

Manufactured Home Registry

Guide for completing a transfer due to death to surviving Joint Tenant(s)



Step: Log in to the BC Registry application

Prerequisite: You must have a new BC Registry (modernized application) account, add the Manufactured Home Registry product/service and have approved Qualified Supplier access as a lawyer/notary organization before you can register a transfer of ownership for a manufactured home.

Follow these training resources to request Qualified Supplier access and refer to the BC Registries Manufactured Home Registry (MHR) webpage.

Log in to your BC Registry account: https://www.bcregistry.gov.bc.ca/





Step: Find the Manufactured Home Registration record

Throughout this guide, MHR stands for Manufactured Home Registry, MH indicates a manufactured home registration record.



Review the manufactured home registration record to confirm all of the current location, owners, manufactured home details are all accurate.

If any current home details are not accurate, contact the B.C. Manufactured Home Registry at 1-877-526-1526 or email <u>bcregistries@gov.bc.ca</u> Attn: MHR.





Click the help icon to view information on different types of ownership transfers

Help with Ownership Transfer or Change

Sole Ownership

This applies when the home is owned by a single individual or organization.

Joint Tenancy

This applies when the home is owned by two or more individuals and/or organizations jointly, with rights of survivorship. In joint tenancy, if one joint tenant dies (or for an organization, if it ceases to exist) their ownership share in the home passes to the surviving joint owner(s).

Tenants In Common

This applies when the home is owned by two or more individuals and/or organizations that owns an undivided share in the home. Ownership will be displayed in groups of owners with their undivided portion. Each owner has the right to dispose of their share independently of the other owners, and in the case of the death of an individual, their share will belong to the estate of the individual, or through the legal process for dissolution of assets, in the case of an organization.

Definition for Groups

A group is one or more owners of the home that have an equal undivided share of the home. Tenants in common are recorded in the Manufactured Home Registry in groups. The relationship between groups will always be as tenants in common. The relationship between owners within each group is a joint tenancy. There may be multiple groups with joint tenants.

Recording Ownership for Multiple Groups

Each group's ownership share must be recorded as a portion of the total number of equal shares in the home. For example, if the home is owned by two groups, and each owns half of the home, this is recorded as each group holding 1 of 2 shares. If the home is owned by two groups but one group holds two-thirds and one group holds one-third, this is recorded as the first group holding 2 of 3 shares and the second group holding 1 of 3 shares.

When adding groups of owners, you must enter the total number of shares in the home (Total Available) and the number of shares owned by each group (Amount Owned by the Group). All groups should use the same denominator as is used for Total Available, preferably using the lowest common denominator for all groups.

Qualified Supplier Limitations

As indicated in the Manufactured Home Registry, some complex ownership transfers, including transfers of an interest in a home to a trustee or a trust of any kind or to a surviving joint tenant following an organization ceasing to exist, cannot be completed online.

If the transfer or change of ownership you are trying to register cannot be completed online, the request must be sent to the Manufactured Home Registry for BC Registries staff to submit on your behalf.



Help with Ownership Transfer or Change

 \bigcirc



Transfer to surviving joint tenant(s)

Select the Transfer Type as Transfer to Surviving Joint Tenant(s):



Input the declared value of the manufactured home / current market value in Canadian dollars:



Declared Value of Home Amount

Amount In Canadian Dollars

360000

Must be the current market value of the home

.00

Note: Transfer to Surviving Joint Tenant(s) involving owners that are businesses or organizations cannot be completed online. Please contact <u>BCRegistries@gov.bc.ca</u> attn MHR.



Step: Provide Death Certificate information for deceased owner

Delete the former owner as needed by clicking on 'Delete' or 'Remove'

2

Input the death certificate registration number and date of death.

The system will then display that owner as deceased.

Name	Mailing Address	Phone Number	
• TECT T TECTED	200 DAD BLANKLARD ST		
- TEST T TESTER	Z00-940 BLANSHARD ST		Delete Owner
	Canada		
L TEST 2 TESTER	200-940 BLANSHARD ST		Delete Owner
	VICTORIA BC V8W 3E6		
	Canada		
TEST 2 TESTER	200-940 RI ANSHARD ST		io Undo
DECEASED	VICTORIA BC V8W 3F6		
DELEME	Canada		
Death Certificate Registration	Death Certificate Registration Number		
Number			
Date of Death	Date of Death		
	April 2 2025		

I have an original or certified copy of the death certificate, and confirm that it was issued from Canada or the United States, and the name on the death certificate matches the name displayed above exactly.



Step: Review and confirm Death Certificate information

 Confirm completion of required processes by clicking on the checkbox

2. Confirm

The following information must be completed and confirmed before submitting this registration.

 Confirm Completion
 1. Original or certified copy of Death Certificate that has been issued by Vital Statistics and has been received for each joint tenant owner being removed due to death. I confirm that it was issued from Canada or the United States, and the name on the death certificate matches the name displayed above exactly.

Personal Property Registry lien search has been completed and there are no liens that block the transfer. PPR registrations that block the transfer include the following:

- Marriage/Separation Agreement Affecting Manufactured Home
- Land Tax Deferment Lien on a Manufactured Home
- Maintenance Lien
- Manufactured Home Notice
- Possession under s.30 of the Sale of Goods Act
- I, BCREGTEST ALFREDO FIFTYFIVE, confirm that all of the requirements listed above have been completed.



Step: Confirm authorization to submit registration

 Confirm your authority to submit this registration by clicking the checkbox

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.

Name	Account Name	Address	Email Address
BCREGTEST ALFREDO FIFTYFIVE	MHR QS Lawyers and Notaries	940 Blanshard St Victoria BC V8W 3E6 Canada	
 Confirm Authorization	 I, BCREGTEST ALFREDO FIFTYF submit, this registration. Date: April 4, 2025 	IVE , have relevant knowle	edge of, and am authorized to



Step: Confirm land ownership

Confirm the remaining owner owns the land

1. Transfer Details

Enter details of the transfer or change of ownership.

Land Lease or Ownership

Is the manufactured home located on land that the homeowners own or on land that they have a registered lease of 3 years or more?

Yes No	
------------	--

Note: Land ownership or registered lease of the land for 3 years or more must be verifiable through the BC Land Title and Survey Authority (LTSA) or other authorized land authority.





Refer to slide #14 if you would like to save as a draft and resume later.



Step: Review & Confirm completion and authorization

Review all the information. Check the boxes to confirm completion and authorization

2. Confirm

The following information must be completed and confirmed before submitting this registration.

Confirm Completion

 Original or certified copy of Death Certificate that has been issued by Vital Statistics and has been received for each joint tenant owner being removed due to death. I confirm that it was issued from Canada or the United States, and the name on the death certificate matches the name displayed above exactly.

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.

- 2. Personal Property Registry lien search has been completed and there are no liens that block the transfer. PPR registrations that block the transfer include the following:
 - Marriage/Separation Agreement Affecting Manufactured Home
 - Land Tax Deferment Lien on a Manufactured Home
 - Maintenance Lien
 - Manufactured Home Notice
 - Possession under s.30 of the Sale of Goods Act



✓ I, BCREGTEST ALFREDO FIFTYFIVE, confirm that all of the requirements listed above have been completed.

Name	Account Name	Address	Email Address
BCREGTEST EUGENA FIFTYONE	QS Test Account		
Confirm Authorization	 I, BCREGTEST EUGEI submit, this registra Date: March 20, 2024 	NA FIFTYONE , have releva tion. 4	nt knowledge of, and am authorized to
	2	Register (Changes and Pay >

If all the information is complete, click Register Changes and Pay.

If there are any mandatory fields missing data, the error messages will be displayed in red text. All errors must be corrected before you can complete the registration of transfer of ownership.



Step: Open the transfer registration document

From the MH Registrations table, you can find the MH Registration number and open/download the document (PDF) that confirms registration of the transfer of ownership. Scroll horizontally, all the way to the right side of the table to click on the PDF document



TIP: You can choose which columns to show or hide in your registrations table. Simply uncheck columns you do not need to see. If you need to see additional columns of information, check the box to show that field of information.



Step: Print or Save the Transfer of Ownership document

This PDF document can be printed or saved and emailed to the client.



This will show the new ownership information on the manufactured home registration record and display the sole owner or surviving joint tenant(s).

The submitting party information displays the law firm or notary that affirmed the transfer of ownership.



TIP: Save draft to resume and edit later



TIP: You can 'Save and Resume' later by clicking on this button. Then, you will need to re-open the 'Draft' transaction

	Transfer Oue to Sale or GR	17	Fee Summary
Declared Value of Home	8 Annuard in Canadian Octors 120000	.00	Ovenanship Transfer or \$30.00 Change Transfer Data to Selectr GPR
	Mustile Percament-modult wide of the home		tocal Hees CAD \$50.00
AntaPener Ban	Buildman Department	www.Groups	Cenal
	n Commun		Sales and Resome Later
me Tenancy Type: Tonants I	A CARACTERISTIC CONTRACTOR CONTRACT		

Change from BC Online that MH registration records do not become 'locked' when in draft state. Other users can still view and staff can update the MH registration record. The system will display a message if there is a more recent registration record.

To resume editing to complete and submit your transfer of a manufactured home, find that MH registration record in the MH Registrations table. Then click Edit:

A	Pending	Transfer Due to Sale or Gift	Not Registered	Draft	N/A	QS Test Account	(Edit	-	
	MHR Number: 108140								-	-

You can also show or hide columns in your MH registrations table by clicking on Columns and checking or unchecking the fields you would like to view in your table.



Other Tips

BRITISH

BC Registries and Online Services

Manage your registrations dashboard view: For large organizations with multiple users, you may want to remove the registration records from the table occasionally, so that it doesn't take a long time to load. To remove registration records from the table, click on the dropdown arrow beside the 'Open' button and select 'Remove from table'.

NOTE that this will not delete the registration record, it simply will not be shown on the table for any account users. A user can still retrieve that registration record to load back in to the table, when needed.

A Hide History	108707	Manufactured Home Registration	0	April 4, 2025	Active	Business Rec Open Test 1
If you see a 'L registration re If there is a lie	OCKED' icon whe cord to view why t en or caution notice	en you load the MH registration re the record is locked. In some case e, please contact Registries staff f	cord, then o es, you can for assistanc	open the manufacture complete the transac ce.	ed home tion later.	Manufactured Home Reg Registration Number Number
lf you are viev you were not	ving the history of the submitting par	the registration record, you may r ty.	not be able t	o view the historical o	document if	Documents are only available to the Submitting Party of this filing. To view
BRITISH Serv	iceBC					conduct a search.