



ServiceBC

BC Registries and Online Services

Submitting an Initial Registration for a Manufactured Home

BC Registries & Online Services Application

February 2024



How to Submit an Initial Registration of a Manufactured Home

Before you begin:

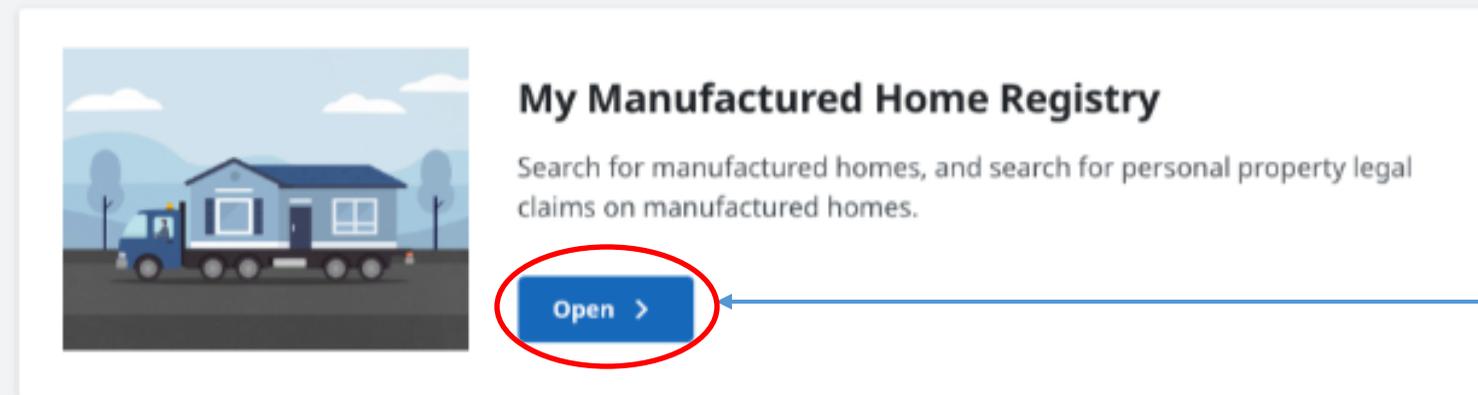
1. Your organization must have an account in the new BC Registry application. To create your account or to login, go to: <https://www.bcregistry.gov.bc.ca>
Refer to these [training guides](#) for creating a new account for your organization.
2. Your Account Administrator must add the Manufactured Home Registry (MHR) product/service from the account dashboard in the BC Registry application.
3. You must request access to submit new manufactured home registrations by [requesting Qualified Supplier access](#) in the MHR application. Refer to the [MHR information webpage](#) to ensure you meet the requirements to submit initial registrations.

Note:

- It can take a few business days for your access request to be reviewed once submitted. When approved, you will be able to see a button to **‘Register a Manufactured Home’** in your Registries dashboard.
- All team members that your Account Administrator invites to this account will also have access to create MH registrations. Per your Qualified Supplier Agreement, your organization’s Account Administrator is responsible for managing which of your users perform MH Registrations.

BC Registries Dashboard

Access to your BC Registries account product and services



My Manufactured Home Registry

Search for manufactured homes, and search for personal property legal claims on manufactured homes.

[Open >](#)

After you log in, you will see either ‘My Asset Registries’ (for PPR & MHR) or ‘My Manufactured Home Registry’ on your Dashboard.

Click on ‘Open’ to search or register a manufactured home.

Step: Register a new manufactured home

This form is for initial registration of a manufactured home only. Homes registered must be owned by a manufacturer. For any exceptions, contact BC Registries – MHR.

Refer to the *Manufactured Home Act* or the BC Registries MHR information webpage for more details: <https://www2.gov.bc.ca/gov/content/housing-tenancy/owning-a-home/manufactured-home-registry>

The screenshot shows the 'My Asset Registries' page. At the top, there is a breadcrumb trail: 'BC Registries Dashboard > My Asset Registries'. Below this, the page title is 'My Asset Registries' with sub-headers 'BCREGTEST EUGENA FIFTYONE' and 'PPR TEST PH PAD'. A 'Help' link is visible. The main section is titled 'Manufactured Home and Personal Property Registries Search'. It contains a search instruction: 'Select a search category and then enter a criteria to search.' There are two input fields: 'Select a search category' (a dropdown menu) and 'Select a category first' (a text input field). A 'Folio or Reference Number' field is also present. A search button with a magnifying glass icon is on the right. Below the search area, there is a 'Searches (0)' section with a note: 'The Searches table will display up to 1000 searches conducted within the last 14 days.' At the bottom, there are two navigation tabs: 'Personal Property Registrations (26)' and 'Manufactured Home Registrations (10)'. The 'Manufactured Home Registrations (10)' tab is circled in red and has a yellow circle with the number '1' next to it. Below the tabs, there is a blue button labeled 'Register a Manufactured Home' with a yellow circle and the number '2' next to it. A blue arrow points from the circled tab to the 'Register a Manufactured Home' button.

Scroll down below any Manufactured Home Search results and click on the Manufactured Home Registrations tab.

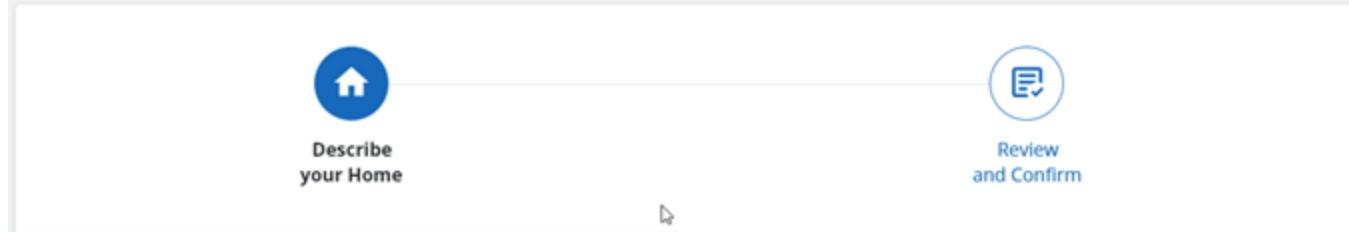
Click on 'Register a Manufactured Home'

Step: Register a new manufactured home

The first step is to input a complete description of the manufactured home. The system will open to the 'Describe your Home' screen.

Input the year of manufacture, make or model information. Optional fields are indicated.

Manufactured Home Registration



1. Manufacturer, Make, and Model

Enter the Year of Manufacture (not the model year), Make, and Model of the home. Your Manufacturer's Name is based on your manufacturer information and cannot be changed here. If you wish to update this information please contact BC Registries.

[Need Help? Contact Us](#)

Manufacturer's Name

Business Legal Name
INTERNATIONAL STARTECK INDUSTRIES LTD.

Your organization's name as manufacturer will be pre-populated. Contact BC Registries if any changes are needed.

Year of Manufacture

Year of Manufacture
2023

Year of Manufacture:
the calendar year in which the home was produced

Make

Make
PARK ROYAL

Make and Model combined cannot exceed 65 characters

Model

Model
12PM2000

At any time during your submission of information, you can scroll to the bottom left hand corner and click on '**Save**' to save data as it is input or '**Save and Resume Later**' to save a draft of your application to finish submitting later.

If you click on 'Cancel', all data will be lost.

Cancel

Save and Resume Later

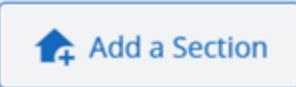
Save

Step: Register a new manufactured home

The next step is to input the sizing of sections of the manufactured home. Note that information can be input in any order on this screen.

Click on '+Add a Section'

2. Home Sections
Add the Serial Number and dimensions for each section of the home. You can include up to four sections in a home.

 **1**

List each section separately. If the serial number is the same for each section, append A, B, C, etc. to the end of the serial number (if necessary).

Sections:

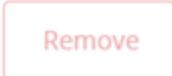
The number of sections or modules of a home that are built to complete the whole home (Example: a Double-wide mobile home has 2 sections, a Modular-built home may have 1 or multiple sections)

Serial Number:

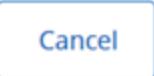
This is the unique number issued by the manufacturer and permanently marked on or attached to the home.

Note: When entering serial numbers, enter letters and numbers only. Do not include punctuation, spaces, or other characters.

Provide the dimensions of each section of the home in feet and inches.

Add Section	Serial Number	Length	Width
	Serial Number FX866810	Feet 50 Inches (Optional)	Feet 25 Inches (Optional)

2

 **3** 

Click 'Done' and continue to add sections, as needed.

Step: Register a new manufactured home

 Add a Section

Click 'Add a Section' to input additional sections if needed.

Number of Sections: 2

Section	Serial Number	Length	Width	<i>Click on Edit to change dimensions as needed.</i>
1	FX866810A	50 feet 0 inches	25 feet 0 inches	 Edit 
2	FX866810B	15 feet 0 inches	5 feet 0 inches	 Edit 

Provide the CSA certification details.

Enter the CSA number (if available)

3. Home Certification

Enter the Canadian Standards Association (CSA) number.


Certification

CSA Number

CSA Number
Z0876

CSA Standard

CSA Standard (Optional)
Z240  

Click 'Review and Confirm' when done inputting information.



 Review and Confirm >

Step: Review and Confirm the Manufactured Home Registration details

In this screen, review all the information and ensure it is accurate.

If you need to edit any information, return to the first step to 'Describe your Home'.

NOTE: If you need to edit your company address or phone number information, you need to contact your company's Account Administrator(s) or Coordinator(s) to update this info on the Account Info screen that only they have access to.

Any mandatory information missing will be shown in red text.



i This step is unfinished. [Return to this step to complete it.](#)

If the manufactured home decal should be mailed to a specific person, input their name here so that the letter from the MH Registry will be addressed to them

If you have an internal reference number, you may input this into the Folio Number field.

1. Attention

If the intended recipient of the registration verification statement and decal is different from the Submitting Party name, add an optional name. If entered, it will appear on the cover letter from BC Registries.

Attention

Attention (Optional)
Eddie Bauer

2. Folio or Reference Number

Add an optional number for this transaction for your own tracking purposes. This information is not used by the Manufactured Home Registry.

Folio Number

Folio or Reference Number (Optional)

Step: Authorize and Submit payment

The final step is to sign off on the information being submitted for the new manufactured home registration.

After you have reviewed all the information, click on the checkbox to confirm authorization. Click '**Register and Pay**' to submit your registration.

Note that submitting party address is based on your manufacturer account information and cannot be edited.

3. Authorization

The following account information will be recorded by BC Registries upon registration and payment. This information is used to confirm you have the authority to submit this registration and will not appear on the verification statement.

Name	Account Name	Address	Email Address
 BCREGTEST EUGENA FIFTYONE	PPR TEST PH PAD	200-940 Blanshard St Victoria BC V8W 3E6 Canada	

Confirm Authorization



I, BCREGTEST EUGENA FIFTYONE, have relevant knowledge of, and am authorized to submit, this registration.

Date: July 20, 2023

Fee Summary

Manufactured Home Registration	\$50.00
Total Fees	CAD \$50.00

Register and Pay >

Contact BC Registries

If you require assistance with changes to your manufacturer information please contact us.

Canada and U.S. Toll Free: [1-877-526-1526](tel:1-877-526-1526)

Victoria Office: [250-387-7848](tel:250-387-7848)

Email: BCRegistries@gov.bc.ca

Hours of Operation: Monday to Friday, 8:30 am - 4:30 pm Pacific time

After payment, the verification statement and decal will be sent by BC Registries to the Submitting Party.

Step: Print Manufactured Home Registration Statement

If you would like, you can view, save or print out a verification statement.

From your Manufactured Home Registry dashboard, you will see all of your organization's manufactured home registrations.

[Register a Manufactured Home](#) Retrieve an existing registration to add to your table:

Manufactured Home Registrations (13)

Columns to Show

Date (Pacific Time) ↑	Status	Username	Submitting Party	Folio/Reference Number	Documents	Actions
▼ Date	Status ▼	Registered By	Submitting Party			
July 31, 2023	Active	BCREGTEST EUGENA FIFTYONE	INTERNATIONAL STARTECK INDUSTRIES LTD.		 PDF	Open ▼

Scroll to the right of the registrations list.
Click on the PDF icon to open the Manufactured Home Registration verification statement.

You may save or print this document.

 **MANUFACTURED HOME REGISTRATION**
MANUFACTURED HOME ACT

Manufactured Home Registration Number: 107184

Home Registration Status: Active
Document Registration Number: 00500376
Document Registration Date and Time: July 31, 2023 at 10:29:01 am Pacific time
Folio Number: N/A

Registered Owner(s) Information
Home Tenancy Type: Sole Owner

INTERNATIONAL STARTECK INDUSTRIES LTD. Address: 2785 KOMORI ROAD
70 MILE HOUSE BC
V0K 2K0 CANADA

Registered Location

Dealer/Manufacturer Address: 2785 KOMORI ROAD
INTERNATIONAL STARTECK INDUSTRIES LTD. 70 MILE HOUSE BC
CANADA

BC Registries will mail a printed copy of the Manufactured Home Registration verification statement and the official decal that is to be attached to the manufactured home.

DATA FOR OFFICIAL USE

For any support with submitting manufactured home registrations:

Contact BC Registries for help
Monday to Friday from 8:30 am to 4:30 pm.
The registry does not provide business or legal advice.

Email: BCRegistries@gov.bc.ca

Toll free: [1-877-526-1526](tel:1-877-526-1526)

Victoria: [250-387-7848](tel:250-387-7848)

