

# Texas Department of Housing and Community Affairs

## MANUFACTURED HOUSING DIVISION

P. O. BOX 12489 Austin, Texas 78711-2489

(877) 313-3023, FAX (512) 475-3506

Internet Address: [www.tdhca.state.tx.us/mh/index.htm](http://www.tdhca.state.tx.us/mh/index.htm)

### LICENSE INFORMATION

Attached is an application packet for license pursuant to the Texas Manufactured Housing Standards Act. The following is a list of various license holders, requirements, and fees. All licenses are valid for two (2) years from the date of issuance.

#### A. LICENSE REQUIREMENTS

All applicants must attend an eight (8) hour Core Licensing Education Class (LEC) on the rules, law and consumer protection regulations and successfully pass an examination prior to issuance of license. Additionally, retailers must attend an additional four (4) hour Retailer Licensing Education Course and successfully pass an examination prior to issuance of license. Installers must attend an additional four (4) hour Installer Licensing Education Course and successfully pass an examination prior to issuance of license. A salesperson may apply for a license without having completed the course of instruction provided that the person successfully completes the Core LEC within 90 days after the date of the applicant's licensure. The LEC is conducted in Austin every two months. The fee to attend the LEC is \$150.00 per person for the Core LEC, \$50.00 per person for the Retailer LEC, and \$50.00 per person for the Installer LEC.

TYPE	BOND / CD	BIENNIAL FEE
Manufacturer*	\$100,000	\$850.00
Retailer	\$50,000	\$550.00
Broker	\$50,000	\$350.00
Installer	\$25,000	\$350.00
Salesperson	NONE	\$200.00

\* If an out of state manufacturer doesn't have another facility in the state of Texas to perform warranty service, an ADDITIONAL \$100,000 bond or other security is required.

**Allow seven (7) working days for processing once the proper application, bond, education and examination requirements have been met. For questions or further information contact us at 877-313-3023.**

#### B. RENEWAL REQUIREMENTS

In order to prevent the expiration of a license, the renewal application, proof of continuing education completion, and the required fee must be received by the Department **prior to the date on which the current license expires**. A person whose license has expired may not engage in activities that require a license until the license has been renewed. License renewals not received by the date of expiration are subject to a late fee.

A salesperson's license renewal application must be sponsored by a licensed retailer or broker.

All licensees are required to include evidence that they have completed the required eight hours of certification and continuing education programs. Only programs recognized or administered by the Manufactured Housing Board may satisfy this requirement.