

## Step 1: Open the Search

- 1 Log in to your BC Registries account: [www.bcregistry.gov.bc.ca](http://www.bcregistry.gov.bc.ca)

The screenshot shows the BC Registries Dashboard. At the top, there is a navigation bar with the British Columbia logo, the text 'BC Registries and Online Services', a 'Notifications' dropdown, and a user profile for 'STEPHANIE ANNIE ROBERTS' from 'Reed, Read & Associates Ltd.'. Below the navigation bar is a breadcrumb trail for 'BC Registries Dashboard'. The main content area is titled 'BC Registries Dashboard' with the subtitle 'Access to your BC Registries account product and services'. Underneath, there is a section for 'My Products and Services' with a red hash icon. The 'My Asset Registries' section is highlighted, featuring an illustration of a person at a desk with icons for a car, a sailboat, and a house. To the right of the illustration is the text 'My Asset Registries' and a description: 'Search for manufactured homes, and register or search for legal claims on personal property.' A blue 'Open >' button is located below the text. A blue arrow points from the 'Open >' button to the explanatory text on the right.

2 Click 'Open' beside 'My Asset Registries' (if you have both Personal Property Registry and Manufactured Home Registry products).

If you do not have access to Personal Property Registry, click Open on 'Manufactured Home Registry'.

Note: You will have the option to include a Personal Property Registry lien search as part of your Manufactured Home Registry search.

# MHR Quick Guide: Completing a Search for Manufactured Home(s)

## Step 2: Select search category and input search value

BC Registries Dashboard > My Asset Registries

### My Asset Registries

STEPHANIE ANNIE ROBERTS | Reed, Read & Associates Ltd. [Help](#)

#### Manufactured Home and Personal Property Registries Search

Select a search category and then enter a criteria to search.

Folio or Reference Number

#### Manufactured Home Registry Search

- Personal Property Registry Search
- Manufactured Home Registry Search**
- Manufactured Home Registration Number
- Owner Name
- Organization Name
- Serial Number

Enter a manufactured home registration number  
123456

Manufactured home registration numbers normally contain up to 6 digits

ry lien / encumbrance search as part of your Manufactured Home Registry search.

The Searches table will display up to 1000 searches conducted within the last 14 days.

1 Click dropdown arrow to view search categories for that specific registry. Then, click on a search category (eg. Registration Number)

2 Enter your search criteria

3 Click search icon

**TIP:** For Combined MH/PPR search, select Manufactured Home Registry search. You will have the option to include a lien search from the Personal Property Registry (PPR).

### Step 3: Select records in search results

**TIP:** If there are no matches found (**NIL RESULT**), no report will be generated. Click on My Asset Registries to go back to search screen (on top left side of screen)

## Selection List

Select manufactured home registrations to download a search result report containing the full details of the registration(s). Lien information contained in the Personal Property Registry can be included for an additional fee per manufactured home registration. You will be able to review your selection prior to payment.

Manufactured Home Registration Number - "150096"

Matches Found: 1 | Matches Selected: 1 | PPR Lien Searches Selected: 1

Folio or Reference Number

Review and Confirm

<input checked="" type="checkbox"/>	Registration Number	Current Registration Status	Owner Name	Owner Status	Year	Make	Model	Home Location	Serial Number	<input checked="" type="checkbox"/> Include lien information for all selections
<input checked="" type="checkbox"/>	150096	ACTIVE	JENSEN, CARL	ACTIVE	2010	Monarch 2100	-	Victoria	51321AB5141	<input checked="" type="checkbox"/> Include lien information

1 Click checkbox to include in report

Click the column checkbox to select or de-select all search results

3 Click on 'Review and Confirm' after selection is made

Current Registration Status:

'Active': active MH registrations

'Exempt': shows non-residential and out-of-province residential exempt

'Historical': MH Registration was cancelled

Owner Status:

Active: current registered owner

Historical: prior owner of home

Exempt: registered owner at the time of exemption

2 For combined MH/PPR search, click 'Include lien information' to search Personal Property Registry

## Step 4: Review search selection and fees

Here you can edit the selection and review fees:

### Review Selection(s)

Review the selected manufactured home registration(s) before paying. Your search result will be available in your Searches list for up to 14 days. **Note : Search fees are charged per unique manufactured home registration number.**

**Selection Summary**

Manufactured Home Registration Number - "150096"  
Matches Selected: 1 | Registrations: 1 | PPR Lien Searches Selected: 1

Registration Number	Owner Name	Year Make Model	Home Location	Serial Number	
<input checked="" type="checkbox"/> 150096	JENSEN, CARL	2010 Monarch 2100	Victoria	51321AB5141	<input checked="" type="checkbox"/> Lien information

#### Fee Summary

Combined Home and Lien search	\$12.00
1 @ \$12.00 each	
Service Fee	\$1.50
<b>Total Fees</b>	<b>CAD \$13.50</b>

[< Back](#) [Cancel](#)

[Pay and Download Result >](#)

Total fees including service fee

Click on <Back button to add more records from search results.

1

Check or uncheck to select/de-select any records. Fee Summary will be updated.

Combined PPR/MHR search will only be conducted where 'Lien information' is checked

2

Click on 'Pay and Download Result' to generate the search result report

You may enter a reference number for a group of searches that will be printed on the reports as Folio Number

#### 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)
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## Step 5: Download Search Result Report (PDF)

System will go back to the Search screen after payment. Scroll down to see the searches table.

All completed searches on the account including both Manufactured Home Registry (MHR) and Personal Property Registry (PPR) are displayed:  
(Most recent searches at top of list)

Searches (82)		The Searches table will display up to 1000 searches conducted within the last 14 days.							
Search Value	Type	Registry	Date/Time (Pacific time) ↓	Folio	Matches Found	Exact Matches	Matches Selected	Download Report	
🏠 090764	Manufactured Home Registration Number	Manufactured Homes	March 14, 2023 10:50:34 am	-	1	-	1	 PDF	
🏠 088533	Manufactured Home Registration Number	Manufactured Homes	March 14, 2023 10:49:49 am	-	1	-	1	 PDF	
🏠 088540	Manufactured Home Registration Number	Manufactured Homes	March 14, 2023 10:49:12 am	-	1	-	1	 PDF	

Click to download PDF of that search result report

**TIP:** *If you don't see the PDF icon, refresh your browser screen*

# Step 6: Open PDF to view MHR Search Result Report

**TIP:** Check your Downloads folder on your computer to re-open a PDF report



## MANUFACTURED HOME REGISTRY SEARCH RESULT

BC Registries and Online Services

**Manufactured Home Registration Number - "107041"**

Search Date and Time: September 19, 2022 at 8:00:57 am Pacific time  
Account Name: FR TEST ACCOUNT  
Folio Number: N/A

### TABLE OF CONTENTS

Registrations in Report: 1    Total Search Report Pages: 4

MHR Number	Organization Name	Status	Year	Make/Model	Location	Page
1. <a href="#">107041</a>	SAGE HILL INC.	Active	2022	GREENWOOD 287	SAGE HILL VILLAGE	2

Clicking on a blue hyperlink in Table of Contents brings you directly to the relevant page for that registration

*Current Registration Status is shown here*

*Tenancy type is shown here*

*PPSA Search results will show at the end of the MH report.*

*'Nil Result' will be displayed if no liens are found.*

**Manufactured Home Act**  
September 16, 2022 at 12:56:49 pm Pacific time  
Registered  
N/A

### CURRENT REGISTRATION INFORMATION

(as of September 19, 2022 at 8:00:57 am Pacific time)

Registration Number	Length	Width
586A	60 feet 0 inches	16 feet 0 inches
586B	60 feet 0 inches	16 feet 0 inches

### REGISTERED LOCATION

Dealer/Manufacturer: SAGE HILL HOMES

Address: 144 SAGE HILL STARS, SAGE HILL VILLAGE BC, CANADA

### Manufactured Home Details

Year: 2022  
Manufacturer: SAGE HILL HOMES MANUFACTURER  
Make/Model: GREENWOOD 287  
CSA Number: 2948439  
CSA Standard: Z240  
Engineer's Name: N/A  
Date of Engineer Report: N/A

### PPSA SECURITY AGREEMENT

Personal Property Security Act

MHR Number "107041"  
502798N  
Time: September 16, 2022 at 1:00:58 pm Pacific time  
Expiry date includes subsequent registered renewal(s)  
No

### CURRENT REGISTRATION INFORMATION

(as of September 19, 2022 at 8:00:57 am Pacific time)

#### Secured Party Information

**BROWN, BETSY**

Address: 200-940 BLANSHARD ST, VICTORIA BC, V8W 3E6 Canada