

# Titling New Homes

## PERSONAL PROPERTY

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.

If the home is not in a retailer's inventory, move the home into inventory. *(See flow chart – Titling Homes in Retailer's Inventory for details)*

Obtain the Manufacturer's Certificate of Origin (MCO)

Go to:

- [www.texasmha.com](http://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 "New Home Application"
- In Block 6 check "personal property"

*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*



## REAL PROPERTY

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.

If the home is not in a retailer's inventory, move the home into inventory. *(See flow chart – Titling Homes in Retailer's Inventory for details)*

Obtain the Manufacturer's Certificate of Origin (MCO)

Go to:

- [www.texasmha.com](http://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 "New Home Application"
- In Block 6 check "real property"
- Provide a legal description as indicated on the SOL or write "See Exhibit A" and attach a legal description to the application

*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*





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](http://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 \(Other than Tax Lien\)](#)

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](http://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 \(Other than Tax Lien\)](#)

Obtain the TX DOT moving permit

Obtain the TX DOT moving permit

Obtain the \$55 SOL issuance fee.

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

Obtain the \$55 SOL issuance fee.

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



Send to TDHCA:

1. Manufacturer's Certificate of Origin
2. Application for SOL
3. Notice of Lien to Perfect a Lien (if applicable)
4. TX DOT moving permit
5. \$55 issuance fee

Send to TDHCA:

1. Manufacturer's Certificate of Origin
2. Application for SOL
3. Notice of Lien to Perfect a Lien (if applicable)
4. TX DOT moving permit
5. \$55 issuance fee