



Ministry of Finance
Manufactured Home
Registry

Mailing Address:
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3
Location:
2nd Floor – 940 Blanshard Street
Victoria BC
Phone No: **250 356-8609**

**APPLICATION TO TRANSPORT
A MANUFACTURED HOME**
Manufactured Home Act (section 15)
FORM 3

Visit our Web site at:
www.fin.gov.bc.ca/registries

Please type or print clearly

MANUFACTURED HOME REGISTRATION NO.

1 SUBMITTING PARTY

NAME _____
ADDRESS _____
CITY/
PROVINCE/
POSTAL CODE _____

OCCUPATION _____
TELEPHONE NO.
() _____
FAX NO.
() _____

2 OWNER INFORMATION

	REGISTERED OWNER SURNAME OR CORPORATE NAME AND INCORPORATION/REGISTRATION NUMBER	FIRST GIVEN NAME IN FULL	SECOND GIVEN NAME IN FULL
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

TAX CERTIFICATE ATTACHED? YES NO EXPIRY DATE OF TAX CERTIFICATE YYYY / MMM / DD IS HOME LEAVING BC? YES NO

3 NEW LOCATION OF MANUFACTURED HOME – Complete A *and* one of B, C or D

A. CIVIC ADDRESS – Must be completed by all applicants
STREET NO. STREET NAME CITY / TOWN / VILLAGE / MUNICIPALITY PROVINCE POSTAL CODE

B. MANUFACTURED HOME WILL BE LOCATED IN A MANUFACTURED HOME PARK
PAD NO. MANUFACTURED HOME PARK NAME

C. MANUFACTURED HOME WILL BE LOCATED AT A DEALER'S SALES LOT
DEALER NAME

D. MANUFACTURED HOME WILL BE LOCATED ON LAND OTHER THAN A MANUFACTURED HOME PARK – If strata lot, complete this section

PID	LOT/STRATA	PARCEL	BLOCK	DISTRICT LOT	PART OF
_____	_____	_____	_____	_____	_____
SECTION	TOWNSHIP	RANGE	MERIDIAN	LAND DISTRICT	PLAN
_____	_____	_____	_____	_____	_____

EXCEPT PLAN _____

ADDITIONAL LOCATION DESCRIPTION – If applicable, enter Strata Park name _____

Do the registered owner(s) named in Section 2 own the land OR have a registered lease on the land?
 YES NO

4 SIGNATURE

PRINT NAME OF INDIVIDUAL SIGNING _____

SIGNATURE _____ DATE SIGNED
YEAR MONTH DAY

Indicate your association with the manufactured home by marking one of the boxes below:

OWNER LANDLORD COURT APPOINTEE
 AGENT SECURED PARTY

If you have marked the Agent box above, do you have authorization of the owner(s) to move the home?
 YES NO

GOVERNMENT AGENT USE ONLY

APPROVAL NO.: 50

Instructions for completing the Application to Transport a Manufactured Home (Form 3)

Manufactured Home Registration Number

State the Manufactured Home Registration No. This number can be found on the Manufactured Home decal, located inside the main electrical/breaker panel in the interior of the manufactured home, or the far front, left hand corner of the exterior of the manufactured home, just above the skirt.

1 Submitting Party Information

The name, complete mailing address and occupation of person submitting this form, **must** be completed. Phone and Fax numbers are optional.

2 Owner Information

Owner(s) Name

State the full name of the registered owner(s) of the manufactured home. Include the surname, first given name and second name (if any). Please note: Initials are not acceptable.

If the owner(s) is an incorporated company, state corporate name in full and incorporation/registration number.

If the manufactured home is owned by a Society, Church, School District or Indian Band, state the name of the organization in this section.

If there are more than 3 owners, list the additional name(s) on a piece of paper and submit with this form.

Tax Certificate Information

Before a manufactured home can be transported, you must obtain a tax certificate, from your local taxing authority. The certificate must state "For Transport Purposes".

The format for the expiry date for the tax certificate is, the last 2 numbers of the year, first 3 letters of the month and the day of the month. For example, 97DEC31.

3 New Location of the Manufactured Home (where the home is moving to)

A. Civic Address (Street Address)

All applicants must complete this section.

This is the location where the home will be situated. The address must be a physical location. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Registry **can not** accept this information as a complete physical address. If an area does not have street numbers or names, provide a description that would readily allow a person to locate you, e.g., a distance and direction from an intersection.

B. Manufactured Home Park

Complete this section if the manufactured home will be located in a manufactured home park.

State the pad number of the manufactured home park.

State the name of the manufactured home park.

Please note: If your manufactured home will be located in a strata park, state the name of the strata park in the Additional Location Description in Section 3 D.

C. Dealer's Sales Lot

Complete this section if the manufactured home will be located at a dealer's sales lot.

State the name of the dealer.

D. Home Situated On Land, Other Than A Manufactured Home Park

State the legal land description of the property where the home will be situated. If you state the PID number, you do not have to complete the rest of the legal description.

The name of a strata park is entered in the Additional Location Description box.

Indicate YES or NO to the question, "Do the registered owner(s) named in Section 2 own the land or have a registered lease on the land?"

4 Signature

This section must be completed in full by the person submitting the form.

GENERAL

1. You can submit this form through your local Government Agent's office or mail it to:
Ministry of Finance
Manufactured Home Registry
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3
If you need assistance to complete the form, please phone 250 356-8609.
2. The fee for a Transport Permit is \$25.00. Fee can be paid by cheque, money order or cash (please do not send cash in the mail). Make cheque or money order payable to the Minister of Finance.
3. If you are going to move the manufactured home on a highway, contact the Ministry of Transportation and Highways or your nearest Weigh Scale, to obtain a permit for overweight or oversize loads.
4. Application to Correct a Location of a Manufactured Home (Form 3.3) must be completed if the following occurs:

- The manufactured home did not move to the address stated in the Transport Permit. The owner of the manufactured home must advise the Manufactured Home Registry of the new location, within 3 days of the home being moved or within 3 days after the Transport Permit expires, which ever occurs first; or,
- If the manufactured home did not move at all, the owner of the manufactured home must advise the Manufactured Home Registry within 3 days after the Transport Permit expires.

Application to Correct a Location of a Manufactured Home (Form 3.3) can be obtained from your local Government Agent or from the Manufactured Home Registry.

Freedom of Information and Protection of Privacy Act

The personal information requested on this form is made available to the public under the authority of the *Manufactured Home Act*. Questions about the collection or use of this information can be directed to the Administrative Assistant of the Corporate and Personal Property Registries at 250 356-1198, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.