

**Freedom of Information and Protection of Privacy Act (FOIPPA)** – Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the *Manufactured Home Act* for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Manager of Registries Operations at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

## INSTRUCTIONS

- Please use ball point pen and print legibly or use typewriter.
- To ensure that this application is accepted be **accurate** in specifying all required information.
- No transfer of any manufactured home in British Columbia is effective unless the transaction is registered in the Manufactured Home Registry.
- Ownership of manufactured homes must be registered as the owner(s) in the Manufactured Home Registry before subsequent transactions will be registered.
- Certain homes may be exempt from registration, please refer to exemptions below.
- Additional forms and/or further information on moving manufactured homes into British Columbia may be obtained from the Manufactured Home Registry or any Service BC Centre.

### STEP 1 NAME OF OWNER(S) OF MANUFACTURED HOME

Give the full name (no initials) of all owner(s) of the manufactured home and the full mailing address. Specify tenancy.  
Give the complete corporate name if the owner is a company.

**Note:**

The purchaser(s) under a conditional sale contract is/are to be shown as the owner(s) on this form. Owners of manufactured homes other than individuals will use the company name as incorporated or registered. (Trading names must not be used.)

### STEP 2 CURRENT LOCATION OF MANUFACTURED HOME

(This means present physical location, therefore do not use P.O. Box or R.R. Number.) Indicate present location by checking (✓) the appropriate box and completing section A, B or C.

- a) If the manufactured home is located in a manufactured home park, give name of park, bay or pad number occupied, number, street or road, city, town, municipality or if none of these apply, name of nearest post office or community.
- b) If the manufactured home is not located in a manufactured home park or on a manufacturer's or dealer's premises, but is located on land, give the P.I.D. number or full legal description and complete civic address (number, street or road, city, town, village).  
**Note:** If the manufactured home is situated in a logging camp or mine, give the name of the company and if legal description is unobtainable, give a narrative of the location.
- c) If the manufactured home is located on a manufacturer's or dealer's premises, give the name of the manufacturer/dealer and civic address (number, street or road, city, town, village).

### STEP 3 MAILING ADDRESS FOR RETURN MAIL

The confirmation of registration and the decals will be mailed to this address.

### STEP 4 MANUFACTURED HOME DESCRIPTION

The object of this section is to clearly identify the manufactured home and the right to register.

**C.S.A. NUMBER**

Please state the Canadian Standard Association (C.S.A.) number.

### STEP 5 SUBMITTING PARTY

Print name, sign, date.

### AFTER COMPLETING THIS APPLICATION FORM AS INSTRUCTED ABOVE:

Mail the original and one copy of the application together with your cheque, money order or agent's trust cheque, made payable to the Minister of Finance, for the required fee to the Manufactured Home Registry.

## EXEMPTIONS

The following structures are exempt and cannot be registered under the Act:

- (a) floating homes,
- (b) campers,
- (c) travel or tourist trailers – which are licensed or required to be licensed as a trailer under the *Motor Vehicle Act* for use on a highway,
- (c.1) Park Model trailers built to the Canadian Standards Association Z 241 standard.
- (d) manufactured homes being transported in or through the Province:
  - (i) from a manufacturer's place of business within the Province directly to a location outside the Province, or
  - (ii) from a location outside the Province directly to another location outside the Province.
- (e) bunkhouses, and
- (f) manufactured homes used or manufactured solely for non-residential purposes.



INITIAL REGISTRATION

MANUFACTURED HOME ACT

Telephone: 1 877 526-1526 www.bcreg.ca

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3

Courier Address: 200 - 940 Blanshard Street Victoria BC V8W 3E6

1. NAME OF OWNER(S) OF MANUFACTURED HOME. Mailing Address of Owner(s). A. Owner Last, First, Middle. A. Number, Street or Road. City, Post Office, Province, Postal Code. Telephone. - OR - Business Name. B. Owner Last, First, Middle. B. Address as above - OR - Number, Street or Road. C. Owner Last, First, Middle. C. Address as above - OR - Number, Street or Road. D. Owner Last, First, Middle. D. Address as above - OR - Number, Street or Road.

2. CURRENT LOCATION OF MANUFACTURED HOME. A. In a Manufactured Home Park. B. On Land Not in a Manufactured Home Park. C. Manufacturer's Premises or Dealer's Premises. Includes fields for PID Number, Lot, Block, Section, District Lot, Township, Range, Meridian, Land District, Plan, and Dealer/Manufacturer information.

3. NAME AND MAILING ADDRESS OF PERSON PRESENTING THIS APPLICATION. 4. MANUFACTURED HOME DESCRIPTION. Includes fields for Name, Address, Province, Postal Code, Telephone, Manufacturer (if known), Year of Manufacture, Make/Model, Width, Length (without hitch), Serial No., and CSA Approval Number.

5. SIGNATURE. Includes fields for Print Name of Submitting Party, Signature, Date Signed (YYYY/MM/DD), and Association with the Manufactured Home (Owner or Agent for Owner).