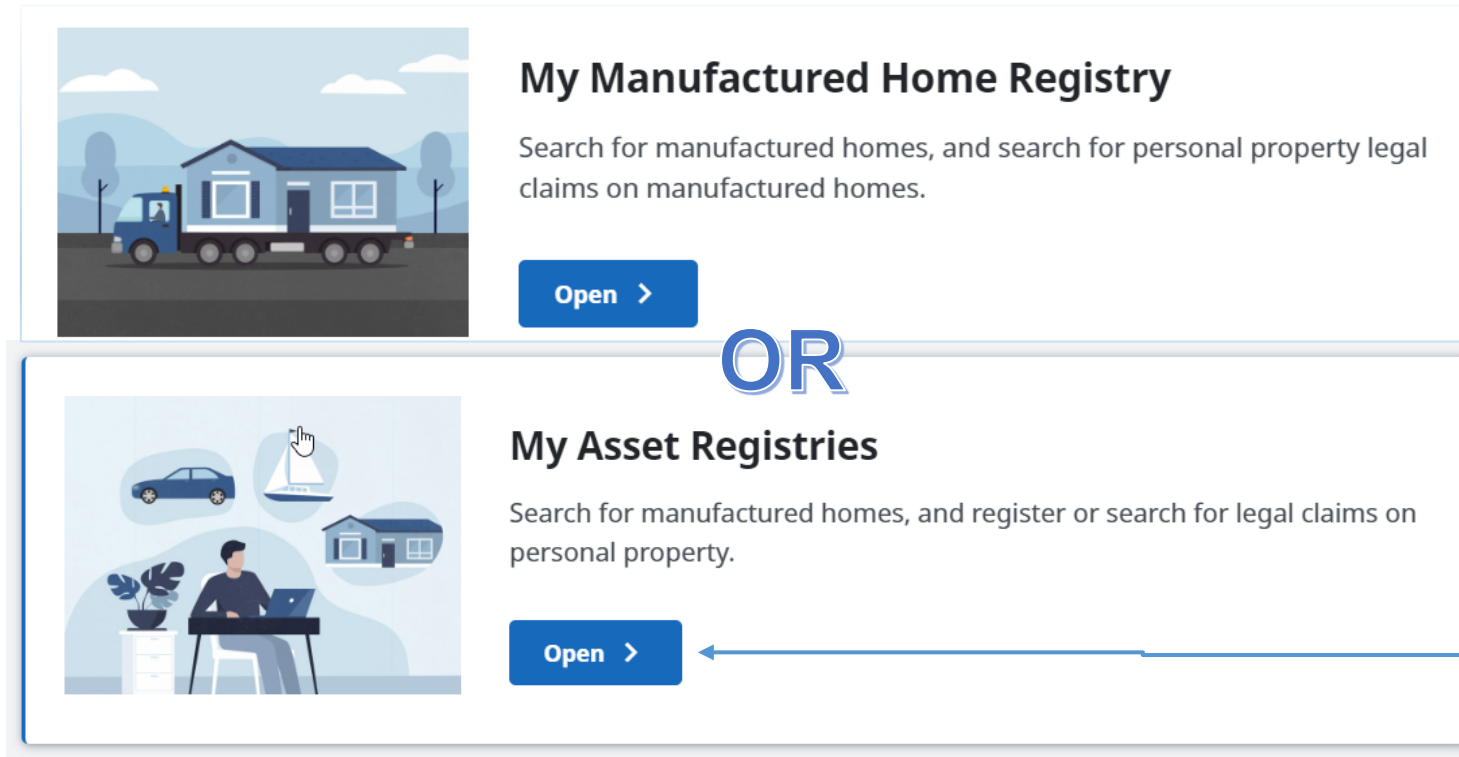


Prerequisite: You must have a new BC Registries account before you can request Qualified Supplier access to the modernized application. This is completely separate from your BC OnLine account.

Follow these [training resources](#) and the [BC Registry application user guide](#) to create your new BC Registries Online Services account first and then [add the Manufactured Home Registry product/service](#).

1 Log in to your BC Registries account: www.bcregistry.gov.bc.ca. 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.
Open >

OR

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'

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

MHR Quick Guide: How to request Qualified Supplier Access

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 [qualified 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.

Select Access Type

Qualified Supplier - Lawyers and Notaries

- 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

- Searches for manufactured homes and for liens on a home
- Transport permits (where no tax certificate is required)

1  [Request MHR Qualified Supplier Access](#)

2 Click the button to select one of your business types:

A) Active BC Lawyer or Notary

B) Home Manufacturer

C) Manufactured Home Dealer

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.

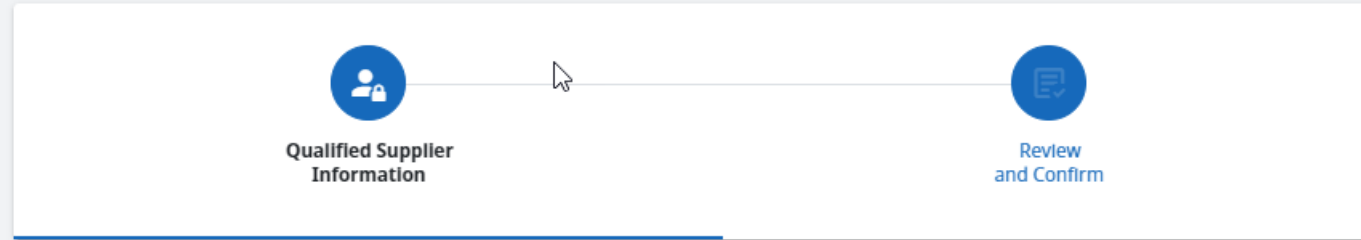
3 Click on the bottom right-hand corner of the page to Complete the Qualified Supplier application.

[Complete Qualified Supplier Application >](#)

MHR Quick Guide: How to request Qualified Supplier Access

Step: Confirm the Qualified Supplier Agreement

Manufactured Home Registry Qualified Supplier Application



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 a copy of this agreement to save for your records.

 [Download Qualified Suppliers' Agreement](#)



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.

- 1 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](#)

- 2 Check the box to confirm agreement.

MHR Quick Guide: How to request Qualified Supplier Access

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.

Find or Enter the Full Legal Name of the Business
home

Active B.C. Businesses:

BC0742731 HOME SWEET HOMES INC. [Select](#)

Phone Number

Phone Number

Extension (Optional)

Mailing Address

Registry documents, if any, will be mailed to this address.

Country
Canada

Address Line 1

This field is required

[Review and Confirm >](#)

1 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.

2 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.

3 Click 'Review and Confirm'.

MHR Quick Guide: How to request Qualified Supplier Access

Step: Check all confirmation

Confirm Requirements

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.

1

I confirm and agree to all of the above requirements.

Review all requirements.

Click checkbox to confirm agreement.

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

2

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.

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.

3

Submit Application >

MHR Quick Guide: How to request Qualified Supplier Access

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.

When you log in to the new [BC Registry](#) 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):



 Approved Qualified Supplier

Then, all team members on your company's account will have access to additional Manufactured Home Registry functions.

Refer to the [qualified supplier section](#) 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: bcreg.ca/resources

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.



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](#)