

Moving Homes into Retailer Inventory

To transfer title of a home to a buyer, the home must first be in a retailer's inventory as indicated in the ownership records at TDHCA.

NOTE: Within 60 days of acquiring a home either via trade-in or repossession, the retailer MUST complete the process described below to move the home into inventory within the department's records.

Go to:

- www.texasmha.com
- Login into the [Member Links section](#)
- Select [Retailer Forms](#)
- Select [Application for SOL](#)

OR

- <http://www.tdhca.state.tx.us/mh/ownership-location.htm>
- Select the form: Application for Statement of Ownership and Location ([SOL Application](#))

On the SOL Application, fill out all required information in Blocks 1-10b.

- In Block 1 check "Used Home Application"
- In Block 6 check "retailer's inventory"
- In Block 7 check "residential"
- **IF** the home does not have a HUD Label or Texas Seal, indicate so in Block 2

NOTE: all information on the application must be filled in completely or TDHCA will NOT complete a title transfer and will return the incomplete application

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If a lien will be placed on the home and noted on the SOL, you must fill out the Notice of Lien Form.

Go to:

- www.texasmha.com
- Login into the [Member Links section](#)
- Select [Retailer Forms](#)
- Select: [Notice of Lien to Perfect a Lien](#)

OR

- <http://www.tdhca.state.tx.us/mh/ownership-location.htm>
- Select: [Notice of Lien to Perfect a Lien \(Other than Tax Lien\)](#)

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If there is a currently a lienholder on record for the home with TDHCA, have lienholder complete Form B to release their personal property lien in the home.

Go to:

- www.texasmha.com
- Login into the [Member Links section](#)
- Select [Retailer Forms](#)
- Select: [Form B - Release of Lien or Foreclose of Lien](#)

OR

- <http://www.tdhca.state.tx.us/mh/ownership-location.htm>
- Select: [Form B - Release of Lien or Foreclose of Lien](#)

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Obtain a Tax Statement from the tax assessor collector(s) where the home was actually located on Jan. 1, stating there are no personal property taxes that may have accrued on the home for each Jan. 1 that fall within 18 months before the date of sale.

Go to:

- www.texasmha.com
- Login into the [Member Links section](#)
- Select [Retailer Forms](#)
- Select: [Statement from Tax Assessor-Collector \(18-month Clearance\)](#)

OR

- <http://www.tdhca.state.tx.us/mh/ownership-location.htm>
 - Select: [Statement from Tax Assessor-Collector](#)
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If the home was moved, obtain the TXDOT moving permit

Obtain the \$110 SOL issuance fee. (\$55 for documentation of repossession and \$55 Lender to Retailer)

ALL FEES MUST BE PAID BY CERTIFIED FUNDS, CASHIER'S CHECK OR MONEY ORDER, MADE PAYABLE TO "TDHCA", AND ARE NON-REFUNDABLE

IF the home did not have a HUD Label or Texas Seal, you must submit an additional fee of \$35 per Texas Seal per section of home (Single = \$35, Double = \$70, Triplewide = \$105)

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Send to TDHCA:

1. Application for SOL
2. Form B (if applicable)
3. Statement of no taxes due and current year taxes paid within 18 months of sale
4. TX DOT moving permit (If applicable)
5. \$110 issuance fee (if the home does not have a HUD Label or Texas Seal, then an additional \$35 per section of home is also required)