



# TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin TX 78711-2157

(512) 539-5735 • (800) 803-9202 • FAX (512) 539-5736

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## CONSUMER NOTICE FORM INSTRUCTIONS

This “Consumer Notice” form was developed by TDLR to assist Industrialized Builders in complying with administrative rule requirements adopted after the passage of SB 672, 83<sup>rd</sup> Legislature, Regular Session (2013), which set time limits for filing and investigating complaints on industrialized housing. **The Industrialized Builder is not required to use this form, but is required to notify and provide the consumer specific documents and information in accordance with §70.78(c) of the rules governing industrialized housing and buildings.** This form can be used by the industrialized builder to meet the requirements of this rule section or the industrialized builder may develop their own form that provides the required information.

Industrialized builders are required by §70.78(c) to present to the purchaser of an industrialized house the following:

1. Upon execution of a contract to purchase industrialized housing, a written notice that states, in minimum 12-point bold print: “**The Texas Department of Licensing and Regulation may not open or investigate a consumer complaint or perform an inspection related to industrialized housing more than two years after a successful final on-site inspection of the installation of the housing.**” The written notice shall include the registration number and registered name and address of the industrialized builder; the registration number and registered name and address of the manufacturer of the industrialized housing; and the name, mailing address, telephone number, and web address of the department.
2. At closing or within 15 days after a successful final on-site inspection of construction of industrialized housing, within the jurisdiction of a municipal inspection department, a copy of the record of final inspection from the municipality, including the date of the final on-site inspection, and the Texas decal number or insignia number and manufacturer’s serial number of each modular section of the house.
3. At closing or within 15 days after a successful final inspection of construction of industrialized housing outside a municipality, or within a municipality without an inspection department, a copy of the final on-site inspection report on the forms required by the department.

**To use this form for item #1 above:** Enter the date of the notice, the name, address and TDLR registration number of the industrialized builder, the name of the owner and the installation address, and the name, address and TDLR registration number of the manufacturer. A copy of the completed form is then given to the home buyer.

**To use this form for item #2 above:** Enter the same information as for item #1, check the box for installation within the jurisdiction of a municipality, enter the decal number or insignia number of each section of the house, enter the manufacturer’s serial number for each section of the house, the name of the city responsible for the inspections, and the date of the final inspection. **Mail, email, or otherwise give** this form and a copy of the record of final inspection, including the date of the final inspection, to the homeowner at closing or within 15 days of the successful final on-site inspection. **Note: If closing occurs prior to installation and inspection of the house, then you cannot provide a copy of the record of successful final inspection at closing and you must provide it within 15 days of the successful final on-site inspection.**

**This form is not needed for item #3. However, this form may be used the same as for item #2.** For item #3, the industrialized builder **is required** to mail, email, or otherwise give a copy of the final on-site inspection report to the homeowner at closing or within 15 days of the successful final on-site inspection. **Note: If closing occurs prior to installation and inspection of the house, then you cannot provide a copy of the final on-site inspection report at closing and you must provide it within 15 days of the successful final on-site inspection.**



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## CONSUMER NOTICE FORM

**As required by State law, the Texas Department of Licensing and Regulation (TDLR) may not open or investigate a consumer complaint or perform an inspection related to industrialized housing more than two years after a successful final on-site inspection of the installation of the housing.**

A complaint against a manufacturer or industrialized builder can be filed with TDLR at <https://www.tdlr.texas.gov/Complaints/ComplaintForm.aspx?strRadiobutton=Industrialized%20Housing%20and%20Buildings>.

OR

You may download a paper complaint form at <http://www.tdlr.texas.gov/misc/007all.pdf> and mail the complaint to TDLR, PO Box 12157, Austin, TX 78711.

If you have questions about filing a complaint or the complaint process, please contact the Enforcement Division of TDLR at (800) 803-9202 or (512) 539-5600 or by email at [enforcement@tdlr.texas.gov](mailto:enforcement@tdlr.texas.gov).

Date of Notice:	
Name of Industrialized Builder:	Reg. #IHB-
Address of Industrialized Builder:	
Homeowner's Name:	
Installation Address:	
Name of Manufacturer:	Reg. #IHM-
Address of Manufacturer:	

**Your house has been installed *Inside the Jurisdiction of a Municipality*:** *The industrialized builder is required to provide you a copy of a record of a successful final on-site inspection, and the date of the inspection, issued by the municipality at closing or within 15 days of the inspection. A successful final on-site inspection means that all on-site construction has been completed to the satisfaction of the municipality's building inspection department.* In addition, the industrialized builder must provide you with the TX decal number or insignia number of each modular section of the house, the manufacturer's name and TX registration number, and serial number assigned by the manufacturer to each modular section of the house. The TX decal or insignia is a label that certifies that the house was constructed in accordance with the requirements of the industrialized housing and buildings program and the mandatory building codes.

For Housing Installed Inside the Jurisdiction of a Municipality, Enter Date of Final Inspection: \_\_\_\_\_

Texas Decal or Insignia Number(s) \_\_\_\_\_

Manufacturer's Serial/ID Numbers: \_\_\_\_\_

Inspections of the installation of your industrialized building were performed by the City of \_\_\_\_\_ and a copy of the city's record of successful final on-site inspection with the date of the inspection, is enclosed with this notice.

**Your house has been installed *Outside the Jurisdiction of a Municipality or Within a Municipality without a Building Inspection Department*:** *The industrialized builder (retailer/installer) is required to provide you a copy of the successful final on-site inspection report at closing or within 15 days of a successful final inspection. A successful final inspection means that all required inspections of the installation of the industrialized house have been completed and that a final on-site inspection report has been issued with no outstanding violations from any inspection.* The final inspection report will include the TX decal number or insignia number of each modular section of the house, the manufacturer's name and TX registration number, and serial number assigned by the manufacturer to each modular section of the house. The TX decal or insignia is a label that certifies that the house was constructed in accordance with the requirements of the industrialized housing and buildings program and the mandatory building codes.