

Texas Department of Licensing and Regulation

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INDUSTRIALIZED HOUSING AND BUILDINGS – Manufacturer’s Monthly Summary Report (Cover Page)

SECTION 1 – Manufacturer’s Monthly Summary for Units Labeled and for Units Shipped in the Month of _____ and year of 20____.

SECTION 2

Manufacturer’s Name:	Reg #IHM-
Facility Address:	
City, State and Zip:	
Form Completed By (please print):	Phone/Email address:

SECTION 3 - Complete the following for units that had labels physically attached in this month. If units are labeled and shipped in the same month, then report only in section 4. If no units were labeled, then check here .

A. TX Decal or Insignia #	B. Unit ID Number (Serial #)	A. TX Decal or Insignia #	B. Unit ID Number (Serial #)	A. TX Decal or Insignia #	B. Unit ID Number (Serial #)

SECTION 4 - Complete the following for units that were shipped in this month. If no units were shipped, then check here .

A. TX Decal or Insignia #	B. Unit ID Number (Serial #)	C. Size (Sq Ft)	D. Date Unit Labeled	E. Date Unit Inspected	F. Bldr Reg. # OR Inst. Permit. #	G. Builder’s Name OR Name of Permit Holder	H. Type of Structure

INSTRUCTIONS FOR COMPLETING FORM

Section 1: Enter the month and year for which you are reporting.

Section 2: Enter the manufacturer's name, registration #, facility address, and the name and phone number and/or email address of the person completing the form.

Section 3: Enter the following information for each module or modular component that is labeled in the month for which you are reporting. If no units were labeled, then check the box indicated. A unit is not considered labeled unless the decal or insignia has been physically attached to the unit. **If units are labeled and shipped in the same month, then report only in section 4.**

A. TX Decal or Insignia #: Decals and insignia are purchased by the manufacturer from the Department for placement on modules and modular components. Decals are placed on modules and insignia are placed on modular components. The decal number is the number printed on the decal. The insignia number is the number printed on the insignia.

B. Unit ID Number (Serial #): The identification number assigned by the manufacturer to the module or modular component.

Section 4: Complete the following information for each module or modular component that is shipped in the month for which you are reporting. If no units were shipped, then check the box indicated.

A. TX Decal or Insignia #: Decals and insignia are purchased by the manufacturer from the Department for placement on modules and modular components. Decals are placed on modules and insignia are placed on modular components. The decal number is the number printed on the decal. The insignia number is the number printed on the insignia.

B. Unit ID Number (Serial #): The identification number assigned by the manufacturer to the module or modular component.

C. Size (Sq Ft): Enter the size of the module or modular component in square feet.

D. Date Unit Labeled: Enter the date the decal or insignia was placed on the unit

E. Date Unit Inspected: Enter the date of the last Texas in plant inspection (reference Department rule 70.61) for each unit reported.

F. Bldr Reg # or Inst Permit #: Enter the registration number of the industrialized builder or the installation permit number obtained from the Department.

G. Builder's Name or Name of Permit Holder: Enter the name of the industrialized builder or the applicant's name to whom the installation permit was issued. **NOTE:** Only a person who does not purchase modular units from a manufacturer for sale or lease to the public may apply for an installation permit. (Reference rule 70.20(2) for further details). If you are selling, leasing, or installing these units, you must be registered as an industrialized builder. (Reference rule 70.10(a) for the definition of an industrialized builder).

H. Type of Structure: Enter the use of the module or modular component, i.e., restaurant, school building, office, single-family residence, equipment shelter, etc.

I. Page _____ of _____: Enter the current page number and the total number of pages in the report.

This report must be filed with the Department no later than the 10th day of the following month for the preceding month's activity. If you do not label units or ship units for the month, then you must file a report indicating this.

MANUFACTURER'S MONTHLY SUMMARY CONTINUATION SHEET

Use if additional pages are needed to report

SECTION 1 – Manufacturer's Monthly Summary for Units Labeled and for Units Shipped in the Month of _____ and year of 20____.

SECTION 2 – Enter the manufacturer's registration number and name and phone and/or email address of person completing form.

Manufacturer's Reg #IHM-	Form Completed By (please print):	Phone/Email address:
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SECTION 3 - Complete the following for units that had labels physically attached in this month. If units are labeled and shipped in the same month, then report only in section 4.

A. TX Decal or Insignia #	B. Unit ID Number (Serial #)	A. TX Decal or Insignia #	B. Unit ID Number (Serial #)	A. TX Decal or Insignia #	B. Unit ID Number (Serial #)

SECTION 4 - Complete the following for units that were shipped in this month.

A. TX Decal or Insignia #	B. Unit ID Number (Serial #)	C. Size (Sq Ft)	D. Date Unit Labeled	E. Date Unit Inspected	F. Bldr Reg. # OR Inst. Permit #	G. Builder's Name OR Name of Permit Holder	H. Type of Structure