

# **Manufactured Home Registry**

# Guide for completing a transfer of ownership due to sale



April 2024

## Step: Log in to the BC Registry application

Prerequisite: You must have a new BC Registry account in the modernized application, 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 <u>training resources</u> to request Qualified Supplier access and refer to the BC Registries Manufactured Home Registry (<u>MHR) webpage</u> for the required supporting documents to register a change of ownership due to sale or gift.



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



# 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 >



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'.



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

Input the Manufactured Home Registration number and click the search icon (or press the enter key) to load the registration record to your table

i Retrieve an existing registration to add to your table:	101000	Q

Manufactured Home Registrations (26)						
Registration Number	Registration Type	Date (Pacific Time) 个	Status	Username	Submitting Party	Actions
Number	Registration Type	Date 🚺	Status 🔻	Registered By	Submitting Party	Actions
2 108140	Manufactured Home Registration <u>View History</u>	March 7, 2024	Active	BUSINESS REGISTRY TEST 1	MOUNTAIN SHORE LEASING CORP	Open 🔻

2 Click Open to view the MH registration record



Review the manufactured home registration record to confirm all of the current location, ownership and 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 <u>bcregistries@gov.bc.ca</u> Attn: MHR.

Manufactured Home Registration Number 108140

Registration Status: Active





# Click the help icon in the Home Owners section 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.



**TIP:** You can click this information icon at any time to view different conditions for various ownership structures





# Step: Select the Transfer Type and provide the declared value of the manufactured home

U Select the Transfer Type as Transfer due to Sale or gift	
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Input the declared value of the manufactured home / current market value in Canadian dollars:

Declared Value of Home



Must be the current market value of the home



**TIP:** You can click this information icon at any time to view different conditions for various ownership structures



## Step: Add new owner(s)

You have the option to change 1 owner at a time, add additional owner(s) one at a time or delete all owner/groups. You may also add a business name if a company is the owner of the manufactured home. Note that sole proprietorships or partnerships cannot own a manufactured home. Refer to the Manufactured home registry webpage for more information bcreg.ca/mhr.

+ Add a Person	a Business or Organization		Delete All Owners/Groups	new BC Registry application:
Home Tenancy Type: Sole Own	er			You do not need to delete all owners to edit just 1 owner.
Name	Mailing Address	Phone Number		
QWER WER ADDITIONAL NAME HERE	555-455 ABBOTT ST VANCOUVER BC V6B 2L2 Canada		Delete Owner	You may delete all owners if all tenants in common have changed completely.
To Add Owners, you must add	d a new owner one person or bus	iness at a time.		
Add a Person	Role			

Owner

**Important:** Transfers to a trustee or a trust of any kind, cannot be completed online and must be registered by BC Registries staff.

## Business or Organization 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 other types of organizations.

(?) Help with Business and Organization Owners

You can search for a business by their company name which will load data from the Corporate Register.



Find or enter the Full Legal Name of the Business or Organization

You have the option to delete all owners (if applicable), each group of owners, or delete an individual owner before or after adding a new set of owners:

+ Add a Person Add a Home Tenancy Type: Tenants In Total Ownership Allocated: Fu	a Business or Organization n Common Ily Allocated 🗸		Delete All Owners/Groups	Improvement in new BC Registry application: You do not need to delete/remove all owners to edit just 1
Name	Mailing Address	Phone Number		owner.
Group 1   Owners: 2	Group Tenancy Type: Joint Tenants	Interest: Undivided 1/2	Delete Group	You can click on Delete All Owners if all tenants
BE ABC COMPANY ASDASD	123-1640 ELECTRA BLVD NORTH SAANICH BC V8L 5V4 Canada	(273) 491-8298 Ext 1	Delete Owner	changed completely.
B ABC ABBOTT COMPANY LT	<b>D.</b> 123-1640 ELECTRA BLVD NORTH SAANICH BC V8L 5V4 Canada	(123) 123-1231	Delete	This will remove just that one owner from this MH Registration record. Click this if this entity no
				longer has any ownership in the home.

**TIP:** It is recommended to **delete previous owners first**, before adding the new owners.



## Step: Enter the new owner(s) information

Enter the individual person's full legal name or the business legal name from the Corporate Register and input address information:

First Name FIRST	Middle Name	e (Option	Last Name LAST
<u>I</u>			
dditional Name Information	1		
Additional Name Information	(Optional)		
Example: Additional legal names, Jr., Sr.,	, etc.		
Phone Number			
Phone Number (Optional)		Extension (Or	otional)
Phone Number (Optional)			
Aailing Address			
Mailing Address			
<b>Mailing Address</b> <sup>Country</sup> Canada			
<b>Mailing Address</b> <sup>Country</sup> Canada			•
Mailing Address Country Canada Address Line 1 200-940 Blanshard St			
Mailing Address Country Canada Address Line 1 200-940 Blanshard St			
Aailing Address Country Canada Address Line 1 200-940 Blanshard St			
Aailing Address         Country         Canada         Address Line 1         200-940 Blanshard St         Address Line 2 (Optional)			
Address Line 1 200-940 Blanshard St Address Line 2 (Optional)			
Aailing Address Country Canada Address Line 1 200-940 Blanshard St Address Line 2 (Optional)	Province		Postal Code

## Tip: only set a Group number if Tenants in Common

If sole owner or joint tenants, **DO NOT** select any Group number. Simply click Done.

Done	Cancel

Only set a Group number if Tenants in Common.

If the ownership structure is tenants in common, then set up Groups:

### Multiple Groups of Owners (Tenants in Common)

- Select agroup if you have **multiple groups of owners** (tenants in common).
- Leave this empty if you have **only one owner** (sole ownership), or **one group of owners** (joint tenancy).



### Group 1 Details:

### **Fractional Ownership**

Enter the fraction of the total ownership owned by Group 1.

For example, if there are four owner groups, this group could have 1/4 ownership. The Interest Type is automatically set to "Undivided" for each group of owners.

**Note:** It is recommended that all groups use the same denominator for Total Available (preferably using the lowest common denominator).



Amount Owned by this Group

Total Available **3** 





In this example for tenants in common, 2 groups of owners own  $\frac{1}{2}$  the home each group

Home Tenancy Type: Tenants In Common Total Ownership Allocated: Fully Allocated ✓

Name	Mailing Address	Phone Number
Group 1   Owners: 1	Group Tenancy Type: N/A	Interest: Undivided 1/2
💄 КІМ ЅМІТН	123-160 TYCOS DR NORTH YORK ON M6B 1W8 Canada	
Group 2   Owners: 2	Group Tenancy Type: Joint Ten	ants   Interest: Undivided 1/2
SHELLEY SMITH	123-3788 BIRD PL KELOWNA BC V1W 4T3 Canada	
CHRIS LITTLE	12-9762 ERMACORA RD CRANBROOK BC V1C 7E1 Canada	

When there are 2 owners, the group tenancy type will be automatically set to joint tenants. This group of 2 owners owns  $\frac{1}{2}$  the home.

## Tenants in Common

Select a group if the tenancy type is tenants in common. **Note:** Do not select a group if this is a sole ownership, or joint tenancy.

# For Tenants in Common (Fractional interest ownership):

Each group of owners will hold a share of the home for a total number of equal shares.

If the home is owned by two groups and one group holds two thirds (2/3) interest, and the other group holds one third (1/3), this would be expressed as 2 groups of owners:

- 1. Group number 1 with 2/3 fractional interest
- 2. Group number 2 with 1/3 fractional interest

for a total of 3/3 fractional interest. (Interest must equal a whole number)

**NOTE**: if there are multiple owners within one (1) group - they are automatically Joint Tenants within that group with equal ownership and rights of survivorship.



# Step: Change Sole owner to joint ownership

Steps:

- 1. Click '+Add a person'
- 2. Enter the additional owners details
- 3. Click Save

Now you will see the Home tenancy type has changed to Joint Tenants:

Business or Organization		Delete All Owners/Group
nts		
Mailing Address	Phone Number	
4352 BROOKDALE CRES COURTENAY BC V9N 9R7 Canada	(837) 482-3748	Delete Owner
787 Nanaimo Lakes Rd Nanaimo BC V9R 3C2 Canada		✓ Edit
	Business or Organization Ints Mailing Address 4352 BROOKDALE CRES COURTENAY BC V9N 9R7 Canada 787 Nanaimo Lakes Rd Nanaimo BC V9R 3C2 Canada	Business or Organization Ints Mailing Address Phone Number  A352 BROOKDALE CRES COURTENAY BC V9N 9R7 Canada 787 Nanaimo Lakes Rd Nanaimo BC V9R 3C2 Canada

on the new/ additional owner of the home.



## In this example for tenants in common, 2 owners own 1/3 of the home and 1 owner owns 2/3 of the home

Name	Malling Address	Phone Number	
Edlt Group	Group 1 Details: Fractional Ownership Enter the fraction of the total ow For example, if there are four ow automatically set to "Undivided" Note: It is recommended that all lowest common denominator). Interest Type Undivided	mership owned by Group 1. mer groups, this group could have 1/4 ownership. for each group of owners. I groups use the same denominator for Total Availa	The Interest Type is ble (preferably using the
	Amount Owned by this Group 1	/ Total Available 3	<b>Done</b> Cancel
BEVERLEY LEROUX	543-1088 SUNSET DR KELOWNA BC V1Y 9W1 Canada	(555) 555-5555	Delete
SHEENA LAI	123-3788 BIRD PL KELOWNA BC V1W 4T3 Canada		Delete

**TIP:** Click the dropdown arrow to click on 'Edit Group Details' when you need to change the fractional ownership for that group Group 2 | Owners: 1 | Group Tenancy Type: N/A | Interest: Undivided 2/3 Delete Group Edit Group Detail: GRAHAM PAQUIN 123-720 COMMONWEALTH RD KELOWNA BC V4V 1R8 Canada Group 2 Detalls: Fractional Ownership Enter the fraction of the total ownership owned by Group 2. For example, if there are four owner groups, this group could have 1/4 ownership. The Interest Type is automatically set to "Undivided" for each group of owners. Note: It is recommended that all groups use the same denominator for Total Available (preferably using the

Edit Group

lowest common denominator).				
Interest Type Undivided				
Amount Owned by this Group 2	/	Total Available 3		
			Done	Cancel



## Step: Set group ownership (if tenants in common)

You will see that the Home Tenancy is automatically updated by the system whenever you add or remove owners.

For example, when there is more than 1 owner, the system will automatically change the home tenancy to Joint Tenants:

Home Tenancy Type: Joint Tenants	5			
Name	Mailing Address	Phone Number		
ADDITIONAL NAME HERE	555-455 ABBOTT ST VANCOUVER BC V6B 2L2 Canada		1 Delete	
FIRST LAST	200-940 Blanshard St Victoria BC V8W 3E6 Canada		Edit - 2	Click on 'Edit' if you need to correct any name or address information for each owner.

**TIP:** It is recommended to **delete all owners first** if setting up mostly new tenants in common, so that you don't accidentally keep the old owners on the registration record.

**REMINDER:** Ensure that any existing owners that are no longer owners are deleted/removed for this manufactured home registration record.



## Step: Enter the bill of sale details

Enter the Transfer Details from the Bill of Sale Form and actual bill of sale document.

1. Click once in the Consideration field and the declared value entered will be pre-populated OR enter the exact consideration amount from the Bill of Sale.

2. Select the Bill of Sale date of execution (sold date).

3. Check that the Manufactured home owners own the land from the Transfer of Ownership Form.

1. Transfer Details	nange of ownership.	Note: If it is a gift, there must be a		
Consideration	Amount in Canadian Dollars or Description \$360000.00	consideration value of minimum \$1		
Bill of Sale Date of Execution	Date March 20, 2024	2		
Land Lease or Ownership	Is the manufactured home located on land that the new homeowners own or on land that they have a registered lease of 3 years or more?			
3				
	<b>Note:</b> 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.			

If you need to check any information, you can click on 'Save and Resume Later'. OR if all the information is complete, click on '**Review and Confirm**'.



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

#### **Confirm Completion**

- 1. Bill of sale meets the following requirements:
  - It has been signed by either a) the registered owner(s) (individually or by a duly authorized representative of an organization), or b) person(s) with the authority to act on behalf of the registered owner(s).
    - If all owners of the home are selling their interest, all owners have signed the bill of sale. If a group of owners is selling their interest, all owners within that group have signed the Bill of Sale.
    - All signatures have been witnessed by an independent third party, and the name and
      occupation of each witness has been recorded.
    - If this is a transfer to a beneficiary, you must have evidence of written consent from all
      other beneficiaries that are not being added as a registered owner.

Note: If the Bill of Sale has been signed by a person acting on behalf of a registered owner, the qualified supplier submitting this transfer must be a lawyer or notary. Unless you are a lawyer or notary, you are not authorized to continue. The lawyer or notary must confirm the authority by which the signatory was authorized. Such authorization must be granted by one of the following: power of attorney, representation agreement, committee, receiver, or writ of selzure and sale.

- 2. Transfer or Change Ownership form has been received and retained.
- Search of the Corporate Register has been completed if one or more of the current or future registered owners is an incorporated organization including a corporation, society or cooperative association.

Note: For current registered owners, the Incorporated organization must have been active (good legal standing) on the Corporate Register at the time the bill of sale was signed. Future registered owners must be active (good legal standing) at the time of this registration.

 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:

 I, BCREGTEST EUGENA FIFTYONE, confirm that all of the requirements listed above have been completed.

#### 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.



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 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:

## Manufactured Home Registrations (16)



Horizontally scroll all the way to the right side of the table to click on the PDF document

Registration Number
 Registration Type
 Date (Pacific Time)
 Status
 Username
 Submitting Party
 Owners
 Columns to Show

**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: View the transfer of ownership statement

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



#### OWNERSHIP TRANSFER OR CHANGE Manufactured Home Act

#### Manufactured Home Registration Number: 107252

Registration Type:	Transfer Due to Sa
Home Registration Status:	Active
Document Registration Number:	00500501
Document Registration Date and Time:	September 27, 202
Bill of Sale Date of Execution:	September 11, 202
Consideration:	\$50,000.00
Folio Number:	N/A

Transfer Due to Sale or Gift Active 00500501 September 27, 2023 at 9:34:27 am Pacific time September 11, 2023 \$50,000.00

#### New Registered Owner(s) Information

Home Tenancy Type: Joint Tenants

BICKNELL, MARY-ANNE Address 6665 238TH STREET

OWNER, ANOTHER

555-455 ABBOTT ST VANCOUVER BC V6B 2L2 CANADA

LANGLEY BC

Address

V3A 6H4 CANADA

#### Submitting Party Information

MHR QS LAWYERS AND NOTARIES

Address 700 McCALLUM RD LANGFORD BC V9B 6A2 CANADA

Affirmed By: BCREGTEST ALFREDO FIFTYFIVE

## This will show the new ownership information on the manufactured home registration record.

Phone Number

(250) 555-1212 EXT 1

2



#### OWNERSHIP TRANSFER OR CHANGE Manufactured Home Act

#### Manufactured Home Registration Number: 107026

Registration Type:	Transfer Due to Sale or Gift
Home Registration Status:	Active
Document Registration Number:	473676
<b>Document Registration Date and Time:</b>	September 29, 2022 at 5:15:00 pm Pacific time
Bill of Sale Date of Execution:	September 20, 2022
Consideration:	\$150,000.00
Folio Number:	123456789.22

#### New Registered Owner(s) Information

Home Tenancy Type: Tenants in Common



The submitting party shows the law firm or notary (your account and username) that affirmed the transfer of ownership.

	ServiceBC
BRITISH COLUMBIA	BC Registries and Online Services

17

## 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 Type		transfer Type Transfer Due to Sale o	r GR			Fee Summary	,
Declared Value of Home	5	Amount in Canadian Dalay 120000 Must be the current market	rs c value of the home	.00		Ownership Tra Change Transfer Due to Total Fees	taile or Git.
at assistance - Bras	6 - <b>B</b> - 1	and formation		R Date II Deser Sec			Cancal
Home Tenancy Type: Tenants Total Ownership Allocated: I	In Com fully Allo	mon cated 🗸			-	Save an	f Rosserve Later
						Review	ind Confirm 2

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.

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

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 see.



# **Other Tips**

You have the ability to save and resume transfers of ownership. These will be displayed as 'Draft Pending' in the MH registrations table. Note that if your draft is replaced by Registries staff making an update to the MH Registration record, you will need to re-create the transfer of ownership in order to complete the transfer on the current MH Registration record. If you need help with this, contact BC Registries.

In the old BC Online system, the draft would become locked once any user began editing it. Now drafts can be edited by any Registries staff to keep the MH registration record current.

If you see a 'LOCKED' icon when you load the MH registration record, that may mean that you cannot complete a transfer if there is some condition or there is a notice of caution in place.You can open the registration record to see the constraint message.

If needed, please contact Registries staff for assistance.

	Manufactured Home Reg
	Registration Number
	Number
-	• 108173



# **Other Tips**

If you see this message when trying to do a transfer of ownership and are unable to view the MH registration record, this may mean the Registration is cancelled or exempt. Contact BC Registries if the home needs to be re-registered.

How to manage your organization's/ account's registration table:

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.





Documents are only available to the Submitting Party of this filing. To view

conduct a search.

the details of this registration you must

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