



Albert Uresti, MPA, PCC
Office of the Tax Assessor - Collector

Manufactured Home Statement from Tax Assessor-Collector
Statement Request

The Mobile Home Statement will be issued in compliance with Section 1201.206(g) of the Texas Occupations Code and Section 32.03 of the Texas Property Tax Code. This statement is required to transfer ownership through Texas Department of Manufactured Housing and Community Affairs (TDHCA). This requirement does not apply to manufactured homes declared as real property with TDHCA.

Instructions: Complete form and indicate below how you wish to receive the statement. Please submit the completed form to the Bexar County Tax Office in person or by mail. Fax or e-mail requests will not be accepted. Important: Account(s) must be paid in full prior to issuing the statement. The estimated subsequent tax year must also be paid in full if the sale occurs between January through September or at the time of Certification. If applicable, please contact our office at (210) 335-6608 for the estimated tax amount. Please make checks payable to Albert Uresti, MPA, PCC, Tax Assessor-Collector. Note: There is a 15 day waiting period for all personal checks and credit card payments to clear. Allow up to 10 business days to process request.

DATE OF REQUEST	DATE OF SALE	ACCOUNT NUMBER	LABEL NUMBER
CERTIFIED OWNER:			
PROPERTY ADDRESS:			
REQUESTOR NAME:			
PHONE NUMBER:			
MAILING ADDRESS:			
ESTIMATED TAX PAYMENT FOR UPCOMING TAX YEAR IS REQUIRED IF DATE OF SALE OCCURRED JANUARY – SEPTEMBER/OR PRIOR TO CERTIFICATION. PLEASE SUBMIT PAYMENT WITH REQUEST.			
RELEASE OF LIEN YEARS:			
DELIVERY PREFERENCE:		<input type="checkbox"/> Mail to the address provided	<input type="checkbox"/> E-mail _____
		<input type="checkbox"/> Pick up at Tax Office location 233 N. Pecos, San Antonio TX 78207 2 nd Floor Assessing Section	

TAX OFFICE USE ONLY:	FIDO:	10DD: / /	TP 15DD: / /	Clerk:
	Cert QC By:	Date: / /	<input type="checkbox"/> Scanned & Attached	Clerk:
	<input type="checkbox"/> Contacted by Phone <input type="checkbox"/> Message left <input type="checkbox"/> Mailed Date: / / Time:			