



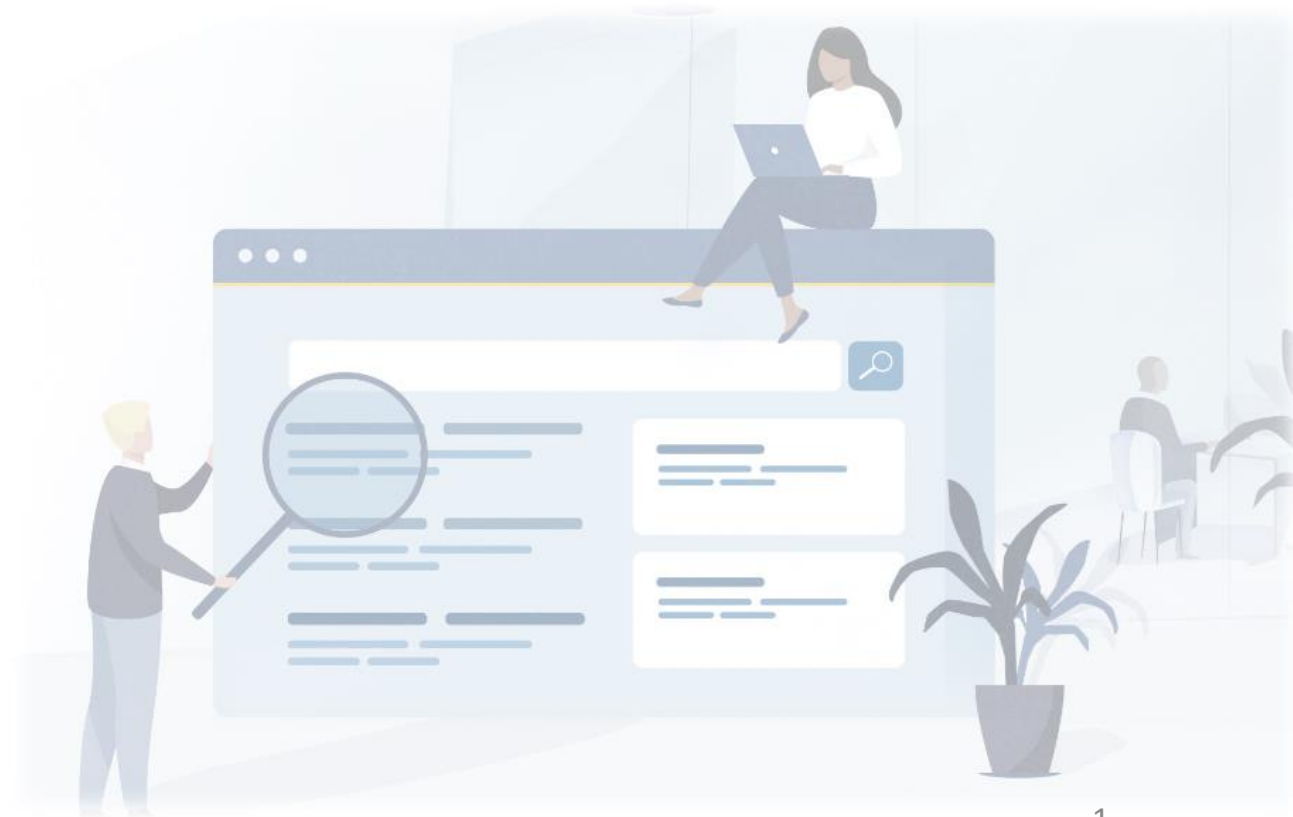
**ServiceBC**

BC Registries and Online Services

# Manufactured Home Registry

**Guide for completing a transportation application online to move a manufactured home - BC Registry application**

**includes Cancelling an active  
Transport permit**




June 2024

## Step: Log in to the BC Registry application

**Prerequisite: You must have a new BC Registries (modernized application) account, add the Manufactured Home Registry product/service and have approved Qualified Supplier access as a lawyer/notary organization before you can submit a transport permit.**

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 >](#)

*NOTE for Manufacturers and Home Dealers: you will only be able to register a transport permit if the home's registered location matches your dealer lot location information. Contact Registries staff if you need assistance.*



- 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 existing manufactured home registration record







 Retrieve an existing registration to add to your table:  

**TIP:** You can click this information icon throughout the application to get some tips on what data you need to input



### 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<br><a href="#">View History</a>                                      | March 7, 2024  | Active   | BUSINESS REGISTRY TEST 1 | MOUNTAIN SHORE LEASING CORP |   |

Click Open to view the MH registration record

## Step: Open the Manufactured Home Registration record

- 1 Review the manufactured home registration record to confirm all of the current location, 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 [bcregistries@gov.bc.ca](mailto:bcregistries@gov.bc.ca) Attn: MHR.*

Manufactured Home Registration Number 108118

Registration Status: Active

### Manufactured Home Information

This is the current information for this registration as of **March 25, 2024 at 7:39:27 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.

[Location of Home](#) [Transport Permit / Location Change](#)

Transport permits are issued by changing the location on the manufactured home. Transport permits expire 30 days from the date of issue.

|                      |   |
|----------------------|---|
| <b>Location Type</b> | Manufactured home park (other than a strata park) |
| <b>Park Name</b>     | GALLAGHER LAKE VILLAGE PARK                       |
| <b>Pad</b>           | 103   |

---

|                      |  |
|----------------------|--|
| <b>Civic Address</b> | 8300 GALLAGHER LK FRONTAGE RD<br>NELSON BC<br>Canada |
|----------------------|--|

- 2 **Click Transport Permit** to begin the transportation application to move a manufactured home

## Step: Transport Permit for moving within the same manufactured home park

1 Click the help icon (?) to view information on transport permits

Location of Home × Cancel Transport Permit / Location Change

Transport permits are issued by changing the location on the manufactured home. Transport permits expire 30 days from the date of issue.

To change the location of this home, first select the Location Change Type.

**Note:** If the home has already been moved without a permit, a change of location cannot be completed online. You must notify BC Registries of the new location by submitting a [Registered Location Change form](#).

[Help with Transport Permits](#)

[Help with Transport Permits](#)

**TIP:** You can click this information icon at any time to view the requirements for a transport permit

Location Change Type

Location Change Type  
Transport Permit - Moving within the same Manufactured Home Park

Transport Permit

Transport Permit - Moving within the same Manufactured Home Park

Location Type  
Manufactured home park (other than a strata park)

Park Name  
GALLAGHER LAKE VILLAGE PARK

Pad  
Pad  
103

**Select Transport Permit** – Moving within the same manufactured home park in the Location Change Type field

**Input** the new pad number where the MH is moving to

Review and Confirm >

**Click Review and Confirm** on the right-hand side of the screen

If necessary for your organization, enter a folio/reference number (optional field):

### 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)

### Confirm Completion

I, **BCREGTEST ALFREDO FIFTYFIVE**, confirm that I am duly authorized to submit this registration and I understand the conditions and have completed the requirements listed above.

### 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 ALFREDO FIFTYFIVE | [REDACTED]   | 799 McCarroll Rd<br>Langford BC V9B 6N2<br>Canada | [REDACTED]    |

Confirm Authorization

I, **BCREGTEST ALFREDO FIFTYFIVE**, have relevant knowledge of, and am authorized to submit, this registration.

Date: March 25, 2024

1 Review the requirements to confirm completion of the transportation application. Then, check the completion checkbox:

2 Click on the checkmark box to confirm authorization:

3 Click 'Register Changes and Pay'. The fees that will be charged to your account are displayed on the right-hand side of the screen

[Register Changes and Pay >](#)

## Step: Transport Permit for moving to a new location

- 1 Select the location change type of Transport Permit.

Select the **Location Type** where the manufactured home is moving to:

- 2 Input the PID number, if available.  
The system will search in the land titles system for this lot and populate the land description.

Strata

**PID Number**

123 - 456 - 78

Parcel Identifier must contain 9 digits

Don't have a PID Number? [Enter the Legal Land Description Manually](#)

**Additional Description**

Park Name / Additional Description

**OR Input** the legal land description manually:

### 1. Location Type

Enter the new location type of the home.

**Location Type**

Dealer's / Manufacturer's lot

Manufactured home park (other than a strata park)

Other land

**Legal Land Description** [Cancel X](#)

Enter as much of the legal land description as you have.  
**Strata Lot, Land District and Strata Plan** are required.

Strata Lot

Land District

Strata Plan

District Lot    Part Of    Section

Township    Range    Meridian

Parcel    Block

Except Plan

**Additional Description**

Park Name / Additional Description



## Step: Transport Permit for moving to a new location

1

**Input** the new civic address where the manufactured home will be moving to

**Note** – you can overwrite the Canada Post mailing address if this is a rural location

2

Confirm the land lease or land ownership.  
Click Yes or No

If no, then:

**Note:** Written permission and tenancy agreements from the landowner may be required for the home to remain on the land.

Relocation of the home onto land that the homeowner does not own or hold a registered lease of 3 years or more may require additional permits from authorities such as the applicable Municipality, Regional District, First Nation, or Provincial Crown Land Office.

### 2. New Civic Address of the Home

Enter the Street Address (Number and Name) and City of new location of the home. Street Address must be entered if there is one.

**Note:** If this manufactured home is being moved to a location outside of B.C., the status of the home will be exempt upon filing.

#### Civic Address

Country  
Canada

Street Address (Number and Name)  
3-900 Gore St W

City  
Nelson

Province  
British Columbia

### 3. New Land Details

Confirm the land lease or ownership information for the home.

#### 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.



Step: Transport Permit for moving to a new location – provide tax certificate expiry date information

1 Click to input the tax certificate expiry date

**4. Confirm Tax Certificate**

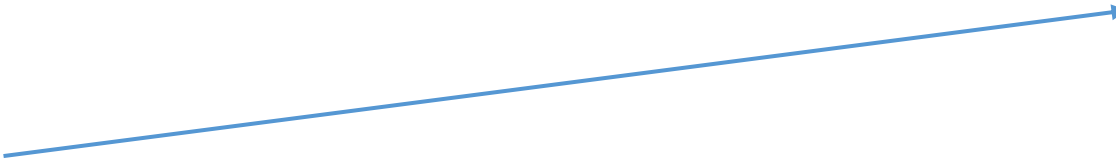
A valid tax certificate is required; it must be issued from the tax authority with jurisdiction of the home, and must show that all local taxes have been paid for the current tax year. To confirm your tax certificate, enter the expiry date below.

|                        |  |
|------------------------|--|
| <b>Tax Certificate</b> | Tax Certificate Expiry Date<br>June 30, 2024 |
|------------------------|--|

**NOTE FOR MANUFACTURERS and Home Dealers:**  
You do not need to provide any tax certificate information for newly manufactured homes.

Review and Confirm >

2 Click Review and Confirm to go to the next screen



Review the new location information to ensure it was input correctly:

**Review and Confirm**

Review your changes and complete the additional information before registering.

Click < Back to return to the previous screen to edit any new location details

< Back

If necessary for your organization, enter a folio/reference number (optional field):

### 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)

### Confirm Completion

I, **BCREGTEST ALFREDO FIFTYFIVE**, confirm that I am duly authorized to submit this registration and I understand the conditions and have completed the requirements listed above.

### 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 ALFREDO FIFTYFIVE | [REDACTED]   | 799 McCarroll Rd<br>Langford BC V9B 6M2<br>Canada | [REDACTED]    |

Confirm Authorization

I, **BCREGTEST ALFREDO FIFTYFIVE**, have relevant knowledge of, and am authorized to submit, this registration.

Date: March 25, 2024

1 Review the requirements to confirm completion of the transportation application. Then, check the completion checkbox:

2 Click on the checkmark box to confirm authorization:

3 Click 'Register Changes and Pay'. The fees that will be charged to your account are displayed on the right-hand side of the screen

[Register Changes and Pay >](#)

## Step: Transport Permit for moving a manufactured home

From the MH Registration table, you will see the Transport Permit registered. Click on View History to see details.

Click on the PDF icon to download and save or print out all pages of the Transport Permit.

**TIP:**  
You can show or hide columns by clicking here.  
Check 'Days to Expiry'

| Manufactured Home Registrations (11) |                                |                       |                               |           |         | Columns to Show |
|--------------------------------------|--------------------------------|-----------------------|-------------------------------|-----------|---------|-----------------|
| Registration Number                  | Registration Type              | Date (Pacific Time) ↑ | Days to Expiry (Pacific Time) | Documents | Actions |                 |
| Number                               | Registration Type              | Date                  |                               |           |         |                 |
| 108118                               | Manufactured Home Registration | January 24, 2024      | N/A                           |           | Open    |                 |
| 00550436<br>MHR Number:<br>108118    | Transport Permit               | March 25, 2024        | 30 days                       | PDF       |         |                 |

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

Columns to Show

TIP: You can click on the Registration Type to filter and show Transport Permit only

The system will show you the days to expiry daily until the transport permit has expired.

*After 30 days from the date of issue, transport permits will show as 'Expired' in the days to expiry column.*

To customize your table view, 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: Transport Permit for moving a manufactured home

Save or print out all pages of the transport permit which shows the new location that the manufactured home is moving to and the transport permit expiry date.

**BRITISH COLUMBIA** TRANSPORT PERMIT  
Manufactured Home Act

**Manufactured Home Registration Number: 108118**

|  |   |
|--|---|
| Home Registration Status:                | Active                                    |
| Transport Permit Number:                 | 00550436                                  |
| Transport Permit Date and Time of Issue: | March 25, 2024 at 9:04:54 am Pacific time |
| Transport Permit Expiry Date:            | April 24, 2024                            |
| Folio Number:                            | N/A                                       |

Under section 17 of the Manufactured Home Act, the Registrar hereby permits the movement of the manufactured home registered under 108118 with Serial Number(s) BC8374892 to:

**New Registered Location**

| Location Type | Address                                |
|---------------|--|
| STRATA        | 3-900 GORE ST W<br>NELSON BC<br>CANADA |

**Legal Land Description**

|                  |                         |
|------------------|-------------------------|
| STRATA LOT: 2    | ADDITIONAL DESCRIPTION: |
| PARCEL: 1        | test                    |
| BLOCK: 3         |                         |
| DISTRICT LOT: 20 |                         |
| PART OF: 1       |                         |
| SECTION: 15      |                         |
| TOWNSHIP: 10     |                         |
| RANGE: 23        |                         |
| MERIDIAN: 4      |                         |
| LAND DISTRICT: 1 |                         |
| STRATA PLAN: 3   |                         |

A manufactured home may be subject to routing restrictions in accordance with the requirements of the Ministry of Transportation and Infrastructure. You are responsible for confirming any such restrictions and you may visit onRouteBC - Home (gov.bc.ca) or contact the Provincial Permit Centre for details.

**Transport Permit Conditions**

1. A report must be submitted to the Registrar within 3 days if either of the following apply:
  - (a) The manufactured home is not moved before the transport permit expires, or

TEST DATA | Manufactured Home Registration #108118 | Page 1 of 2

Note: BC Assessment and tax authorities are notified of the new registered location for this manufactured home.

**BRITISH COLUMBIA** TRANSPORT PERMIT  
Manufactured Home Act

**Manufactured Home Registration Number: 108118**

(b) The home is permanently moved to a different location than what is specified on the transport permit.

2. This permit expires 30 days after the date of issue. If the manufactured home is NOT MOVED within this time, you must report the physical location of the manufactured home within 3 days of expiration of the permit.
3. This permit may be used for one (1) move only. A new permit must be obtained for subsequent moves.
4. Upon leaving British Columbia, this home is Exempted from the Manufactured Home Act. The home is required to be re-registered under the same number if it re-enters the Province of British Columbia.

**Submitting Party Information**

| Submitting Party                             | Address  | Phone Number            |
|--|--|-------------------------|
| MHR QS LAWYERS AND NOTARIES<br>Email address | 799 MCCALLUM RD<br>LANGFORD BC<br>V9B 6A2 CANADA | (250) 555-1212<br>EXT 1 |

**Affirmed By:** BCREGTEST ALFREDO FIFTYFIVE

## How to Amend a Transport permit after it has been submitted, within 30 days

A transport permit can be amended if there was an error in the new location address or if it is moving within a similar location.

Location of Home Amend Transport Permit

**Civic Address** AMENDED

Country  
Canada

Street Address (Number and Name)  
123456 Temporary Street

City  
Parksville

Province  
British Columbia

NOTE: Only the street address can be updated when amending the active transport permit.  
**If the manufactured home is moving to a new location, you must cancel the transport permit and submit a new transportation application for the new location.**



### TRANSPORT PERMIT - AMENDED

Manufactured Home Act

#### Manufactured Home Registration Number: 108345

|  |   |
|--|---|
| Home Registration Status:                | Active                                  |
| Transport Permit Number:                 | 00550985                                |
| Transport Permit Date and Time of Issue: | June 7, 2024 at 2:43:38 pm Pacific time |
| Transport Permit Expiry Date:            | July 7, 2024                            |
| Folio Number:                            | N/A                                     |

#### Amendment Information

Transport permit 00550985 was amended under document registration number 00551001 on June 10, 2024 at 10:50:05 am Pacific time.

Under section 17 of the Manufactured Home Act, the Registrar hereby permits the movement of the manufactured home registered under 108345 with Serial Number(s) BC287348234 to:

New Registered Location AMENDED

| Fee Summary            |                    |
|------------------------|--------------------|
| Amend Transport Permit | \$15.00            |
| <b>Total Fees</b>      | <b>CAD \$15.00</b> |

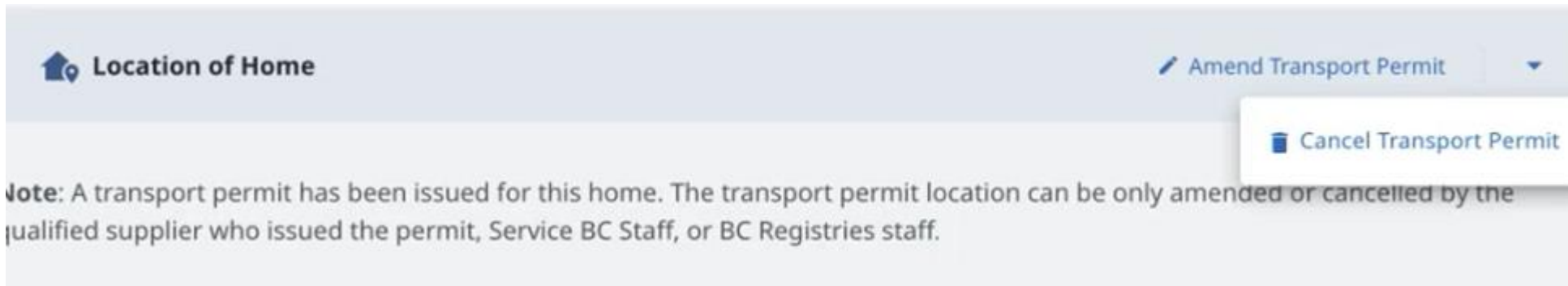
After the amendment has been registered, the printable transport permit will show the amended new location of the manufactured home:

## How to Cancel a Transport permit after it has been submitted, within 30 days

A transport permit is considered Active for 30 days. If there is a decision to cancel the move of a manufactured home, before the Transport Permit expiry date, then click on Cancel Transport Permit.

NOTE: This feature can only be used for active transport permits which you created under your account. If you need to change the location to which the manufactured home is moving to, then you must cancel the active transport permit and submit a new application to transport the MH to the new location.

! You cannot cancel a transport permit if there is a PPR lien, tax sale notice or other conditions. Please contact BC Registries - MHR for assistance.



The system will display the prior registered manufactured home location which you can review. Check the confirmation box that all conditions to cancel a transport permit are met. Submit the cancellation by clicking on Register.