

Texas Department of Housing and Community Affairs

MANUFACTURED HOUSING DIVISION

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

Statement of Ownership and Location (SOL) Application Instructions

Application processing time is 15 working days from the date received complete, not including mail time to and from the Department.

This is a list of the most common ownership transactions. Please contact us directly on transactions not described herein.

FIRST TIME ISSUANCE OF AN SOL

New Home - Personal Property

- Manufacturer's Certificate of Origin (MCO) (required for sales that took place on or after 1/1/2008).
- [Application for SOL](#) - Blocks 1 (check "New Home Application"), 2, 3, 4, 5, 6 (check "personal property"), 7, 9, 10a and 10b.
- [Notice of Lien Form](#) – To be completed if a lien will be noted on SOL (previously, liens to be placed on the SOL were listed on Block 8 of the SOL Application, but now must be noted on the required Notice of Lien form).
- \$55 SOL issuance fee.
- TX DOT moving permit.

New Home - Real Property

- Manufacturer's Certificate of Origin (MCO) (required for sales that took place on or after 1/1/2008).
- [Application for SOL](#) - Blocks 1 (check "New Home Application"), 2, 3, 4, 5, 6 (check "real property" and provide legal description exactly as it should be shown on SOL or indicate in the legal. description area "See Exhibit A" and attach legal description separately), 7, 9, 10a and 10b.
- [Notice of Lien Form](#) – To be completed if a lien will be noted on SOL (previously, liens to be placed on the SOL were listed on Block 8 of the SOL Application, but now must be noted on the required Notice of Lien form).
- \$55 SOL issuance fee.
- TX DOT moving permit, if move was part of the sale.

**REVISION OF AN SOL
WITH OWNERSHIP CHANGE**

Owner of record transferring to a new buyer – Home Remaining Personal Property

- [Application for SOL](#) - Blocks 1 (check "Used Home Application"), 2, 3, 4, 5, 6 (check "personal property"), 7, 10a and 10b.
- [Notice of Lien Form](#) – To be completed if lien will be noted on SOL (previously, liens to be placed on the SOL were listed on Block 8 of the SOL Application, but now must be noted on the required Notice of Lien form).
- [Form B](#) – Completed by the lienholder of record for the release of any personal property liens
- If the sale took place on or after 1-1-08, a Tax Statement from the tax assessor collector that there are no personal property taxes due on the manufactured home that may have accrued on each January 1st that fall within the 18 months before the date of sale.
- \$55 SOL issuance fee.
- **If** the home does not have a required HUD Label or Texas Seal, indicate so in Block 2, on the Application for SOL and submit an additional fee of \$35 per Texas Seal per section of home (Single=\$35, Doublewide=\$70, Triplewide =\$105).
- If home moved, TX DOT moving permit.

Owner of record transferring to a new buyer – Home Changing From Personal to Real Property

- [Application for SOL](#) - Blocks 1 (check “Used Home Application”), 2, 3, 4, 6 (check “real property” and provide legal description exactly as it should be shown on SOL or indicate in the legal description area “See Exhibit A” and attach legal description separately), 7, 9, 10a and 10b.
- [Notice of Lien Form](#) – To be completed if lien will be noted on SOL (previously, liens to be placed on the SOL were listed on Block 8 of the SOL Application, but now must be noted on the required Notice of Lien form).
- [Form B](#) – Completed by the lienholder of record for the release of any personal property liens or in lieu of a release of lien, a statement by the title company, attorney, or federally insured financial institution that a title insurance commitment covering all prior liens on the home has been issued. If the lien isn’t going to be released, a statement from the lender consenting to the change of election from personal property to real property will also be accepted.
- If the sale took place on or after 1-1-08, a Tax Statement from the tax assessor collector that there are no personal property taxes due on the manufactured home that may have accrued on each January 1st that fall within the 18 months before the date of sale.
- \$55 SOL issuance fee.
- **If** the home does not have a required HUD Label or Texas Seal, indicate so in Block 2, on the Application for SOL and submit an additional fee of \$35 per Texas Seal per section of home (Single=\$35, Doublewide=\$70, Triplewide =\$105).
- If home moved, TX DOT moving permit.

Owner of record transferring to a new buyer – Home Changing From Real Property to Personal Property

- [Application for SOL](#) - Blocks 1 (check “Used Home Application”), 2, 3, 4, 5, 6 (check “personal property”), 7, 9, 10a and 10b.
- [Notice of Lien Form](#) – To be completed if lien will be noted on SOL (previously, liens to be placed on the SOL were listed on Block 8 of the SOL Application, but now must be noted on the required Notice of Lien form).
- \$55 SOL issuance fee.
- **If** the home does not have a required HUD Label or Texas Seal, indicate so in Block 2, on the Application for SOL and submit an additional fee of \$35 per Texas Seal per section of home (Single=\$35, Doublewide=\$70, Triplewide =\$105).
- Habitability inspection required, provide map to home with a contact name & daytime phone number (allow at least two weeks for inspection). Home must be connected to utilities.
- \$150 habitability inspection fee.
- If the applicant is not the owner of record with the Department, satisfactory proof of ownership under a complete chain of title. Acceptable evidence would include, but not be limited to, authenticated copies of all intervening transfer documents, a court order confirming ownership, or title insurance commitment in such owner’s name issued by a title insurance company licensed to do business in Texas.
- Satisfactory evidence that any liens have been discharged (i.e., lien search, title commitment, title policy, or statement from title company or attorney’s office, stating that all liens have been discharged) or that all lienholders have consented to the change.
- If home moved, TX DOT moving permit.

Removing former spouse after a Divorce – Home remains personal property and not being sold

- [Application for SOL](#) - Blocks 1 (check “Other” then write, “Remove former spouse”), 2, 3, 4a (list both husband and wife), 4b (List name of spouse awarded the home), 6, 7, 10a (both spouses sign) and 10b (spouse awarded the home signs).
- [Notice of Lien Form](#) – To be completed if lien will be noted on SOL (previously, liens to be placed on the SOL were listed on Block 8 of the SOL Application, but now must be noted on the required Notice of Lien form).
- [Form B](#) – Completed by the lienholder of record for the release of any personal property liens or written consent from the lienholder to change the ownership.
- A complete copy of the Divorce Decree (identifying the manufactured home by address, serial number or label number) IF the signature of the former spouse cannot be obtained.
- \$55 SOL issuance fee.
- If home moved, TX DOT moving permit.

Listing a surviving spouse as sole owner under Right of Survivorship agreement – Home remains personal property and not being sold

- [Application for SOL](#)- Blocks 1 (check “Other” then write, “Remove deceased spouse”), 2, 3, 4a (list both husband and wife), 4b (List name of surviving spouse), 6 (check “personal property”), 7, and 10b (surviving spouse signs).
- [Form B](#) – Completed by the lienholder of record for the release of any personal property liens or written consent to change the ownership.
- A copy of the Death Certificate.
- \$55 SOL issuance fee.
- If home moved, TX DOT moving permit.

A Repo sold to a Retailer– Home going into retailer’s inventory

- [Application for SOL](#) from *Lender to Retailer* - Blocks 1 (check “Used Home Application”), 2, 3, 4, 6 (check “retailer’s inventory”), 7 (residential), 10a and 10b.
- [Form B](#) – Completed by the lienholder of record for the release of any personal property liens (lien release and foreclosure information must be completed).
- [Notice of Lien Form](#) – To be completed if lien will be noted on SOL (previously, liens to be placed on the SOL were listed on Block 8 of the SOL Application, but now must be noted on the required Notice of Lien form).
- If the sale took place on or after 1-1-08, a Tax Statement from the tax assessor collector that there are no personal property taxes due on the manufactured home that may have accrued on each January 1st that fall within the 18 months before the date of sale.
- \$110 SOL issuance fee (\$55 for documentation of repossession, and \$55 Lender to Retailer).
- **If** the home does not have a required HUD Label or Texas Seal, indicate so in Block 2, on the Application for SOL and submit an additional fee of \$35 per Texas Seal per section of home (Single=\$35, Doublewide=\$70, Triplewide =\$105).
- If home moved, TX DOT moving permit.

Update ownership on SOL already elected as real property – Home remains real property, same location

- [Application for SOL](#) - Blocks 1 (check “Used Home Application”), 2, 3, 4, 6 (check “Real Property” and provide legal description exactly as it should be shown on SOL or indicate in the legal description area “See Exhibit A” and attach legal description), 7, 10a and 10b.
- Satisfactory evidence that any liens on the land have been discharged (i.e., lien search, title commitment, title policy, or statement from title company or attorney’s office, stating that all liens have been discharged) or that all lienholders have consented to the change.
- If the applicant is not the owner of record with the Department, satisfactory proof of ownership under a complete chain of title. Acceptable evidence would include, but not be limited to, authenticated copies of all intervening transfer documents, a court order confirming ownership, or title commitment in such owner’s name issued by a title insurance company licensed to do business in Texas.
- \$55 SOL issuance fee.

Homes declared “SALVAGE” by an insurance company – Owner of record selling to retailer

Homes declared “SALVAGE” by an insurance company cannot be sold to or rebuilt by anyone other than a licensed retailer.

It is a Class B misdemeanor for a retailer to sell a salvaged home to a consumer.

- [Application for SOL](#) - Blocks 1 (check “Used Home Application”), 2, 3, 4, 6 (check “personal property”), 7 (check “Non-Residential and “Salvage”), and 10a and 10b.
- [Form B](#) – Completed by the lienholder of record for the release of any personal property liens
- If the sale took place on or after 1-1-08, a Tax Statement from the tax assessor collector that there are no personal property taxes due on the manufactured home that may have accrued on each January 1st that fall within the 18 months before the date of sale.
- \$55 SOL issuance fee.
- If home moved, TX DOT moving permit.

Home abandoned on someone else's land*

- Notice of the real property owner's intent to declare the home abandoned must be sent via certified mail, return receipt requested, informing the owners and lienholders of record, and all applicable taxing entities disclosing the location of the home.
- [Application for SOL](#) - Blocks 1 (check "Other" and write "Abandoned Home"), 2, 3, 4a (owner of record), 4b (real property owner), 5, 6, 7, 9, and 10b.
- Prescribed [Affidavit of Fact for Abandonment](#).
- Evidence that the owner of record, lienholder(s) of record, and all applicable taxing entities have been notified of intent to declare the home abandoned on the prescribed form.
- \$55 SOL issuance fee.

REVISION OF AN SOL NO CHANGE OF OWNERSHIP
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Change From Personal to Real Property

- [Application for SOL](#) - Blocks 1 (check "Used Home Application"), 2, 3, 4b, 6 (check "Real Property" and provide legal description exactly as it should be shown on SOL or indicate in the legal description area "See Exhibit A" and attach legal description), 7, 9, 10b.
- [Notice of Lien Form](#) – To be completed if lien will be noted on SOL (previously, liens to be placed on the SOL were listed on Block 8 of the SOL Application, but now must be noted on the required Notice of Lien form).
- [Form B](#) – Completed by the lienholder of record for the release of any personal property liens OR if a title company is involved, a statement by a title company, attorney, or federally insured financial institution that a title insurance commitment covering all prior liens on the home has been issued.
- \$55 SOL issuance fee.
- If moved, TX DOT moving permit.

Change Location (must be recorded within 30 days after relocation)

- [Application for SOL](#) - Blocks 1 (check "Used Home Application"), 2, 3, 4b, 6. and 10b.
- [Form B](#)– Completed by the lienholder of record for the release of any personal property liens or a consent from the lienholder to change the location.
- Copy of TxDOT moving permit (required).
- \$55 SOL issuance fee.

Loan Paid Off, Issue SOL with no lienholder

- [Application for SOL](#) - Blocks 1 (check "Other" then write, "Remove lienholder"), 2, 3, 4b, 6, 7, and 10b.
- [Form B](#) – Completed by the lienholder of record for the release of any personal property liens.
- \$55 SOL issuance fee.

Lien Assignment Only (for lienholders only)

- [Application for SOL](#) - Blocks 1 (check "Other" then write, "Lien Assignment"), 2, 3, and 10b (owner of record).
- [Notice of Lien Form](#) – Block 4 (former and new lienholders).
- \$55 SOL issuance fee.

Recording a new lienholder

- [Application for SOL](#) – Blocks 1 (check "Other" then write, "Record a lien"), 2, 3, 5, 6, 7, and 10b
- [Notice of Lien Form](#) – To be completed if lien will be noted on SOL, Blocks 1, 2, and 3.
- [Form B](#) – Completed by the lienholder of record for the release of any personal property liens.
- \$55 SOL issuance fee.

Correcting an SOL (Non-departmental error)

- [Application for SOL](#) – Blocks 1 (check "Other" then write, "Correct an error made by applicant"), 2 and 10b. Complete any other blocks that may contain the information being corrected.
- \$55 SOL correction fee.

Correcting an SOL (No charge, departmental error)

- Submit a copy of the record with the items to be corrected clearly identified.
- This may be mailed, faxed to 512-475-1109, or emailed to processing@tdhca.state.tx.us.
- Provide complete contact information.

Homes declared “SALVAGE” by an insurance company – Owner of record changing designation from residential to non-residential (no change in ownership)

Homes declared “SALVAGE” by an insurance company cannot be sold to or rebuilt by anyone other than a licensed retailer.

It is a Class B misdemeanor for a retailer to sell a salvaged home to a consumer.

- [Application for SOL](#) - Blocks 1 (check “Used Home Application”), 2, 3, 4b, 6 (check “personal property”), 7 (check “Non-Residential” and “Salvage”), and 10b.
- \$55 SOL issuance fee.

EXCHANGE OR CERTIFIED COPY OF AN SOL NO CHANGES AT ALL

Exchanging a Title for an SOL (no charge if no changes and title is sent to us)

Effective September 2003, Titles and Certificates of Attachment have been replaced by the SOL. To trade in your Title for a personal property SOL, submit the following:

- Original document of title.
- [Application for SOL](#) - Blocks 1 (check “Other” then write “Conversion”), 2, 3 (must have physical address of home), and 9.
- No transaction fee if no changes.

Exchanging a Certificate of Attachment (COA) for an SOL (no charge if no changes and COA is sent to us)

Effective September 2003, Titles and Certificates of Attachment have been replaced by the SOL. To trade in your Certificate of Attachment for a real property SOL submit the following:

- The original Certificate of Attachment **OR** an affidavit of fact stating that the original Certificate of Attachment was filed in the real property records and that the county is now requiring a certified copy of an SOL to also be filed.
- [Application for SOL](#)- Blocks 1 (check “Other” then write “Conversion”), 2, 3 (must have physical address of home), 6 (check “Real Property” and provide legal description exactly as it should be shown on SOL or indicate in the legal description area “See Exhibit A” and attach legal description separately), and 9.
- No transaction fee if no changes.

Title lost or destroyed, need an SOL

- [Application for SOL](#) - Blocks 1 (check “Other” then write “LOST TITLE”), 2, 3, 4b, 6 (check “Personal Property”), and 10b (signed by the owner if no liens OR by the lienholder if there is a lien).
- [Form B](#) – Completed by the lienholder of record for the release of any personal property liens or written consent to the issuance of an SOL .
- \$55 SOL issuance fee.

Certified copy of a current SOL (no changes)

- [Application for SOL](#) - Blocks 1 (check “Other” then write “Certified copy”), 2, and 9.
- \$1.50 certified copy fee.

***Sec. 1201.217 of the Occupations Code - Manufactured Home Abandoned.**

- (a) The owner of real property on which a manufactured home owned by another is located may declare the home abandoned as provided by this section if the home has been continuously unoccupied for at least four months and any indebtedness secured by the manufactured home is also delinquent.
- (b) Before declaring a manufactured home abandoned, the owner of real property on which the home is located must send a notice of intent to declare the home abandoned to the record owner of the home, all lienholders at the addresses listed on the home's statement of ownership and location on file with the department, and the tax collector for each taxing unit that imposes ad valorem taxes on the real property where the home is located. The notice must include the address where the home is currently located. If the person giving such notice knows that the person to whom the notice is being given no longer resides and is no longer receiving mail at such address, a reasonable effort shall be made to locate the person and give the person notice at an address where the person is receiving mail. Mailing of the notice by certified mail, return receipt requested, postage prepaid, to the persons required to be notified by this subsection constitutes conclusive proof of compliance with this subsection.
- (c) On receipt of a notice of intent to declare a manufactured home abandoned, the record owner of the home, a lienholder, or a tax assessor-collector for a taxing unit that imposes ad valorem taxes on the real property on which the home is located may enter the real property on which the home is located to remove the home. The real property owner must disclose to the record owner, lienholder, or tax assessor-collector seeking to remove the home the location of the home and grant the person reasonable access to the home. A person removing a home is responsible to the real property owner for any damage to the real property resulting from the removal of the home.
- (d) If the manufactured home remains on the real property for at least 45 days after the date the notice is postmarked:
 - (1) all liens on the home are extinguished; and
 - (2) the real property owner may declare the home abandoned and may apply to the department for a statement of ownership and location listing the real property owner as the owner of the manufactured home.
- (e) A new statement of ownership and location issued by the department under this section transfers, free of any liens, if there is evidence of United States Postal Service return receipt from all lienholders, title to the manufactured home to the real property owner.
- (f) This section does not apply if the person who owns the real property on which the manufactured home is located and who is declaring that the home is abandoned, or any person who is related to or affiliated with that person, has now, or has ever owned, an interest in the manufactured home.