

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.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).
- [Application for SOL](#): Blocks 1 (check "New" under "Personal Property Transaction"), 2, 3, 4, 5, 6 (check "personal property"), 7 (ONLY when designating the home as Non-Residential or Salvage), 8, 9, 10a and 10b.
- \$55 SOL issuance fee.
- TX DOT moving permit.

New Home - Real Property

- Manufacturer's Certificate of Origin (MCO).
- [Application for SOL](#) - Blocks 1 (check "New" under "Real Property Transaction"), 2, 3, 4, 5, 6 (check "real property" and attach the legal description separately), 8, 9, 10a and 10b.
- \$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" under "Personal Property Transaction"), 2, 3, 4, 5, 6 (check "personal property"), 7 (ONLY when designating the home as Non-Residential or Salvage), 8, 10a and 10b.
- **If** mortgage lien exists, provide either:
 - [Form B](#) completed by the lienholder of record for the release of any personal property liens
 - Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
- [Statement from Tax Assessor Collector](#) or "PAID IN FULL" receipt from taxing office – Required assuring 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(b), 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” under “Real Property Transaction”), 2, 3, 4, 6 (check “real property”), 8, 9, 10a and 10b.
- A copy of the legal description exactly as it should be shown on SOL.
- **If** mortgage lien exists, provide either:
 - [Form B](#) completed by the lienholder of record for the release of any personal property liens
 - Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
 - In lieu of a release of lien, a statement by the title company, attorney, or federally insured financial institution that title insurance commitment covering all prior liens on the home has been issued.
- [Statement from Tax Assessor Collector](#) or “PAID IN FULL” receipt from taxing office – Required assuring 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(b), 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” under “Personal Property Transaction”), 2, 3, 4, 5, 6 (check “personal property”), 7 (ONLY when designating the home as Non-Residential or Salvage), 8, 9, 10a and 10b.
- \$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** the home is designated for residential use, habitability inspection is 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.
- Proof that all prior Real Property tax years have been paid and there are no delinquent taxes.
- **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” under “Personal Property Transaction”), 2, 3, 4a (list both husband and wife), 4b (List name of spouse awarded the home), 6, 7 (ONLY when designating the home as Non-Residential or Salvage), 8, 10a (both spouses sign) and 10b (spouse awarded the home signs).
- **If** mortgage lien exists, provide either:
 - [Form B](#) completed by the lienholder of record for the release of any personal property liens
 - Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
- 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” under “Personal Property Transaction”), 2, 3, 4a (list both husband and wife), 4b (List name of surviving spouse), 6 (check “personal property”), 7 (ONLY when designating the home as Non-Residential or Salvage), and 10b (surviving spouse signs).
- **If** mortgage lien exists, provide either:
 - [Form B](#) completed by the lienholder of record for the release of any personal property liens
 - Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
 - Written consent from the lienholder to change ownership of property.
- 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” under “Personal Property Transaction”), 2, 3, 4, 6 (check “retailer’s inventory”), 7 (ONLY when designating the home as Non-Residential or Salvage), 8, 10a and 10b.
- **If** mortgage lien exists, provide either:
 - [Form B](#) completed by the lienholder of record for the release of any personal property liens
 - Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
 - Written consent from the lienholder to change ownership of property.
- [Statement from Tax Assessor Collector](#) or “PAID IN FULL” receipt from taxing office – Required assuring 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(b), 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” under “Real Property Transaction”), 2, 3, 4, 6 (check “Real Property” and or indicate in the legal description area “See Exhibit A” and attach legal description), 10a and 10b.
- A copy of the legal description exactly as it should be shown on SOL.
- 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. NOTE: 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” under “Personal Property Transaction”), 2, 3, 4, 6 (check “personal property”), 7 (check Salvage), and 10a and 10b.
- [Form B](#) – Completed by the lienholder of record for the release of any personal property liens
- Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
- [Statement from Tax Assessor Collector](#) or “PAID IN FULL” receipt from taxing office – Required assuring 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

(*§1201.217 of the Occupations Code regarding abandoned manufactured homes is explained on Page 6.)

- 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, as well as all intervening owners and all applicable taxing entities disclosing the location of the home **at least 45 days prior to executing or submitting any application.**
- **Application for SOL (executed and submitted no sooner than the 46th day after Notice of Intent has been sent)** Blocks 1 (check "Other" under "Personal Property Transaction"), 2, 3, 4a (owner of record), 4b (real property owner), 5, 6, 7 (ONLY when designating the home as Non-Residential or Salvage), 9, and 10b.
- Prescribed **Affidavit of Fact for Abandonment (executed and submitted no sooner than the 46th day after Notice of Intent has been sent)**
- 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.
- **NOTE: If there is now ownership recorded with the department contact us at 800-500-7074 for additional instructions.**

REVISION OF AN SOL WITH NO CHANGE OF OWNERSHIP

Change From Personal to Real Property

- **Application for SOL** - Blocks 1 (check "Used" under "Real Property Transaction"), 2, 3, 4b, 6 (check "Real Property", 8, 9, 10b).
- A copy of the legal description exactly as it should be shown on SOL.
- **If mortgage lien exists, provide either:**
 - **Form B** completed by the lienholder of record for the release of any personal property liens
 - Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
 - In lieu of a release of lien, a statement by the title company, attorney, or federally insured financial institution that title insurance commitment covering all prior liens on the home has been issued.
 - Written consent from the lienholder to change ownership of property.
- \$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" under "Personal Property Transaction"), 2, 3, 4b, 6 and 10b.
- **If mortgage lien exists, provide either:**
 - **Form B** completed by the lienholder of record for the release of any personal property liens
 - Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
 - In lieu of a release of lien, a statement by the title company, attorney, or federally insured financial institution that title insurance commitment covering all prior liens on the home has been issued.
 - Written consent from the lienholder to change location of property.
- 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" under appropriate property transaction type), 2, 3, 4b, 6, 7 (ONLY when designating the home as Non-Residential or Salvage), and 10b.
- **Form B** – Completed by the lienholder of record for the release of any personal property liens.
- Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
- \$55 SOL issuance fee.

Lien Assignment Only (for lienholders only)

- [Application for SOL](#) - Blocks 1 (check “Other” under appropriate property transaction type), 2a, 3, 8, and 10c.
- If the lender who sold the loan is unavailable, a copy of lien assignment documenting the transfer of lien can be substituted.
- \$55 SOL issuance fee.

Recording a new lienholder

- [Application for SOL](#) – Blocks 1 (check “Other” under appropriate property transaction type), 2, 3, 5, 6, 8 and 10b.
- [Form B](#) – Completed by the lienholder of record for the release of any personal property liens.
- Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
- \$55 SOL issuance fee.

Correcting an SOL (Non-departmental error)

- [Application for SOL](#) – Blocks 1 (check “Other” under appropriate property transaction type), 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” under appropriate property transaction type), 2, 3, 4b, 6, 7 (check Salvage), and 10b.
- \$55 SOL issuance fee.

EXCHANGE OR CERTIFIED COPY OF AN SOL WITH <i>NO CHANGES AT ALL</i>

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” under appropriate property transaction type), 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” under “Real Property Transaction”), 2, 3 (must have physical address of home), 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 separately), 9 and 10b.
- No transaction fee if no changes.

Title lost or destroyed, need an SOL

- [Application for SOL](#) - Blocks 1 (check "Other" under appropriate property transaction), 2, 3, 4b, 6, and 10b (signed by the owner if no liens OR by the lienholder if there is a lien).
- **If mortgage lien exists, provide either:**
 - [Form B](#) completed by the lienholder of record for the release of any personal property liens
 - Documentation identifying the home by HUD label number and/or serial number verifying the lien is paid in full and/or has been released.
 - In lieu of a release of lien, a statement by the title company, attorney, or federally insured financial institution that title insurance commitment covering all prior liens on the home has been issued.
 - Written consent from the lienholder to the issuance of an SOL.
- \$55 SOL issuance fee.

Certified copy of a current SOL (no changes)

- This request may be mailed, faxed to 512-475-1109, or emailed to processing@tdhca.state.tx.us.

***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.