



## Manufactured Home Tax Inquiry Form

APPLICANT INFORMATION	
Name:	Date:
Street:	
City:	State: Zip:
Telephone:	Cell:
Fax:	Email:
DESCRIPTION OF MANUFACTURED HOME	
Account Number:	Label (HUD) Number:
Serial Number:	Date of Sale or Relocation:
Description (Manufacturer/Model/Year):	
Current Owner (Buyer):	
Current Location:	
Previous Owner (Seller):	
Previous Location:	
CHECK REQUESTED ITEM	
1.	Please provide the estimated amount due in order to prepay current year's taxes.
2.	Please advise if there are any delinquent taxes due on this account.
3.	Please provide a statement that no taxes are due on this account (Form 1076):
3a.	Date of Sale/Relocation (provided above) is <b>NOT</b> within the current year.
3b.	Date of Sale/Relocation <b>IS</b> within the current year. I am prepaying estimated current year's taxes based on previous year taxes. <b><i>A cashier's check or money order in that amount is attached.</i></b>
4.	Please release the lien on this account.
5.	Please provide a Tax Certificate. <b><i>A cashier's check or money order in the amount of \$10 is attached.</i></b>
6.	Other (explain in <b>Comments</b> )
<b>Comments:</b>	

Please make checks payable to "**Harris County Tax Assessor-Collector**" and remit payment and inquiry to:

Manufactured Homes Department  
Harris County Tax Office  
P. O. Box 4663  
Houston, Texas 77210

Downtown Office  
1001 Preston Street  
Houston, Texas 77210

Phone (713) 274-8192

Fax (713) 368-2219

Email: [manufacturedhome@tax.hctx.net](mailto:manufacturedhome@tax.hctx.net)



## MANUFACTURED HOME TAX INQUIRY FORM INSTRUCTIONS

This form may be downloaded from our website, [www.hctax.net](http://www.hctax.net) and is available at all Tax Office locations. Complete and return it to our office if you are submitting advance payment for the current year's taxes or need any of the items listed below:

- *Release of Tax Lien*
  - *Tax Certificate*
  - An estimate for the current year's taxes
  - Statement from the Tax Assessor-Collector that taxes are paid in full (*TDHCA form 1076*)
- Note:** *If you are in the process of applying for a **Statement of Ownership** (title transfer) and you require proof that the property taxes are paid, please check the third item in the **CHECK REQUESTED ITEM** section.*

If you have any questions, please call (713) 274-8192 or email us at: [manufacturedhome@tax.hctx.net](mailto:manufacturedhome@tax.hctx.net).

*Below is a general description of each section of the form, with detailed information for completing each field on the form.*

### APPLICANT INFORMATION

Enter the **Name** and **Address** of the person to whom the requested item(s) should be sent. *Please note that, while the Harris County Tax Office will provide this information to you, it is YOUR responsibility to send statements or receipts directly to the Texas Dept. of Housing and Community Affairs (TDHCA).*

Enter the **Phone number** of the person we can contact regarding this inquiry. If this is not the same person as in the **Name** field, please also enter the person's name either with the phone number or in the **Comments** section.

### DESCRIPTION OF THE MANUFACTURED HOME

*If you do not have all of the information below, please complete as much as possible:*

**Account Number** - the Harris County **property tax account number** for the home

**Label (HUD) Number** and **Serial Number** - the State uses these to identify the manufactured home.

**Date of Sale or Relocation** - refers to the date of the **pending, or latest, change in ownership or location**. This date is required to determine if taxes are due and is also required on the *statement* from the Tax Assessor-Collector.

**Current Owner (Buyer)** - the name of the person who **last purchased or is acquiring** the home.

**Current Location** - where the home is or will be located **after the date of sale**.

**Previous Owner (Seller)** - the person who last **sold or is transferring ownership** of the home.

**Previous Location** - where the home was **prior to the date of sale**.

### CHECK REQUESTED ITEM

- 1 Check if you need to pay the current year taxes in advance but do not know how much to pay.
  - 2 Check if you want to know if there are currently any taxes due for this home.
  - 3 Check if you need a statement declaring that taxes are paid through the date of sale, according to Tax Code Section 32.03. This statement is required by the State when you apply for a *Statement of Ownership*.
- If you checked this item, select one of the two sub-items and attach the required payment based on the date of sale:**
- 3a Select this if the date of sale occurred prior to the current calendar year. Attach payment for any taxes due.
  - 3b Select this if the date of sale occurred in the current calendar year. Attach payment to cover the advance payment for the current calendar year and any taxes that are due.
- 5 Check if you need a *Tax Certificate* as described by Section 31.08 of the Tax Code. Submit payment of the required **\$10.00 fee** in the form of a *separate* check, cashier's check or money order.
  - 6 Check if the required item is not otherwise listed. Please provide a detailed description of your request in the COMMENTS section.

**COMMENTS** - Enter any special instructions or ask any questions that are not otherwise addressed on the form.