

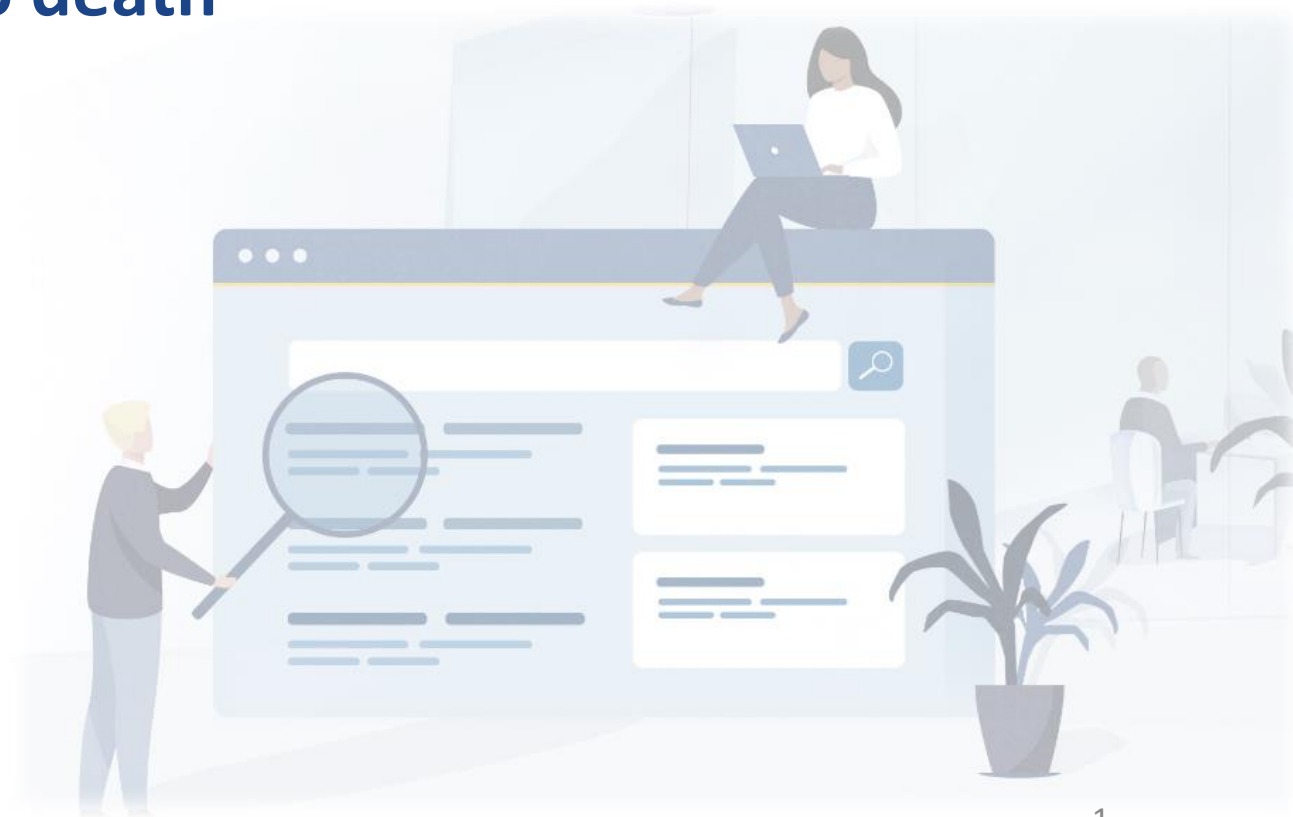


**ServiceBC**

BC Registries and Online Services

# Manufactured Home Registry

Guide for completing a transfer due to death  
to surviving Joint Tenant(s)




April 2024

## Step: Log in to the BC Registry application

**Prerequisite: You must have a new BC Registry (modernized application) account, 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 [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/>




### 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 registration record to your table

 Retrieve an existing registration to add to your table:

101000



### 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 

- 2 Click Open to view the MH registration record

## Step: Review the Manufactured Home Registration record

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

*If any current home details are not accurate, contact the B.C. Manufactured Home Registry at 1-877-526-1526 or email [bcregistries@gov.bc.ca](mailto:bcregistries@gov.bc.ca) Attn: MHR.*


Manufactured Home Registration Number 108140

Registration Status: Active

### Manufactured Home Information

This is the current information for this registration as of **March 19, 2024 at 7:39:14 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.


 Home Owners

 Change

2

Click 'Change' in the Home Owners section to begin submitting the transfer of ownership

Home Tenancy Type: Sole Owner

Name	Mailing Address	Phone Number
 JUSTIN MALDONADO	4252 BROOKDALE CRESC COURTENAY BC V9N 0R7 Canada	(250) 102-0710

- 1 Click the help icon to view information on different types of ownership transfers



Help with Ownership Transfer or Change

### 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



# Transfer to surviving joint tenant(s)

1 Select the Transfer Type as Transfer to Surviving Joint Tenant(s):

[Help with Ownership Transfer or Change](#)

The screenshot shows a web form for a property transfer. The 'Transfer Type' dropdown menu is open, showing options: 'Transfer to Surviving Joint Tenant(s)', 'Transfer' (with sub-options 'Transfer Due to Sale or Gift' and 'Transfer Due to Death'), and 'Transfer to Surviving Joint Tenant(s)' (highlighted). To the right, a 'Fee Summary' box shows a fee of \$50.00 for 'Ownership Transfer or Change' for a 'Transfer to Surviving Joint Tenant(s)'. Below the fee summary, a dark box lists 'Supporting Documents Required': 'Ownership Transfer or Change form' and 'Original or certified copy of death certificate issued from Canada or the United States'. A note at the bottom left states: 'Note: Transfer to Surviving Joint Tenant(s) involving owners that are businesses or organizations cannot be completed online and must be registered by BC Registries staff.'

Input the declared value of the manufactured home / current market value in Canadian dollars:



The screenshot shows the 'Declared Value of Home' input field. The label is 'Declared Value of Home'. The input field contains the text 'Amount in Canadian Dollars' and the value '360000'. The field is followed by a dollar sign '\$' and a decimal point with two zeros '.00'. Below the input field, a note reads: 'Must be the current market value of the home'.

**Note:** Transfer to Surviving Joint Tenant(s) involving owners that are businesses or organizations cannot be completed online. Please contact [BCRegistries@gov.bc.ca](mailto:BCRegistries@gov.bc.ca) attn MHR.

## Step: Provide Death Certificate information for deceased owner

- 1 Delete the former owner as needed by clicking on 'Delete' or 'Remove'

Home Tenancy Type: Joint Tenants

Name	Mailing Address	Phone Number
 JOHN SMITH09	332-867 K.L.O. RD KELOWNA BC V1Y 9G5 Canada	<a href="#">Delete</a> ▼
 REZ REZA	787 NANAIMO LAKES RD NANAIMO BC V9R 3C2 Canada	<a href="#">Delete</a> ▼

- 2 Input the death certificate registration number and date of death.


The system will then display that owner as deceased.

 REZ REZA  
**DECEASED**  
787 NANAIMO LAKES RD  
NANAIMO BC V9R 3C2  
Canada [Undo](#)

Death Certificate Registration Number

Death Certificate Registration Number  
20240327

Date of Death

Date of Death  
March 2, 2024 

- I have an original or certified copy of the death certificate, and confirm that it was issued from Canada or the United States, and the name on the death certificate matches the name displayed above exactly.



## Step: **Confirm land ownership**

- 1 Confirm the remaining owner owns the land

### 1. Transfer Details

Enter details of the transfer or change of ownership.

#### 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.

- 2 Click Review and Confirm

Save and Resume Later

Review and Confirm >

*Refer to slide #12 if you would like to save (as a draft) and resume later.*



## Step: Review & Confirm completion and authorization

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

### 2. Confirm

The following information must be completed and confirmed before submitting this registration.

#### Confirm Completion


1. **Original or certified copy of Death Certificate** that has been issued by Vital Statistics and has been received for each joint tenant owner being removed due to death. I confirm that it was issued from Canada or the United States, and the name on the death certificate matches the name displayed above exactly.
2. **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:
  - Marriage/Separation Agreement Affecting Manufactured Home
  - Land Tax Deferment Lien on a Manufactured Home
  - Maintenance Lien
  - Manufactured Home Notice
  - Possession under s.30 of the Sale of Goods Act

1

- I, **BCREGTEST ALFREDO FIFTYFIVE**, 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.

Name	Account Name	Address	Email Address
 BCREGTEST EUGENA FIFTYONE	QS Test Account	Langford BC V9B 6A2 Canada	eregistration@bc.ca

#### Confirm Authorization

- I, **BCREGTEST EUGENA FIFTYONE**, have relevant knowledge of, and am authorized to submit, this registration.

Date: March 20, 2024

3

[Register Changes and Pay >](#)

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 transfer registration 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)				Columns to Show	
Registration Number	Registration Type	Date (Pacific Time) ↑	Owners	Documents	Actions
Number	Registration Type	Date			
108150	Manufactured Home Registration	March 14, 2024	UNIT TEST CORP LTD.		
108130	Manufactured Home Registration <a href="#">Hide History</a>	February 12, 2024	MARY OWNER123		<a href="#">Open</a>
00550445 MHR Number: 108130	Transfer to Surviving Joint Tenant(s)	March 27, 2024	JOHN SMITH09	PDF	

Columns to Show

- Registration Number
- Registration Type
- Date (Pacific Time)
- Status
- Username
- Submitting Party
- Owners
- Fee/Reference Number

Columns to Show

Scroll horizontally, all the way to the right side of the table to click on the PDF document

**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: Print or Save the Transfer of Ownership document

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



### OWNERSHIP TRANSFER OR CHANGE Manufactured Home Act

#### Manufactured Home Registration Number: 108130

<b>Registration Type:</b>	Transfer to Surviving Joint Tenant(s)
<b>Home Registration Status:</b>	Active
<b>Document Registration Number:</b>	00550445
<b>Document Registration Date and Time:</b>	March 27, 2024 at 2:25:28 pm Pacific time
<b>Folio Number:</b>	N/A

#### New Registered Owner(s) Information

**Home Tenancy Type:** Sole Owner

**SMITH09, JOHN**      **Address**  
332-867 K.L.O. RD  
KELOWNA BC  
V1Y 9G5 CANADA

#### Submitting Party Information

**MHR QS LAWYERS AND NOTARIES**      **Address**      **Phone Number**  
[REDACTED]      700 MCCALLUM RD      (250) 555-1212  
LANGFORD BC      EXT 1  
V9B 6A2 CANADA

**Affirmed By:** BCREGTEST ALFREDO FIFTYFIVE

This will show the new ownership information on the manufactured home registration record and display the sole owner or surviving joint tenant(s).

The submitting party information displays the law firm or notary that affirmed the transfer of ownership.




## TIP: Save draft to resume and Edit later

- 1 **TIP:** You can 'Save and Resume' later by clicking on this button. Then, you will need to re-open the 'Draft' transaction

The screenshot shows a web form for MH registration. On the left, there are fields for 'Transfer Type' (set to 'Transfer Due to Sale or Gift') and 'Declared Value of Home' (set to '\$120000'). Below these are buttons for 'Add a Person', 'Add a Business or Organization', and 'Delete All Owners/Groups'. A 'Home Tenancy Type' section shows 'Tenants In Common' and 'Total Ownership Allocated: Fully Allocated' with a green checkmark. At the bottom, there is a table with columns for 'Name', 'Mailing Address', and 'Phone Number'. On the right, a 'Fee Summary' box shows 'Ownership Transfer or Change' for \$50.00 and 'Total Fees' for CAD \$50.00. Below the fee summary are buttons for 'Cancel', 'Save and Resume Later' (highlighted with an orange box), and 'Review and Confirm >'. The 'Save and Resume Later' button is a blue button with white text.

*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. The system will display a message if there is a more recent registration record.*

- 2 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:

 Pending MHR Number: 108140	Transfer Due to Sale or Gift	Not Registered	Draft	N/A	QS Test Account	 
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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 view in your table.

## Other Tips

If you are viewing the history of the registration record, you may not be able to view the historical document if you were not the submitting party.

Documents are only available to the Submitting Party of this filing. To view the details of this registration you must conduct a search.



**Manage your registrations dashboard view:** 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.

108125	Manufactured Home Registration <a href="#">Hide History</a>	February 5, 2024	N/A		<span>Open</span>
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**Remove From Table**

If you see a 'LOCKED' icon when you load the MH registration record, then open the manufactured home registration record to view why the record is locked. In some cases, you can complete the transaction later. If there is a lien or caution notice, please contact Registries staff for assistance.

Manufactured Home Reg

Registration Number

Number

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108173

LOCKED