

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.**