0	0	0%
Furniture/Equipment	5,000	5,000	0	0%
Communications/Utilities	65,000	61,700	3,300	5%
Capital Outlay - Computers/Server	10,000	10,000	0	0%
State Office of Risk Management	5,700	5,500	200	4%
Subtotal	6,527,200	6,541,479	-14,279	0%
Indirect Support	512,127	512,127	0	0%
Capital Expenditures	446,382	418,465	27,917	0%
Total Manufactured Housing *	7,485,709	7,472,071	\$ 13,638	0%
FTE's	57	57	-	0%
Method of Finance:				
General Revenue	25,000	19,120	5,880	31%
Appropriated Receipts	6,740,709	6,732,951	7,758	0%
Federal Funds	720,000	720,000	0	0%
Total Method of Finance	\$ 7,485,709	\$ 7,472,071	\$ 13,638	0%

* NOTE: Breakdown of the Total Budget:

1. \$ 5,375,950 - Total Direct Strategy Expenses
 2. \$ 1,151,250 - Payroll related costs - an indirect appropriation, which is a state-wide allocation by the Comptroller;
 3. \$ 512,127 - Administrative Support costs - an indirect appropriation, which is the MH's service contract fees with TDHCA.
 4. \$446,382 - Capital Budget Expenditures - Data Management, Laptop/Server/Software Replacement, Disaster Recovery, CAPPS Annual Maintenance
- \$7,485,709**

Texas Department of Housing and Community Affairs
 Manufactured Housing Division
 Budget and Expense Status
 September 1, 2025 - August 31, 2026
 For FY 2026

Budget Categories	2026 Annual Budget (a)	2026 Act Expenses Sep - Aug (b)	Remaining Budget As of August (a-b)	Remaining Budget Not Used %
Salaries and Wages	\$ 4,595,704	\$ 4,648,717	(53,013)	-1%
Payroll Related Costs	1,170,000	1,162,179	7,821	1%
Travel In-State	340,000	293,632	46,368	14%
Home Owner Consumer Claims (Rider # 12)	100,000	0	100,000	100%
Professional Fees	20,500	12,665	7,835	38%
Materials and Supplies	107,700	110,037	(2,337)	-2%
Repairs/Maintenance	57,350	87,967	(30,617)	-53%
Printing and Reproduction	5,150	5,197	(47)	-1%
Rental/Lease	12,450	11,442	1,008	8%
Membership Dues	250	353	(103)	-41%
Staff Development	500	496	4	1%
Insurance and Employee Bonds	42,000	38,734	3,266	0%
Texas Online	0	0	0	0%
Employee Tuition	0	0	0	0%
Advertising	0	0	0	0%
Freight/Mail Delivery	7,675	5,718	1,957	25%
Temporary Help	0	0	0	0%
Furniture/Equipment	5,000	1,163	3,837	77%
Communications/Utilities	61,700	57,911	3,789	6%
Capital Outlay	10,000	2,216	7,784	78%
State Office of Risk Management	5,500	5,744	(244)	-4%
Total Manufactured Housing	\$ 6,541,479	\$ 6,444,171	\$ 97,308	1%

Texas Department of Housing and Community Affairs
Manufactured Housing Division
Operating Budget Allocation to Direct Strategies
For FY 2027

Description	Expenditures	E.1.1. SO & Licensing	E.1.2. Inspections	E.1.3. Enforcement	E.1.4. Texas Online	Total Budget
Salaries and Wages	\$ 4,605,000	2,342,895	1,615,789	646,316		\$ 4,605,000
Payroll Related Costs	1,151,250	585,724	403,947	161,579	-	1,151,250
Travel In-State	310,000	10,000	290,000	10,000	-	310,000
Home Owner Consumer Claims (Rider # 12)	100,000	0	0	100,000	-	100,000
Professional Fees	10,000	5,088	3,509	1,404	-	10,000
Materials and Supplies	125,000	63,596	43,860	17,544	-	125,000
Repairs/Maintenance	75,000	38,158	26,316	10,526	-	75,000
Printing and Reproduction	5,500	2,798	1,930	772	-	5,500
Rental/Lease (Building and Copy Machine)	11,000	5,596	3,860	1,544	-	11,000
Membership Dues	250	127	88	35	-	250
Staff Development	500	254	175	70	-	500
Insurance and Employee Bonds	42,000	21,368	14,737	5,895	-	42,000
Texas Online	0	0	0	0	-	0
Employee Tuition	0	0	0	0	-	0
Advertising	0	0	0	0	-	0
Freight/Mail Delivery	6,000	3,053	2,105	842	-	6,000
Temporary Help	0	0	0	0	-	0
Furniture/Equipment	5,000	2,544	1,754	702	-	5,000
Communications/Utilities	65,000	33,070	22,807	9,123	-	65,000
Capital Outlay - Computers/Server	10,000	5,088	3,509	1,404	-	10,000
State Office of Risk Management	5,700	2,900	2,000	800	-	5,700
	6,527,200	\$ 3,122,260	\$ 2,436,386	\$ 968,554	\$ -	\$ 6,527,200
FTE's	57	29	20	8		57
Method of Finance Direct Costs:		General Revenue	Appropriated Receipts	Federal Funds		Total
Strategy One	3,122,260	0	3,122,260	0		3,122,260
Strategy Two	2,436,386	0	1,922,100	514,286		2,436,386
Strategy Three	968,554	0	762,840	205,714		968,554
Strategy Four	0	25,000	0	0		25,000
	\$ 6,527,200	\$ 25,000	\$ 5,807,200	\$ 720,000		6,552,200
Administrative Support:		F.1.1.	F.1.2.	F.1.3.		Total
Financial Administration	179,075	91,108	62,833	25,133		179,075
Information Resource Technologies	174,506	88,784	61,230	24,492		174,506
Operating Support	158,546	80,664	55,630	22,252		158,546
	\$ 512,127	\$ 260,556	\$ 179,694	\$ 71,877		\$ 512,127
Capital Budget:		F.1.1.	F.1.2.	F.1.3.		Total
Capital Expenditures	39,641	20,168	13,909	5,564		39,641
Other Operating Expense	152,612	77,645	53,548	21,419		152,612
Professional Fees and Services	254,129	129,294	89,168	35,667		254,129
	\$ 446,382	\$ 227,107	\$ 156,625	\$ 62,650		\$ 446,382
Method of Finance Indirect Costs:						
Appropriated Receipts	\$ 958,509	\$ 487,662	\$ 336,319	\$ 134,528		\$ 958,509

Texas Department of Housing and Community Affairs
Manufactured Housing Division
Budget Category Glossary

Category	Description
Direct Costs	
Salaries and Wages	Salaries of classified and non-classified individuals, Paid Leave, Merit Increases
Payroll Related Costs	MH Portion of Social Security, Insurance, Retirement
Travel In-State	Mileage, Lodging, Meals, Car Rentals, Incidentals
Home Owner Consumer Claims (Rider # 12)	Remedies for damages caused by the misconduct of a licensed manufactured housing professional
Professional Fees	Conference Registration Fees, Employee Training, Court Costs, Consultants
Materials and Supplies	Consumables, Furnishings, Computer Software
Repairs/Maintenance	Computer Equipment, Software, Printers
Printing and Reproduction	Reproduction and Printing Services
Rental/Lease (Building and Copy Machine)	Copy Machine, Building N/A
Membership Dues	Annual Dues to Professional Organizations
Staff Development	Higher Education Development Fees
Insurance and Employee Bonds	Surety Bond Premiums approved by State Office of Risk Management
Texas Online	Convenience Fee for using State Electronic Internet Portal
Employee Tuition	Tuition to Institutions of Higher Education
Advertising	Classifieds, Internet, Radio
Freight/Mail Delivery	Delivery Services, Air Express, Parcels
Temporary Help	Temp Agencies
Furniture/Equipment	Office Needs, Desks, Chairs
Communications/Utilities	Cellular Phone Monthly Charges, Data Plans, Telecommunications
Capital Outlay - Computers/Server	Computer Peripherals, Phones, Printers
State Office of Risk Management	Insurance Premiums

Indirect Costs	
Administrative Support	TDHCA Executive Office, Internal Audit, Public Affairs, HR, Facilities, Information Systems
Payroll Benefits	MH Portion of Social Security, Insurance, Retirement
Capital Budget Expenditures	Laptops, Desktops, Server HW and SW, Data Management, Access Database, Disaster Recovery, CAPPS Annual Maint

Manufactured Housing Division
Revenue Summary and Projections

FEE TYPE	FY 2027 Projected (c)	FY 2026 Act. (d)	Variance (c-d)	Percentage Change
Training	158,227	156,660	1,567	1%
Ownership - Titles	3,791,060	3,753,525	37,535	1%
Licenses	1,242,282	1,229,982	12,300	1%
Inspections	1,727,811	1,710,704	17,107	1%
Admin. Penalties	47,147	46,680	467	1%
Filing of Records	505	500	5	0%
Reimbursement - Claims	1,404	1,390	14	1%
Returned Check Charge	5,555	5,500	55	0%
	6,973,990	6,904,941	69,049	1%
Federal Fund	720,000	707,688		
Total	\$ 7,693,990	\$ 7,612,629	\$ 69,049	1%

*** Note: The assumptions for FY 2027 revenues use the actuals for FY 2026 and modified historical trends.**

Exhibit A

Manufactured Housing Administrative Support Schedule For Fiscal Year 2027

			Payroll Related Costs		Total
Support:	FTE's	Salaries			
Executive Office	0.10	\$ 11,653	\$ 2,680	\$	14,333
Internal Audit	0.40	26,740	6,150		32,890
Policy and Public Affairs	0.22	18,436	4,240		22,676
Human Resources	0.40	24,410	5,614		30,024
Purchasing and Facilities Management	0.90	47,659	10,962		58,621
Information Systems	2.08	141,875	32,631		174,506
Financial Administration:					-
Director, Financial Administration	0.10	10,175	2,340		12,515
Payroll	0.20	12,982	2,986		15,968
Accounting Manager	0.15	14,245	3,276		17,521
Travel	0.50	26,702	6,141		32,843
Payables	0.45	26,329	6,056		32,385
Program Accountant	1.00	55,158	12,686		67,844
Total Support, Manufactured Housing	6.50	\$ 416,364	\$ 95,762	\$	512,127

Texas Department of Housing and Community Affairs
Manufactured Housing Division
Legislative Appropriations Request
For FY 2028 & 2029

Agenda Action Item No. 3

D R A F T

Budget Categories	FY 28 Budget (a)	FY 29 Budget (b)	Variance (b-a)	Percentage Change
Salaries and Wages	\$ 5,300,750	\$ 5,300,750	0	0.0%
Travel In-State	350,000	350,000	0	0.0%
Travel Out-of State	0	0	0	0.0%
Home Owner Consumer Claims (Rider # 12)	300,000	300,000	0	0.0%
Professional Fees	250,000	250,000	0	0.0%
Materials and Supplies	300,000	300,000	0	0.0%
Repairs/Maintenance - Server	200,000	200,000	0	0.0%
Printing and Reproduction	45,000	45,000	0	0.0%
Rental/Lease (Building and Copy Machines)	23,450	23,450	0	0.0%
Membership Dues	1,000	1,000	0	0.0%
Staff Development	50,000	50,000	0	0.0%
Insurance and Employee Bonds	42,000	42,000	0	0.0%
Texas Online	0	0	0	0.0%
Employee Tuition	0	0	0	0.0%
Advertising	0	0	0	0.0%
Mail/Freight Delivery	50,000	50,000	0	0.0%
Temporary Help	60,000	60,000	0	0.0%
Furniture/Equipment	150,000	150,000	0	0.0%
Communications/Utilities	200,000	200,000	0	0.0%
Capital Outlay - Computers, Servers, etc.	30,000	30,000	0	0.0%
State Office of Risk Management	30,000	30,000	0	0.0%
Total	\$ 7,382,200	\$ 7,382,200	0	0.0%
FTE's	64	64	-	0%
Method of Finance:				
General Revenue	18,546	18,546	-	0.0%
Appropriated Receipts	6,643,654	6,643,654	-	0.0%
Federal Funds	720,000	720,000	-	0.0%
Total Method of Finance	\$ 7,382,200	\$ 7,382,200	\$ -	0.0%

Texas Department of Housing and Community Affairs
 Manufactured Housing Division
 Appropriations Request Allocation to Direct Strategies
 For FY 2028

Description	Expenditures	E.1.1. Ownership & Lic	E.1.2. Inspections	E.1.3. Enforcement	E.1.4. Texas Online	Total Budget
Salaries and Wages	\$ 5,300,750	\$ 2,484,726	\$ 1,573,660	\$ 1,242,363	-	\$ 5,300,750
Travel In-State	\$ 350,000	\$ 10,000	\$ 330,000	\$ 10,000	-	\$ 350,000
Travel Out-of State	\$ -	\$ -	\$ -	\$ -	-	\$ -
Home Owner Consumer Claims (Rider # 12)	\$ 300,000	\$ -	\$ -	\$ 300,000	-	\$ 300,000
Professional Fees	\$ 250,000	\$ 117,188	\$ 74,219	\$ 58,594	-	\$ 250,000
Materials and Supplies	\$ 300,000	\$ 140,625	\$ 89,063	\$ 70,313	-	\$ 300,000
Repairs/Maintenance	\$ 200,000	\$ 93,750	\$ 59,375	\$ 46,875	-	\$ 200,000
Printing and Reproduction	\$ 45,000	\$ 21,094	\$ 13,359	\$ 10,547	-	\$ 45,000
Rent - Building/Machines	\$ 23,450	\$ 10,992	\$ 6,962	\$ 5,496	-	\$ 23,450
Membership Dues	\$ 1,000	\$ 469	\$ 297	\$ 234	-	\$ 1,000
Staff Development	\$ 50,000	\$ 23,438	\$ 14,844	\$ 11,719	-	\$ 50,000
Insurance and Employee Bonds	\$ 42,000	\$ 19,688	\$ 12,469	\$ 9,844	-	\$ 42,000
Texas Online	\$ -	\$ -	\$ -	\$ -	18,546	\$ 18,546
Employee Tuition	\$ -	\$ -	\$ -	\$ -	-	\$ -
Advertising	\$ -	\$ -	\$ -	\$ -	-	\$ -
Freight/Mail Delivery	\$ 50,000	\$ 23,438	\$ 14,844	\$ 11,719	-	\$ 50,000
Temporary Help	\$ 60,000	\$ 28,125	\$ 17,813	\$ 14,063	-	\$ 60,000
Furniture/Equipment	\$ 150,000	\$ 70,313	\$ 44,531	\$ 35,156	-	\$ 150,000
Communications/Utilities	\$ 200,000	\$ 93,750	\$ 59,375	\$ 46,875	-	\$ 200,000
Capital Outlay	\$ 30,000	\$ 14,063	\$ 8,906	\$ 7,031	-	\$ 30,000
State Office of Risk Management	\$ 30,000	\$ 14,063	\$ 8,906	\$ 7,031	-	\$ 30,000
	\$ 7,382,200	\$ 3,165,719	\$ 2,328,622	\$ 1,887,859	\$ 18,546	\$ 7,400,746

FTE's	64	30	19	15	64
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Method of Finance:

		General Revenue	Appropriated Receipts	Federal Funds	Total
Strategy One:	\$ 3,165,719	\$ -	\$ 3,165,719	\$ -	\$ 3,165,719
Strategy Two:	\$ 2,328,622	\$ -	\$ 1,848,622	\$ 480,000	\$ 2,328,622
Strategy Three:	\$ 1,887,859	\$ -	\$ 1,647,859	\$ 240,000	\$ 1,887,859
Strategy Four	\$ 18,546	\$ 18,546			\$ 18,546
	\$ 7,400,746	\$ 18,546	\$ 6,662,200	\$ 720,000	\$ 7,400,746

Texas Department of Housing and Community Affairs
 Manufactured Housing Division
 Appropriations Request Allocation to Direct Strategies
 For FY 2029

Description	Expenditures	E.1.1. Ownership & Lic	E.1.2. Inspections	E.1.3. Enforcement	E.1.4. Texas Online	Total Budget
Salaries and Wages	\$ 5,300,750	\$ 2,484,726	\$ 1,573,660	\$ 1,242,363	-	\$ 5,300,750
Travel In-State	\$ 350,000	\$ 10,000	\$ 330,000	\$ 10,000	-	\$ 350,000
Travel Out-of State	\$ -	\$ -	\$ -	\$ -	-	\$ -
Home Owner Consumer Claims (Rider # 12)	\$ 300,000	\$ -	\$ -	\$ 300,000	-	\$ 300,000
Professional Fees	\$ 250,000	\$ 117,188	\$ 74,219	\$ 58,594	-	\$ 250,000
Materials and Supplies	\$ 300,000	\$ 140,625	\$ 89,063	\$ 70,313	-	\$ 300,000
Repairs/Maintenance	\$ 200,000	\$ 93,750	\$ 59,375	\$ 46,875	-	\$ 200,000
Printing and Reproduction	\$ 45,000	\$ 21,094	\$ 13,359	\$ 10,547	-	\$ 45,000
Rent - Building/Machines	\$ 23,450	\$ 10,992	\$ 6,962	\$ 5,496	-	\$ 23,450
Membership Dues	\$ 1,000	\$ 469	\$ 297	\$ 234	-	\$ 1,000
Staff Development	\$ 50,000	\$ 23,438	\$ 14,844	\$ 11,719	-	\$ 50,000
Insurance and Employee Bonds	\$ 42,000	\$ 19,688	\$ 12,469	\$ 9,844	-	\$ 42,000
Texas Online	\$ -	\$ -	\$ -	\$ -	18,546	\$ 18,546
Employee Tuition	\$ -	\$ -	\$ -	\$ -	-	\$ -
Advertising	\$ -	\$ -	\$ -	\$ -	-	\$ -
Freight/Mail Delivery	\$ 50,000	\$ 23,438	\$ 14,844	\$ 11,719	-	\$ 50,000
Temporary Help	\$ 60,000	\$ 28,125	\$ 17,813	\$ 14,063	-	\$ 60,000
Furniture/Equipment	\$ 150,000	\$ 70,313	\$ 44,531	\$ 35,156	-	\$ 150,000
Communications/Utilities	\$ 200,000	\$ 93,750	\$ 59,375	\$ 46,875	-	\$ 200,000
Capital Outlay	\$ 30,000	\$ 14,063	\$ 8,906	\$ 7,031	-	\$ 30,000
State Office of Risk Management	\$ 30,000	\$ 14,063	\$ 8,906	\$ 7,031	-	\$ 30,000
	\$ 7,382,200	\$ 3,165,719	\$ 2,328,622	\$ 1,887,859	\$ 18,546	\$ 7,400,746

FTE's	64	30	19	15	64
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Method of Finance:

		General Revenue	Appropriated Receipts	Federal Funds	Total
Strategy One:	\$ 3,165,719	\$ -	\$ 3,165,719	\$ -	\$ 3,165,719
Strategy Two:	\$ 2,328,622	\$ -	\$ 1,848,622	\$ 480,000	\$ 2,328,622
Strategy Three:	\$ 1,887,859	\$ -	\$ 1,647,859	\$ 240,000	\$ 1,887,859
Strategy Four	\$ 18,546	\$ 18,546			\$ 18,546
	\$ 7,400,746	\$ 18,546	\$ 6,662,200	\$ 720,000	\$ 7,400,746

Texas Department of Housing and Community Affairs
Manufactured Housing Division
Revenue Summary and Projections
For FY 2028-29

FEE TYPE	FY 2028 Projected (c)	FY 2029 Projected (d)	Variance (c-d)	Percentage Change
Training	156,660	158,227	1,567	1.0%
Statement of Ownership - Titles	3,753,525	3,791,060	37,535	1.0%
Licenses	1,229,982	1,242,282	12,300	1.0%
Inspections	1,710,704	1,727,811	17,107	1.0%
Admin. Penalties	46,680	47,147	467	1.0%
Public Information	-	-	-	0.0%
Reimbursement - Consumer Claims	828	836	8	1.0%
Returned Check Charge	-	-	-	0.0%
	6,898,379	6,967,363	68,984	1.0%
Federal Fund	720,000	720,000	-	0%
Total	\$ 7,618,379	\$ 7,687,363	68,984	0.9%

Agenda Action Item No. 4

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
AND
MANUFACTURED HOUSING DIVISION'S
ADMINISTRATIVE SERVICES AND COST REIMBURSEMENT AGREEMENT

This Administrative Services and Cost Reimbursement Agreement ("Agreement") is made effective as of September 1, 2026 by and between the **Texas Department of Housing and Community Affairs**, a public and official department of the State of Texas ("TDHCA"), and the **Manufactured Housing Division** of TDHCA.

RECITALS:

WHEREAS, Subchapter AA, Sections 2306.6001 through 2306.6023 of the Texas Government Code, requires:

- (1) that beginning on September 1, 2001, TDHCA began to administer and enforce the Texas Manufactured Housing Standards Act (Chapter 1201 of the Texas Occupations Code) through the Manufactured Housing Division ("MH Division");
- (2) that the MH Division be governed by a five member board that is to be an independent entity within TDHCA, administratively attached to TDHCA, and not an advisory board to TDHCA ("MH Board");
- (3) that the MH Board and the division director of the MH Division are to exercise authority and responsibilities assigned to them under the Texas Manufactured Housing Standards Act (Chapter 1201 of the Texas Occupations Code); and
- (4) that the MH Board shall develop a budget for the operations of the department relating to the MH Division and shall reduce administrative costs by entering into an agreement with TDHCA to enable the sharing of department personnel, equipment, and facilities.

NOW THEREFORE, TDHCA has agreed to provide for indirect and direct administrative services as hereinafter provided for a monthly administrative fee described herein to be paid by the MH Division to TDHCA. The parties, TDHCA and the MH Division, agree as follows:

1. ADMINISTRATIVE SERVICES AND REIMBURSEMENT OF OPERATING COSTS

1.1 Scope of Services

During the term of this Agreement, TDHCA shall continue to provide for the budgeted costs and expenses set out on the annual operating budget for the MH Division attached as Exhibit “A” in the manner contemplated by the annual operating budget for TDHCA and to account for all such actual payments and receipts. These services, will include, but not be limited to, administrative support services from TDHCA’s Executive Office; Internal Audit; Policy and Public Affairs; Human Resources; Purchasing and Facilities Management; Information Systems; and Financial Administration (collectively the "Services").

2. TERM

2.1 Term

This Agreement shall be effective September 1, 2026 and shall continue in full force and effect until August 31, 2027, unless sooner terminated pursuant to Section 4.1 of this Agreement.

3. ADMINISTRATIVE SERVICES FEES AND COST REIMBURSEMENTS

3.1 Reimbursement to TDHCA for Operating Costs

TDHCA shall be reimbursed by the MH Division for all operating costs incurred by TDHCA on their behalf out of budgeted receipts attributable to the MH Division as set out on Exhibit “A”.

3.2 Payments to TDHCA for Services

As compensation for the Services performed by TDHCA personnel pursuant to this Agreement, TDHCA shall be paid a total annual amount not to exceed \$512,127.00. Monthly payments of \$56,903.00 shall be made by the MH Division starting on December 1, 2026 and continuing for nine consecutive months through August 1, 2027.

4. TERMINATION OF AGREEMENT

4.1 Early Termination

Either party and, the duly constituted MH Board contemplated by Chapter 2306 once appointed, may terminate this Agreement prior to the August 31, 2027 term provided in Section 2.1 upon 30 days' written notice to the other party. Administrative fees due for Services provided up to and including the date of such early termination shall be prorated and shall be payable in full to TDHCA upon such early termination. If this Agreement is terminated by the MH Board, TDHCA agrees to take all actions necessary to deliver to the MH Board possession or control of all books, records, and property of the MH Division in TDHCA's possession in an orderly manner and without interruption of the MH Division's business.

5. FORCE MAJEURE

5.1 Force Majeure

In the event that performance by a party of any of its obligations under the terms of this Agreement shall be interrupted or delayed by an act of God, by acts of war, riot, or civil commotion, by an act of State, by strikes, fire, or flood, or by the occurrence of any other event beyond the control of such party, such party shall be excused from such performance during the period of time when the interruption occurred and for such period of time as is reasonably necessary after such occurrence abates for the effects thereof to have dissipated.

6. MISCELLANEOUS

6.1 Notices

All notices, requests, demands and other communications under this Agreement shall be deemed to be duly given if delivered or sent in accordance with this Section 6.1 and all of its subsections; and if addressed as follows:

If to TDHCA to:

Texas Department of Housing and Community Affairs
221 E. 11th Street, Third Floor
Austin, Texas 78701
ATTENTION: Bobby Wilkinson, TDHCA Executive Director
Bobby.Wilkinson@tdhca.texas.gov
FAX: (512) 469-9606

If to the Manufactured Housing Division to:

Manufactured Housing Division
1801 Congress Avenue, Suite 11.400
Austin, Texas 78701
ATTENTION: Jim Hicks, MH Division, Executive Director
James.Hicks@tdhca.texas.gov
FAX: (512) 475-0495

or to such other address or to the attention of such other person as the recipient party has specified in accordance with this Section 6.1 by prior written notice to the sending party. Every notice required or contemplated by this Agreement to be given, delivered or sent by any party may be delivered in person or may be sent by courier, facsimile, e-mail, first class mail, or certified mail (or its equivalent under the laws of the country where mailed), addressed to the party for whom it is intended, at the address specified in this Agreement. Any party may change its address for notice by giving notice to the other parties of the change. Any written notice will be effective no later than the date actually received. Unless otherwise provided in this Agreement, notice by courier, express mail, certified mail, or registered mail will be effective on the date it is officially recorded as delivered by return receipt or equivalent and in the absence of such record of delivery it will be presumed to have been delivered on the fifth business day after it was deposited, first-class postage prepaid, in the United States first class mail. Notice not given in writing will be effective only if acknowledged in writing by a duly authorized officer of the party to whom it was given.

6.2 Entire Agreement

This Agreement contains the entire agreement of the parties with respect to the matters covered by its terms. Any written or oral representations, promises, agreements or understandings concerning the subject matter of this Agreement that is not contained in this Agreement shall be of no force or effect. No change, modification or waiver of any of the terms of this Agreement shall be binding unless reduced to writing and signed by authorized representatives of both parties.

6.3 Assignment

This Agreement shall be binding upon and inure to the benefit of the parties hereto, and the legal representatives, successors in interest and assigns, respectively, of each such party. Notwithstanding the preceding sentence, this Agreement shall not be assigned in whole or in part by either party without the prior written consent of the other party.

6.4 Governing Law

This Agreement shall be construed under and governed in all respects, including without limitation, issues of validity, interpretation, performance and enforcement, by the laws, and not the conflicts of law, of the State of Texas.

6.5 No Waiver

The failure of any party hereto at any time to require performance of any provision of this Agreement shall in no way affect the right of such party to require performance of that provision. Any waiver by any party of any breach of any provision of this Agreement shall not be construed as a waiver of any continuing or succeeding breach of such provision, a waiver of the provision itself or a waiver of any right under this Agreement.

6.6 Partial Invalidity

If any one or more of the provisions of this Agreement should be ruled wholly or partly invalid or unenforceable by a court or other government body of competent jurisdiction, then:

- (A) the validity and enforceability of all provisions of this Agreement not ruled to be invalid or unenforceable will be unaffected;
- (B) the effect of the ruling will be limited to the jurisdiction of the court or other government body making the ruling;
- (C) the provision(s) held wholly or partly invalid or unenforceable will be deemed amended, and the court or other government body is authorized to reform the provision(s), to the minimum extent necessary to render them valid and enforceable in conformity with the parties' intent as manifested herein; and
- (D) if the ruling, and/or the controlling principle of law or equity leading to the ruling, is subsequently overruled, modified, or amended by legislative, judicial, or administrative action, then the provision(s) in question as originally set forth in this Agreement will be deemed valid and enforceable to the maximum extent permitted by the new controlling principle of law or equity.

6.7 Time

Time is of the essence under this Agreement. If the last day permitted for the performance of any act required or permitted under this Agreement falls on a Saturday, Sunday, or legal holiday in the State of Texas, the time for such performance shall be extended to the next succeeding business day that is not a legal holiday.

6.8 Jurisdiction and Venue

Suit to enforce this Agreement or any provision thereof will be brought exclusively in the state or federal courts located in Austin, Travis County, Texas.

6.9 Section Headings

The article and section headings contained in this Agreement are for reference purposes only and shall not in any way control the meaning or interpretation of this Agreement. Each person signing below represents that he or she has read this Agreement in its entirety (including any and all Schedules and Exhibits); understands its terms; is duly authorized to execute this Agreement on behalf of the party indicated below by his name; and agrees on behalf of such party that such party will be bound by those terms.

IN WITNESS WHEREOF, the parties have signed this Agreement to be effective as of September 1, 2026.

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

By: _____
Bobby Wilkinson
Executive Director

MANUFACTURED HOUSING DIVISION

By: _____
Jim R. Hicks
Executive Director

MEMBERS OF THE TEXAS MANUFACTURED HOUSING BOARD:

Ronnie Richards, Chair

Joe Gonzalez, Member

Jim Brady, Member

Keith C. Thompson, Member

Joe Christian, Member

ADMINISTRATIVE SERVICES AGREEMENT AND COST REIMBURSEMENT AGREEMENT

Exhibit A

Manufactured Housing Administrative Support Schedule Fiscal Year 2027

			Payroll	
	FTEs	Salaries	Related Costs	Total
Support:				
Executive Office	0.10	\$ 11,653	\$ 2,680	\$ 14,334
Internal Audit	0.40	26,740	6,150	32,890
Policy and Public Affairs	0.22	18,436	4,240	22,676
Human Resources	0.40	24,410	5,614	30,025
Purchasing and Facilities Management	0.90	47,659	10,962	58,621
Information Systems	2.08	141,875	32,631	174,506
Financial Administration:				
Director, Financial Administration	0.10	10,175	2,340	12,515
Payroll	0.20	12,982	2,986	15,968
Accounting Manager	0.15	14,245	3,276	17,521
Travel Accountant	0.50	26,702	6,141	32,843
Payables	0.45	26,329	6,056	32,384
Program Accountant	1.00	55,158	12,686	67,844
Total Support, Manufactured Housing	6.50	\$ 416,364	\$ 95,762	\$ 512,127

Agenda Action Item No. 5

Manufactured Housing Notice of Intent to Review Rules

*Administrative Rules of the Texas Department of Housing and Community Affairs
10 Texas Administrative Code, Chapter 80*

The Manufactured Housing Division of the Texas Department of Housing and Community Affairs (Department) files this notice of intent to review 10 TAC Chapter 80, Manufactured Housing Rules, in accordance with the Texas Government Code, §2001.039.

As required by the Texas Government Code, §2001.039, the Department will accept comments as to whether the reasons for initially adopting 10 TAC Chapter 80 continue to exist. Comments will be accepted on or before the 30th day after the date this notice is published in the *Texas Register*.

Comments may be submitted to Mr. Jim R. Hicks, Executive Director of the Manufactured Housing Division of the Texas Department of Housing and Community Affairs, P. O. Box 12489, Austin, Texas 78711-2489 or by e-mail at mhproposedrulecomments@tdhca.texas.gov. The deadline for comments is no later than 30 days from the date of the *Texas Register* publication.

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) 475-1109
Internet Address: www.tdhca.texas.gov/mhd

APPLICATION FOR STATEMENT OF OWNERSHIP

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, will ~~may~~ result in a late 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	Type of Handling <i>A payment of \$55 per transaction is required (total amount can be combined into one payment).</i>	(For Department Use Only) Coding: Lien on file: Y / N Right of Survivorship: Y / N Texas Seal Purchase: Y / N For Section(s): 1 2 3 4
Select One	Select One	

BLOCK 2(a): Home Information (required)

Manufacturer Name:					Model:	
Address:					Date of Manufacturer:	
City State Zip:					Total Square Feet:	
License Number					Wind Zone:	Select One
<i>Sections</i>	<i>Label/Seal Number</i>	<i>Complete Serial Number</i>	<i>Weight</i>	<i>Length</i>	<i>Width</i>	* NOTE: Size must be reported as the outside dimensions (length and width) of the home as measured to the nearest ½ foot at the base of the home, exclusive of the tongue or other towing device.
Section 1:						
Section 2:						
Section 3:						
Section 4:						
2(b)	Does the home have a HUD Label or Texas Seal attached to the outside of the home?	Select One	If NO is selected to question 2(b), a Texas Seal must be purchased for each section of the home at an additional cost of \$35.00 per section. How many sections need a Texas Seal?			Select One

BLOCK 3: Home Location (required)

Physical Location of Home (or 911 address):					
City State Zip:					
County:					
Was the home moved for this sale? If yes, include a copy of moving permit.	Select One	Was the home installed for this sale?	Select One	If <u>yes</u> installed, date installed:	
Installer Name:				Installer License Number:	
Installer Address:		City State Zip:		Phone Number:	

BLOCK 4: Ownership Information (required)

4(a) Seller(s) or Transferor(s)				4(b) Purchaser(s), Transferee(s), or Owner(s)			
Name:		License # if Retailer:		Name:		License # if Retailer:	
Name:				Name:			
Mailing Address:				Mailing Address:			
City State Zip:				City State Zip:			
Daytime Phone Number (include area code):				Daytime Phone Number (include area code):			
4(c)	Is this transaction a sale?	Select One		Date of sale, transfer or ownership change:			

BLOCK 5(a): Right of Survivorship

If joint owners desire right of survivorship, select the applicable choice below:

Select One

BLOCK 5(b): Beneficiary Designation

If Beneficiary Designation is being made or changed, please select below: (THIS IS ONLY FOR PERSONAL PROPERTY)

Select One

HUD Label #:		Serial #:		GF# (for title co.):	
BLOCK 6: Election - Purchaser(s)/Transferee(s)/Owner(s) select one election type below					
Select One I (we) understand that the home will not be considered to be 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).					
BLOCK 7: To Designate a Home as Business Use, Non-Residential, or Salvage If home WILL NOT be used for residential use, indicate its designated use:					
Select One					
BLOCK 8(a): Liens:		Will there be any liens on the home (other than a tax lien)? If yes, complete the below lien information.		Select One	
BLOCK 8(b): Lien Information					
Date of First Lien:				Date of Second Lien:	
Name of First Lienholder:				Name of Second Lienholder:	
Mailing Address:				Mailing Address:	
City/State/Zip:				City/State/Zip:	
Daytime Phone:				Daytime Phone:	
BLOCK 9: Special Mailing Instructions					
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:			
		Company:			
		Mailing Address:			
		City, State, Zip:			
		Area Code/Phone:			
		Email:			
BLOCK 10: Signatures Required (Notarization is Optional)					
10(a) Signatures of each seller/transferor			10(b) Signatures of each purchaser/transferee or owner		
_____ Signature of owner or authorized seller Sworn and subscribed before me this ____ day of _____, 20__ _____ Signature of Notary SEAL			_____ Signature of purchaser/transferee or owner Sworn and subscribed before me this ____ day of _____, 20__ _____ Signature of Notary SEAL		
_____ Signature of owner or authorized seller Sworn and subscribed before me this ____ day of _____, 20__ _____ Signature of Notary SEAL			_____ Signature of purchaser/transferee or owner Sworn and subscribed before me this ____ day of _____, 20__ _____ Signature of Notary SEAL		
10(c) For Lien Assignments Only					
_____ Signature of authorized representative for previous lienholder			_____ Signature of authorized representative for new lender		

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) 475-1109
Internet Address: www.tdhca.texas.gov/mhd

APPLICATION FOR STATEMENT OF OWNERSHIP

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 (Home cannot be selected as Personal and Real Property)		Type of Handling (Check One)	(For Department Use Only) Coding: Lien on file: Y / N Right of Survivorship: Y / N Texas Seal Purchase: Y / N For Section(s) 1 2 3 4
Personal Property Transaction ☐ New ☐ Used ☐ Lien Assignment ☐ Convert back to Personal Property ☐ Beneficiary Designation/Revocation ☐ Other: _____	Real Property Transaction ☐ New ☐ Used ☐ Other _____ 	☐ Process application in the normal 15 working days. A payment of \$55 per transaction is required (total amount can be combined into one payment). ☐ 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.	

BLOCK 2(a): Home Information (required)

Manufacturer Name: Address: City, State, Zip: License Number:		Model: Date of Manufacture: Total Square Feet: Wind Zone:	
--	--	--	--

Sections	Label/Seal Number	Complete Serial Number	Weight	Size*	* NOTE: Size must be reported as the outside dimensions (<u>length and width</u>) of the home as measured to the nearest 1/2 foot at the base of the home, exclusive of the tongue or other towing device.
Section 1:				X	
Section 2:				X	
Section 3:				X	
Section 4:				X	

2(b) DOES HOME HAVE A HUD LABEL OR TEXAS SEAL ATTACHED TO THE OUTSIDE OF THE HOME? Yes ☐ No ☐
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: (or 911 address)	
	Physical Address (cannot be a Rt. or P. O. Box)
	City State ZIP County

Was Home Moved for this sale? Yes ☐ No ☐ If yes, include a copy of moving permit.
Was Home Installed for this sale? Yes ☐ No ☐ If installed, date installed: _____ If yes, provide installer information below, if known.

Installer Name and address:			
Installer Phone Number:	Installer License Number:		

BLOCK 4: Ownership Information (required)

4(a) Seller(s) or Transferor(s)		4(b) Purchaser(s), Transferee(s), or Owner(s)	
Name	License # if Retailer:	Name	License # if Retailer:
Name		Name	
Mailing Address		Mailing Address	
City/State/Zip		City/State/Zip	
Daytime Phone Number (include area code)		Daytime Phone Number (include area code)	

4(c) Is this transaction a sale? Yes ☐ No ☐

4(d) Date of sale, transfer or ownership change: _____

HUD Label #:	Serial #:	GF# (for title co.):
BLOCK 5: Right of Survivorship or Beneficiary Designation		
<i>If joint owners desire right of survivorship, check the applicable box below:</i> ☐ <u>Married couple</u> 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. ☐ Joint owners are <u>other than</u> 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. <i>If Beneficiary Designation is being made or changed, please check below: (THIS IS ONLY FOR PERSONAL PROPERTY)</i> ☐ All Owners would like to elect a Beneficiary Designation or change a current Beneficiary Designation and have attached a completed Affidavit of Fact Beneficiary Designation, Revocation or Change.		
BLOCK 6: Election - Purchaser(s)/Transferee(s)/Owner(s) check one election type		
All manufactured housing is titled as Personal Property, unless elected as: ☐ Real Property – I (we) elect to treat this home as real property as (one box must be checked): ☐ I (we) own the real property that the home is attached to. ☐ I (we) have a qualifying long-term lease for the land that the home is attached to. ☐ The applicant or their authorized representative is the holder or servicer of the loan. I (We) understand that the home will not be considered to be 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 #: _____ ☐ 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, Non-Residential, or Salvage		
If home WILL NOT be used for residential use, indicate its designated use: ☐ 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) ☐ Purchaser intends for a person to be present in the home for regularly scheduled work shifts of not less than eight hours each day. ☐ Non-Residential Use Other than Business Use or Salvage (means use of a manufactured home for a purpose other than as a permanent or temporary residential dwelling) ☐ Salvage (For purposes of Chapter 1201 of the Standards Act, a manufactured home is salvaged if the home is scrapped, dismantled, or destroyed or if an insurance company pays the full insured value of the home.) A salvaged home may only be sold to or rebuilt by a licensed Retailer (subject to inspection and approval prior to construction).		
BLOCK 8(a): Liens:	Will there be any liens on the home (other than a tax lien)? Yes ☐ No ☐ If yes, complete the below lien information.	
BLOCK 8(b): Lien Information		
Date of First Lien:	Date of Second Lien:	
Name of First Lienholder:	Name of Second Lienholder:	
Mailing Address:	Mailing Address:	
City/State/Zip:	City/State/Zip:	
Daytime Phone:	Daytime Phone:	
BLOCK 9: Special Mailing Instructions		
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:	
	Company:	
	Mailing Address:	
	City, State, Zip:	
	Area Code/Phone:	
	Email:	
BLOCK 10: Signatures Required (Notarization is Optional)		
10(a) Signatures of each seller/transferor		10(b) Signatures of each purchaser/transferee or owner
_____ Signature of owner or authorized seller Sworn and subscribed before me this ____ day of _____, 20__ _____ Signature of Notary SEAL		_____ Signature of purchaser/transferee or owner Sworn and subscribed before me this ____ day of _____, 20__ _____ Signature of Notary SEAL
_____ Signature of owner or authorized seller Sworn and subscribed before me this ____ day of _____, 20__ _____ Signature of Notary SEAL		_____ Signature of purchaser/transferee or owner Sworn and subscribed before me this ____ day of _____, 20__ _____ Signature of Notary SEAL
10(c) For Lien Assignments Only		
_____ Signature of authorized representative for previous lienholder		_____ Signature of authorized representative for new lender