

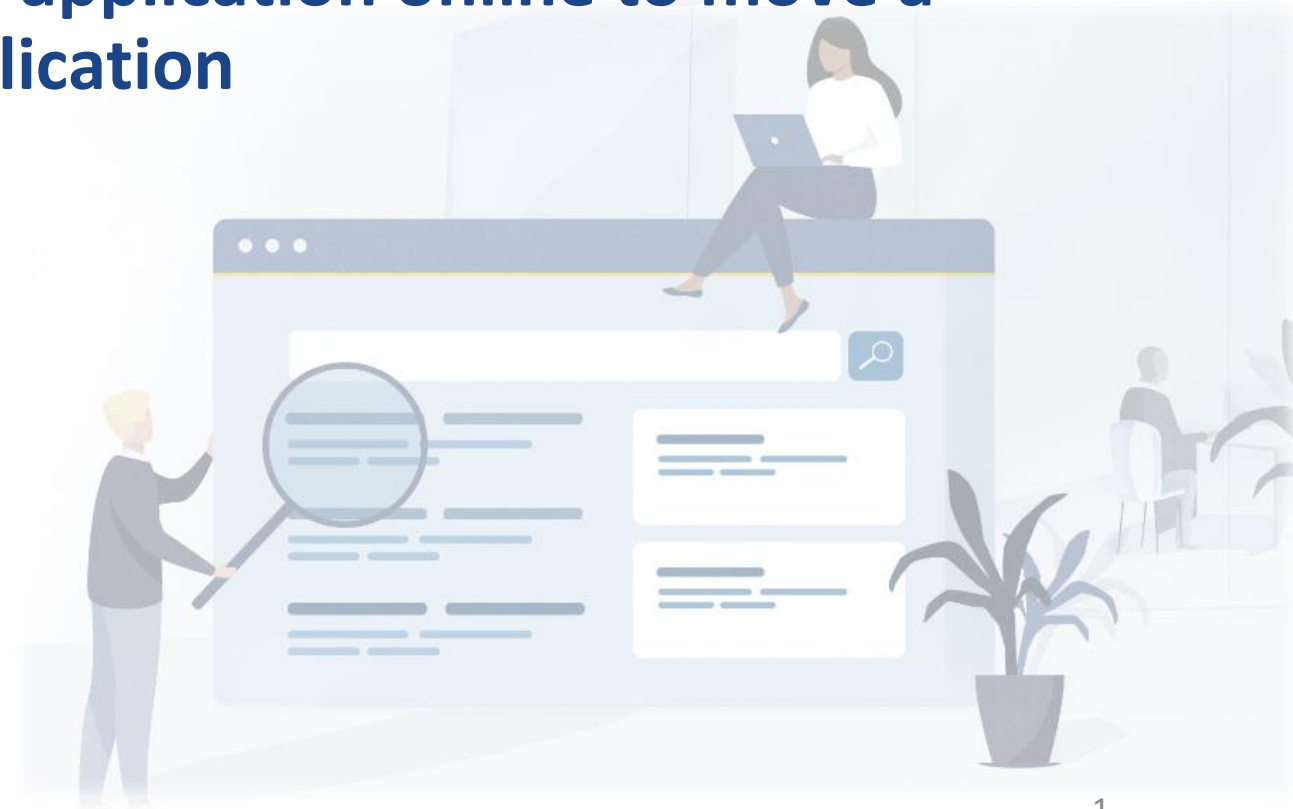


ServiceBC

BC Registries and Online Services

Manufactured Home Registry

Guide for completing a transportation application online to move a manufactured home - BC Registry application



April 2024


Step: **Log in to the BC Registry application**

Prerequisite: You must have a new BC Registries (modernized application) account, add the Manufactured Home Registry product/service and have approved Qualified Supplier access as a lawyer/notary organization before you can submit a transport permit.

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

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

NOTE for Manufacturers and Home Dealers: you will only be able to register a transport permit if the home's registered location matches your dealer lot location information. Contact Registries staff if you need assistance.




My Manufactured Home Registry

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

Open >

OR



My Asset Registries

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

Open >


- 2 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'.


Step: Find the Manufactured Home Registration record

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

- 1 Input the Manufactured Home Registration number and click the search icon (or press the enter key) to load the existing manufactured home registration record

 Retrieve an existing registration to add to your table:

101000



TIP: You can click this information icon throughout the application to get some tips on what data you need to input



Manufactured Home Registrations (26)

Columns to Show

Registration Number	Registration Type	Date (Pacific Time) ↑	Status	Username	Submitting Party	Actions
Number	Registration Type	Date	Status	Registered By	Submitting Party	
108140	Manufactured Home Registration View History	March 7, 2024	Active	BUSINESS REGISTRY TEST 1	MOUNTAIN SHORE LEASING CORP	Open

Click Open to view the MH registration record

Step: Open the Manufactured Home Registration record

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

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

Manufactured Home Registration Number 108118

Registration Status: Active

Manufactured Home Information

This is the current information for this registration as of **March 25, 2024 at 7:39:27 am Pacific time.**

Ensure ALL of the information below is correct before making any changes to this registration. Necessary fees will be applied as updates are made.

 Location of Home

 **Transport Permit / Location Change**

Transport permits are issued by changing the location on the manufactured home. Transport permits expire 30 days from the date of issue.

Location Type	Manufactured home park (other than a strata park)
Park Name	GALLAGHER LAKE VILLAGE PARK
Pad	103

Civic Address 8300 GALLAGHER LK FRONTAGE RD
NELSON BC
Canada

- 2 **Click Transport Permit** to begin the transportation application to move a manufactured home

Step: **Transport Permit for moving within the same manufactured home park**

1 Click the help icon (?) to view information on transport permits

Location of Home

Cancel Transport Permit / Location Change

Transport permits are issued by changing the location on the manufactured home. Transport permits expire 30 days from the date of issue.

To change the location of this home, first select the Location Change Type.

Note: If the home has already been moved without a permit, a change of location cannot be completed online. You must notify BC Registries of the new location by submitting a [Registered Location Change form](#).

Help with Transport Permits

?

Help with Transport Permits

TIP: You can click this information icon at any time to view the requirements for a transport permit

Location Change Type

Location Change Type

Transport Permit - Moving within the same Manufactured Home Park

Transport Permit

Transport Permit - Moving within the same Manufactured Home Park

Location Type

Park Name

Pad

Manufactured home park (other than a strata park)

GALLAGHER LAKE VILLAGE PARK

Pad

103

Civic Address

8300 GALLAGHER LK FRONTAGE RD

NELSON BC

Canada

Review and Confirm >

Select **Transport Permit** – Moving within the same manufactured home park in the Location Change Type field

Input the new pad number where the MH is moving to

Click **Review and Confirm** on the right-hand side of the screen

If necessary for your organization, enter a folio/
reference number (optional field):

1 Review the requirements to confirm completion
of the transportation application. Then, check
the completion checkbox:

2 Click on the checkmark box to confirm
authorization:

3 Click ‘Register Changes and Pay’.
The fees that will be charged to your account are
displayed on the right-hand side of the screen

1. 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)

Confirm Completion

☒ I, **BCREGTEST ALFREDO FIFTYFIVE**, confirm that I am duly authorized to submit this registration and I understand the conditions and have completed the requirements listed above.

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	[REDACTED]	799 McCarroll Rd Langford BC V9B 6N2 Canada	[REDACTED]

Confirm
Authorization

☒ I, **BCREGTEST ALFREDO FIFTYFIVE**, have relevant knowledge of, and am authorized to submit, this registration.

Date: March 25, 2024

Register Changes and Pay >

Step: **Transport Permit for moving to a new location**

- 1
- Select the location change type of Transport Permit.
- Select the **Location Type** where the manufactured home is moving to:

- 2
- Input the PID number, if available.
The system will search in the land titles system for this lot and populate the land description.

☒ Strata

PID Number

123

 -

456

 -

78

Parcel Identifier must contain 9 digits

Don't have a PID Number? [Enter the Legal Land Description Manually](#)

Additional Description

Park Name / Additional Description

OR Input the legal land description manually:

1. Location Type

Enter the new location type of the home.

Location Type

☐ Dealer's / Manufacturer's lot

☐ Manufactured home park (other than a strata park)

☒ Other land

Legal Land Description [Cancel X](#)

Enter as much of the legal land description as you have.

Strata Lot, Land District and Strata Plan are required.

Strata Lot

Land District

Strata Plan

District Lot

Part Of

Section

Township

Range

Meridian


Parcel

Block

Except Plan

Additional Description

Park Name / Additional Description

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BC Registries and Online Services

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Step: **Transport Permit for moving to a new location**

1 **Input** the new civic address where the manufactured home will be moving to

Note – you can overwrite the Canada Post mailing address if this is a rural location

2 Confirm the land lease or land ownership.
Click Yes or No

If no, then:

Note: Written permission and tenancy agreements from the landowner may be required for the home to remain on the land.

Relocation of the home onto land that the homeowner does not own or hold a registered lease of 3 years or more may require additional permits from authorities such as the applicable Municipality, Regional District, First Nation, or Provincial Crown Land Office.

2. New Civic Address of the Home

Enter the Street Address (Number and Name) and City of new location of the home. Street Address must be entered if there is one.
Note: If this manufactured home is being moved to a location outside of B.C., the status of the home will be exempt upon filing.

Civic Address

Country
Canada

Street Address (Number and Name)
3-900 Gore St W

City
Nelson

Province
British Columbia

3. New Land Details

Confirm the land lease or ownership information for the home.

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.

Step: Transport Permit for moving to a new location – provide tax certificate expiry date information

1 Click to input the tax certificate expiry date

4. Confirm Tax Certificate
A valid tax certificate is required; it must be issued from the tax authority with jurisdiction of the home, and must show that all local taxes have been paid for the current tax year. To confirm your tax certificate, enter the expiry date below.

Tax Certificate

Tax Certificate Expiry Date

June 30, 2024

NOTE FOR MANUFACTURERS and Home Dealers:
You do not need to provide any tax certificate information for newly manufactured homes.

2 Click Review and Confirm to go to the next screen

Review and Confirm >

Review the new location information to ensure it was input correctly:

Click < Back to return to the previous screen to edit any new location details

< Back

Review and Confirm
Review your changes and complete the additional information before registering.

If necessary for your organization, enter a folio/
reference number (optional field):

1 Review the requirements to confirm completion
of the transportation application. Then, check
the completion checkbox:

2 Click on the checkmark box to confirm
authorization:

3 Click ‘Register Changes and Pay’.
The fees that will be charged to your account are
displayed on the right-hand side of the screen

1. 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)

Confirm Completion

☒ I, **BCREGTEST ALFREDO FIFTYFIVE**, confirm that I am duly authorized to submit this registration and I understand the conditions and have completed the requirements listed above.

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	[REDACTED]	799 McCarroll Rd Langford BC V9B 6N2 Canada	[REDACTED]

Confirm
Authorization

☒ I, **BCREGTEST ALFREDO FIFTYFIVE**, have relevant knowledge of, and am authorized to submit, this registration.

Date: March 25, 2024

Register Changes and Pay >

Step: **Transport Permit for moving a manufactured home**

From the MH Registration table, you will see the Transport Permit registered. Click on View History to see details.

Click on the PDF icon to download and save or print out all pages of the Transport Permit.

TIP:
You can show or hide columns by clicking here.
Check 'Days to Expiry'

Manufactured Home Registrations (11)						Columns to Show
Registration Number	Registration Type	Date (Pacific Time) ↑		Days to Expiry (Pacific Time)	Documents	Actions
Number	Registration Type	Date				
1 108118	Manufactured Home Registration	January 24, 2024		N/A		Open
	Hide History					
00550436 MHR Number: 108118	Transport Permit	March 25, 2024		30 days	PDF	2

☒ Registration Number

☒ Registration Type

☒ Date (Pacific Time)

☐ Status

☐ Username

☐ Submitting Party

☐ Owners

☐ Expiry / Reference Number

Columns to Show

TIP: You can click on the Registration Type to filter and show Transport Permit only

The system will show you the days to expiry daily until the transport permit has expired.

After 30 days from the date of issue, transport permits will show as 'Expired' in the days to expiry column.

To customize your table view, 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: Transport Permit for moving a manufactured home

Save or print out all pages of the transport permit which shows the new location that the manufactured home is moving to and the transport permit expiry date.



TRANSPORT PERMIT
Manufactured Home Act

Manufactured Home Registration Number: 108118

Home Registration Status:Active

Transport Permit Number:00550436

Transport Permit Date and Time of Issue:March 25, 2024 at 9:04:54 am Pacific time

Transport Permit Expiry Date:April 24, 2024

Folio Number:N/A

Under section 17 of the Manufactured Home Act, the Registrar hereby permits the movement of the manufactured home registered under 108118 with Serial Number(s) BC8374892 to:

New Registered Location

Location Type

Address

STRATA

3-900 GORE ST W
NELSON BC
CANADA

Legal Land Description

STRATA LOT: 2
PARCEL: 1
BLOCK: 3
DISTRICT LOT: 20
PART OF: 1
SECTION: 15
TOWNSHIP: 10
RANGE: 23
MERIDIAN: 4
LAND DISTRICT: 1
STRATA PLAN: 3

ADDITIONAL DESCRIPTION:
test

A manufactured home may be subject to routing restrictions in accordance with the requirements of the Ministry of Transportation and Infrastructure. You are responsible for confirming any such restrictions and you may visit onRouteBC - Home (gov.bc.ca) or contact the Provincial Permit Centre for details.

Transport Permit Conditions


1. A report must be submitted to the Registrar within 3 days if either of the following apply:
(a) The manufactured home is not moved before the transport permit expires, or



BC Registry
Services

TEST DATA | Manufactured Home Registration #108118 | Page 1 of 2

Note: BC Assessment and tax authorities are notified of the new registered location for this manufactured home.



TRANSPORT PERMIT
Manufactured Home Act

Manufactured Home Registration Number: 108118

(b) The home is permanently moved to a different location than what is specified on the transport permit.

2. This permit expires 30 days after the date of issue. If the manufactured home is NOT MOVED within this time, you must report the physical location of the manufactured home within 3 days of expiration of the permit.

3. This permit may be used for one (1) move only. A new permit must be obtained for subsequent moves.

4. Upon leaving British Columbia, this home is Exempted from the Manufactured Home Act. The home is required to be re-registered under the same number if it re-enters the Province of British Columbia.

Submitting Party Information

MHR QS LAWYERS AND NOTARIES
Email address

Address

Phone Number

799 MCCALLUM RD
LANGFORD BC
V9B 6A2 CANADA

(250) 555-1212
EXT 1

Affirmed By: BCREGTEST ALFREDO FIFTYFIVE