

MANUFACTURED HOUSING COOKE COUNTY APPRAISAL DISTRICT POLICY

The Texas Department of Housing & Community Affairs (TDHCA) handles all transfers of manufactured housing.

The definition of a manufactured home per section 32.015 of the Texas Property Tax Code is:

(c) A manufactured home has the meaning assigned by section 1201.003 of the Occupations Code.

Section 1201.003 of the Texas Occupations Code

Means a structure:

1. Constructed before June 15, 1976;
2. Built on a permanent chassis;
3. Designed for use as a dwelling with or without a permanent foundation when the structure is connected to the required utilities;
4. Transportable in one or more sections; and
5. In the traveling mode, at least eight feet in width or at least 40 feet in length or, when erected on site, at least 320 square feet.

There are 2 types of titles for Manufactured Housing, personal property or real property. A manufactured home is titled as personal property when the structure is not attached to the land. A manufactured home can be titled as real property should the owner of the manufactured home request that the title is canceled to real property and is attached to the land.

Cooke County Appraisal District (CCAD) carries the manufactured home on the appraisal roll in the name given on TDHCA's website unless a transfer of ownership can be proven otherwise. When the name on the title does not match with the individual who claims ownership of the manufactured home the account ownership will be listed in the name of the title owner with "in care of" the individual who claims ownership. The appraisal district does advise all owners to obtain a corrected title in their name.

No manufactured home will be placed on a land account unless the manufactured home title has been surrendered or cancelled to real estate and the owner requests that they be combined on the same account. The document showing that the title has been surrendered or cancelled to real estate must be filed at the county clerk's office before TDHCA considers it "Perfected". If it is not filed with the county clerk's office it is not a "Perfected Property" and therefore, remains as personal property.

The following forms are located on the TDHCA web site as well at:

<http://www.tdhca.state.tx.us/mh/ownership-location.htm>

- **Application for “Statement of Ownership”**
- **Application Instructions for “Statement of Ownership”**
- **Ownership & Location Affidavit of Fact**
- **Release of Lien or Repossession**
- **Statement of Inheritance**