## Manufactured Home Registry (MHR) – How to request Qualified Supplier Access

Prerequisite: You must have a new BC Registries account before you can request Qualified Supplier access to the modernized application. This is completely separate from your BC OnLine account.

Follow these training resources and the <u>BC Registry application user guide</u> to create your new BC Registries Online Services account first and then <u>add the Manufactured Home Registry product/service</u>.

1) Log in to your BC Registries account: <u>www.bcregistry.gov.bc.ca</u>. You will see your BC Registries dashboard:



## My Manufactured Home Registry

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



# **My Asset Registries**

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

Open >

Open >

Click 'Open' beside 'My Manufactured Home Registry' or 'My Asset Registries'



If you have access to both Personal Property Registry (PPR) and Manufactured Home Registry (MHR), this will state 'My Asset Registries'.



Registry

Services

## Step: Begin request for MHR Qualified Supplier Access Before you begin, check that you meet the requirements to apply for qualified supplier access on the gualified supplier section of the Manufactured Home Registry webpage. On the top right hand corner, you will see a link to click to Request MHR Qualified Supplier Access: Qualified Supplier Access Type If you are an active B.C. lawyer or notary, a home manufacturer or a home dealer, and would like to have access to perform additional transactions in the Manufactured Home Registry, you must apply to be a Qualified Supplier. Indicate the type of Qualified Supplier access you would like to request. **Qualified Supplier - Lawyers and Notaries** Select Access Type 0 Searches for manufactured homes and for liens on a home Transport permits Transfer transactions Residential exemptions Note: General Service Providers who are not lawyers or notaries cannot request Qualified Supplier access online and must submit a paper application ☑ to BC Registries. **Qualified Supplier - Home Manufacturers** Searches for manufactured homes and for liens on a home Transport permits Transfer transactions (related to homes manufacturers currently own) Registrations **Qualified Supplier - Home Dealers** 0 Searches for manufactured homes and for liens on a home Transport permits (where no tax certificate is required)

Request MHR Qualified Supplier Access

Click the button to select one of your business types:

- Active BC Lawyer or Notary A)
- Home Manufacturer B)
- Manufactured Home Dealer C)

Note that if you are a general service provider, you must contact BC Registries staff to request access. Refer to the BC Registries Manufactured Home webpage for more information for other professionals or service providers.

Click on the bottom right-hand corner of the page to Complete the Qualified Supplier application.



2

## Step: Confirm the Qualified Supplier Agreement



To request **Qualified Supplier - Lawyers and Notaries** access to the Manufactured Home Registry, complete the information below. BC Registries staff will review your application and if approved, will provide access.

#### 1. Service Agreement

Read and accept the terms of the service agreement. You may download and a copy of this agreement to save for your records.





### **QUALIFIED SUPPLIERS' AGREEMENT**

Manufactured Home Registry

I have read, understood and agree to the terms and conditions of the Qualified Suppliers' Agreement for the Manufactured Home Registry.

Read and accept the terms of service agreement. Scroll to the bottom of the agreement.

Click on Download and check your computer's Downloads folder for a copy of the agreement.

Note that each agreement is slightly different and is intended for that specific business type only.

Click the 'Back' button if you need to go back and select the correct supplier type.

< Back



Check the box to confirm agreement.



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### Step: Provide the business information, full legal name and mailing address

#### **Qualified Supplier's Legal Business Name**

You can find the full legal name of an active B.C. business by entering the name or incorporation number of the business, or you can type the full legal name of the Qualified Supplier if it is not a registered B.C. business.

BCxxxxxx Home Te	st Corp.	Select	>
hone Number			
Phone Number	I	Extension (Optional)	

This field is required



Select the Qualified Supplier's full legal business name.

**TIP:** you can input the first few letters of the business name and click your Enter button to load all business names in the dropdown list, then click 'select' on the full legal business name.



3

Input your phone number and complete mailing address for registry documents.

### Note for manufacturers and home dealers:

you must create a separate online account for each of your manufactured home locations because the address will be pre-populated as the manufactured home address on initial registration.



Click 'Review and Confirm'.



### Step: Check all confirmation



- 1. An active B.C. lawyer or notary in good standing will be on this account. I understand that only a lawyer or notary, or someone who is being supervised by a lawyer or notary, is authorized to complete Restricted Transactions.
- 2. All filed documents will be stored for 7 years. If requested, a copy or certified copy of filed documents (such as the Bill of Sale, or other signed forms), will be provided within 7 business days, at the fee level set by the Registrar.



I confirm and agree to all of the above requirements.

#### 2. Authorization

Enter the legal name of the person authorized to complete and submit this application. Note: The authorized person must be an active B.C. lawyer or notary in good standing.

#### **Confirm Authorization**

Legal name of authorized person (must be a lawyer or notary) BCREGTEST OCTAVIO THIRTYTWO



BCREGTEST OCTAVIO THIRTYTWO certifies that they have relevant knowledge of the 🖱 Qualified Supplier and is authorized to submit this application.

Date: January 9, 2024

Note: It is an offence to make or assist in making a false or misleading statement in a record filed under the Manufactured Home Act. A person who commits this offence is subject to fine of up to \$2,000.

Review all requirements.

Click checkbox to confirm agreement.

Enter the full legal name of the authorizing lawyer or notary.

Click on checkbox to confirm authorization.



Click Submit Application.

Or click 'Back' if you need to go back and correct any information.



## Step: Wait for approval

After you have submitted your qualified supplier application, Registries staff will review your application.

The submitting party will receive an email as soon as Registries staff has approved your Qualified Supplier application.

If your application is rejected, you may re-submit an access request with the accurate information.



You've been approved for Qualified Supplier access to the Manufactured Home Registry.

BC Registries staff have reviewed your application to have [Qualified Supplier – Lawyers and Notaries] access to the Manufactured Home Registry, and you have been approved.

Log in to access the Manufactured Home Registry

When you log in to the new <u>BC Registry</u> application, you will see the 'Approved Qualified Supplier' label in the top right hand corner and this note after you open the Manufactured Home Registry OR My Assets Registry (if you have access to both Personal Property Registry (PPR) and MHR):

Note: Your application for Qualified Supplier - Lawyers and Notaries access to the Manufactured Home Registry has been approved.	×	Approved Qualified Supplier
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Then, all team members on your company's account will have access to additional Manufactured Home Registry functions.

Refer to the <u>qualified supplier section</u> on the Manufactured Home Registry webpage for more information.

Note, that the modernized MHR application will be released in phases so you may only see the ability to create residential exemptions of manufactured homes initially. Click on Help in the application and refer to the BC Registries training resources webpage for other MHR user guides: <u>bcreg.ca/resources</u>

Subscribe to BC Registries modernization updates to get an email notification of when new MHR functionality such as transfer of ownership and transport permits will be available.

