

RETAIL MANUFACTURED HOUSING INVENTORY DECLARATION

YEAR

Send original to: Appraisal District name and address Bexar Appraisal District, PO Box 830248, San Antonio, TX 78283-0248	Phone (area code and number) (210) 242-2464
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Send copy to: County name and address Bexar County Tax Office, PO Box 839950, San Antonio, TX 78283-3950	Phone (area code and number) (210) 335-6606
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INSTRUCTIONS: If you own an inventory subject to the provisions of Sec. 23.127, Tax Code, you must file this retail manufactured housing inventory declaration with the chief appraiser and a copy with the county tax assessor-collector not later than February 1 of each year. If you were not in business on January 1, you must file this statement not later than 30 days after starting business. Failure to file this form is a misdemeanor offense punishable by a fine not to exceed \$500. Each day during which you fail to comply is a separate offense.
SEE BACK OF FORM FOR MORE INFORMATION ON FILING AND PENALTIES.


Step 1: Owner's name and address	Owner's name	
	Current mailing address (number and street)	
	City, town or post office, state, ZIP code	Phone (area code and number)
	Person completing application	Title

Step 2: Required information about the business	Name of each business at one location (attach additional pages if necessary)
	Address of this location (street, number, city, state and ZIP code + 4) (attach additional pages if necessary)
	Retailer's License Number(s) issued by the Texas Department of Housing and Community Affairs (attach additional pages if necessary)

Step 3: Information about the business	<i>Give appraisal district account number if available, or attach tax bill or copy of appraisal or tax office correspondence concerning this account (attach additional pages if necessary).</i>	Step 4: Ownership statement	_____
	Starting date of business, if not in business on January 1st of this year.		(Owner's name) is the owner of a retail manufactured housing inventory.

Step 5: Breakdown of sales and sales amounts	Breakdown of sales (number of units sold) for the previous 12-month period corresponding to the prior tax year. If you were not in business for the entire 12-month period, report the sales for the months you were in business.		
	Net retail manufactured housing inventory	Retailer sales	Subsequent sales
	Breakdown of sales amounts for the previous 12-month period corresponding to the prior tax year. If you were not in business for the entire 12-month period, report the sales for the months you were in business.		
	Net retail manufactured housing inventory	Retailer sales	Subsequent sales
	\$ _____	\$ _____	\$ _____

Step 6: Market value of your retail manufactured housing inventory	State the market value of your retail manufactured housing inventory for the current tax year, as computed under Sec. 23.127, Tax Code (total annual sales from the retailer's manufactured housing inventory for the previous 12-month period corresponding to the prior tax year divided by 12 equals market value). If you were not in business for the entire 12-month period, report the number of months you were in business and the total number of sales for those months. The chief appraiser will determine your inventory's market value.	
	Retail Manufactured Housing Inventory Sales for Prior Year	Market Value for Current Tax Year
	\$ _____ ÷ 12 = _____	

Step 7: Sign the form	sign here  Authorized signature	Date
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.	

INSTRUCTIONS FOR COMPLETING

Retail Manufactured Housing Inventory Declaration

Filing deadlines: You must file this declaration not later than February 1 each year. If you were not in business for the entire year, you must file this declaration not later than 30 days after starting your business. Be sure to keep a completed copy for your files and a blank copy of the form for next year's filing.

Filing places: You must file the original completed declaration with the county appraisal district's chief appraiser. You must file a copy of the original with the county tax assessor-collector. The addresses and phone numbers for both offices are at the top of the form.

Filing penalties: Failure to file this form is a misdemeanor offense punishable by a fine not to exceed \$500. Each day that you fail to comply is a separate offense. In addition, a tax lien attaches to your business personal property to secure the penalty's payment. The district attorney, criminal district attorney, county attorney, chief appraiser or person designated by the chief appraiser shall collect the penalty, with action in the county in which you maintain your principal place of business or residence. You also will forfeit a penalty of \$1,000 for each month or part of a month in which this declaration is not filed after it is due.

Review of records: The chief appraiser may examine your books and records for (1) the document issued by Texas Department of Housing and Community Affairs for your retailer's licensing number; (2) documents to determine if this declaration applies to you; and (3) sales records to check information on this declaration. To examine your records, the chief appraiser must deliver personally a written request to your records' custodian. You have at least 15 days to respond to the request, or you may seek court action for relief from complying with the request. Failure to comply with the request is a misdemeanor punishable by a fine not to exceed \$500. Each day that you fail to comply is a separate violation.

Step 1: Owner's name and address. Give the corporate, sole proprietorship or partnership's name, including mailing address and telephone number of the actual business location required by the inventory declaration (not of the owner).

Step 2: Required information about the business. Give the name of the business if different from the corporation or individual's name. The address here is the actual physical location of the business.

Step 3: Information about the business. Include your business' account number from the appraisal district's notice of appraised value. Give the date your business opened if not in business January 1 of this year.

Step 4: Ownership statement. Give the owner's name.

Step 5: Breakdown of sales and sales amounts. Complete the boxes on number of sales and sales amounts for the preceding year. The top row of boxes is the number of units sold in each category. The bottom row of boxes is the dollar amount sold in each category. The categories include:

Retail manufactured housing inventory - all units of manufactured housing held for sale at retail. A "mobile home" has the meaning assigned to that term by the Texas Manufactured Housing Standards Act (Article 5221f, Vernon's Texas Civil Statutes). A "HUD-code manufactured home" has the meaning assigned to that term by Section 3 of the Act. "Manufactured housing" is a HUD-code manufactured home or a mobile home as each would customarily be held by a retailer in the normal course of business in a retail manufactured housing inventory.

Retailer sales - sales of manufactured housing to another retailer.

Subsequent sales - retailer-financed sales of manufactured housing that, at the time of sale, have retailer financing from your manufactured housing inventory in this same calendar year. The first sale of a retailer-financed unit is reported as a manufactured housing inventory sale, with sale of this same unit later in the year classified as a subsequent sale.

Net retail manufactured housing inventory - manufactured housing inventory less retailer sales and subsequent sales.

Step 6: Market value of your manufactured housing inventory. Enter the dollar sales amount in the net retail manufactured housing inventory breakdown (see Step 5, the first box in the second row) and divide by 12 to yield your market value for this tax year. If you were not in business for the entire preceding year, the chief appraiser will determine your inventory's market value using the sales information that you report in Step 5.

Step 7: Sign the form. Sign and enter the date if you are the person completing this declaration.

Instructions for Retail Manufactured Housing Inventory Tax Statement

If you are an owner of an inventory subject to Sec. 23.127, Tax Code, you must file this retail manufactured housing inventory tax statement as required by Sec. 23.128.

Filing deadlines: You must file this statement on or before the 10th day of each month. If you were not in business for the entire year, you must file this statement each month after your business opens, but you do not include any tax payment until the beginning of the next calendar year. However, if your dealership was the purchaser of an existing dealership and you have a contract with the prior owner to pay the current year retail manufactured housing inventory taxes owed, then you must notify the chief appraiser and the county tax assessor-collector of this contract and continue to pay the monthly tax payment. Be sure to keep a completed copy of the statement for your files and a blank copy of the form for each month's filing.

Filing places: You must file the original statement with your monthly tax payment with the county tax assessor-collector. You must file a copy of the original completed statement with the county appraisal district's chief appraiser. The addresses and phone numbers for both offices are at the top of the form.

Filing penalties: Late filing incurs a penalty of 5 percent of the amount due. If the amount is not paid within 10 days after the due date, the penalty increases for an additional penalty of 5 percent of the amount due. Failure to file this form is a misdemeanor offense punishable by a fine not to exceed \$100. Each day that you fail to comply is a separate offense. In addition, a tax lien attaches to your business personal property to secure the penalty's payment. The district attorney, criminal district attorney, county attorney, collector, or person designated by the collector shall collect the penalty, with action in the county in which you maintain your principal place of business or residence. You also will forfeit a penalty of \$500 for each month or part of a month in which this statement is not filed after it is due.

Annual property tax bill: You will receive a separate tax bill(s) for your manufactured housing inventory for each taxing unit that taxes your property, usually in October. The county tax assessor-collector also will receive a copy of the tax bill(s) and will pay each taxing unit from your escrow account. If your escrow account is not sufficient to pay the taxes owed, the county tax assessor-collector will send you a tax receipt for the partial payment and a tax bill for the amount of the deficiency. You must send to the county tax assessor-collector the balance of total tax owed. You may not withdraw funds from your escrow account.

Step 1: Owner's name and address. Give the corporate, sole proprietorship or partnership's name, including mailing address and telephone number of the actual business location required by the monthly statement (not of the owner). Give name and title of the person that completed the statement.

Step 2: Information about the business. Give the address of the actual physical location of the business. Include your business' name and the account number from the appraisal district's notices.

Step 3: Information on each unit of manufactured housing sold during the reporting month. Complete the information on each unit of manufactured housing sold, including the date of sale, model year, model make, manufactured home identification number, purchaser's name, type of sale, sales price and unit property tax. The footnotes include:

¹ **Type of Sale:** Place one of the following codes by each sale reported:

MH - Retail manufactured housing inventory - all units of manufactured housing held for sale at retail. A "mobile home" has the meaning assigned to that term by the Texas Manufactured Housing Standards Act (Article 5221f, Vernon's Texas Civil Statutes). A "HUD-code manufactured home" has the meaning assigned to that term by Section 3 of the Act. "Manufactured housing" is a HUD-code manufactured home or a mobile home as each would customarily be held by a retailer in the normal course of business in a retail manufactured housing inventory.

RL - retailer sales - sales of manufactured housing to another retailer.

SS - subsequent sales - retailer-financed sales of manufactured housing that, at the time of sale, have retailer financing from your manufactured housing inventory in this same calendar year. The first sale of a retailer-financed house is reported as a manufactured housing inventory sale, with sale of this same house later in the year classified as a subsequent sale.

² **Sales Price:** The total amount of money paid or to be paid to a retailer for the purchase of a unit of manufactured housing, excluding any amount paid for the installation of the home.

³ **Unit Property Tax:** To compute, multiply the sales price by the unit property tax factor. For retailer and subsequent sales that are not included in the net manufactured housing inventory, the unit property tax is \$-0-. The unit property tax factor is the county aggregate tax rate divided by 12 and then by \$100. Calculate your aggregate tax rate by adding the property tax rates for all taxing units in which the inventory is located. Use the property tax rates for the year preceding the year in which the unit is sold. If the county aggregate tax rate is expressed in dollars per \$100 of valuation, divide by \$100 and then divide by 12. Dividing the aggregate rate by 12 yields a monthly tax rate and by \$100 to a rate per \$1 of sales price.

⁴ **Total Unit Property Tax for This Month:** Enter only on last page of monthly statement.

Step 4: Total sales. Provide totals on last page of monthly statement of the number of units and the sales amounts for manufactured housing sold in each category.

Step 5: Sign the form. Sign and enter the date if you are the person completing this statement.