

**APPLICATION FOR
INITIAL REGISTRATION
OF A MANUFACTURED HOME***Manufactured Home Act (section 5)***FORM 1****Telephone: 250 356-8609**

Hours: 8:30 – 4:30 Monday to Friday

See exemptions on [Page 3](#) before
completing this application.

Freedom of Information and Protection of Privacy Act (FIPPA) – The personal information requested on this form is made available to the public under the authority of the *Manufactured Home Act*. Questions about how the *FIPPA* applies to this personal 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.

INSTRUCTIONS

- Please use ball point pen and print legibly or use typewriter.
- To ensure that this application is accepted be **accurate** in specifying all required information.
- Effective April 1, 1978, no transfer of any manufactured home in British Columbia is effective unless the transaction is registered in the Manufactured Home Registry.
- Owners of manufactured homes as of April 1, 1978, other than those exempt, must be registered as the owner(s) in the Manufactured Home Registry before subsequent transactions will be registered; therefore, if you purchased this manufactured home on or after this date, the **previous** owner is required to register the manufactured home before **your** interest can be recorded.
- Additional forms and/or further information on moving manufactured homes into British Columbia may be obtained from the Manufactured Home Registry or any Government Agent.
- Please visit our Web site at: www.fin.gov.bc.ca/registries

STEP 1 NAME OF OWNER(S) OF MANUFACTURED HOME

Give the full name (no initials) of all owner(s) of the manufactured home and the full mailing address. Specify tenancy.

Note:

The purchaser(s) under a conditional sale contract is/are to be shown as the owner(s) on this form. Owners of manufactured homes other than individuals will use the company name as incorporated or registered. (Trading names must not be used.)

STEP 2 CURRENT LOCATION OF MANUFACTURED HOME

(This means present physical location, therefore do not use P.O. Box or R.R. Number.) Indicate present location by checking (✓) the appropriate box and completing section A, B or C.

- a) If the manufactured home is located in a manufactured home park, give name of park, bay or pad number occupied, number, street or road, city, town, municipality or if none of these apply, name of nearest post office or community.
- b) If the manufactured home is not located in a manufactured home park or on a manufacturer's or dealer's premises, but is located on land, give full legal description and complete civic address (number, street or road, city, town, village).

Note:

If the manufactured home is situated in a logging camp or mine, give the name of the company and if legal description is unobtainable, give a narrative of the location.

- c) If the manufactured home is located on a manufacturer's or dealer's premises, give the name of the manufacturer/dealer and civic address (number, street or road, city, town, village).

STEP 3 MAILING ADDRESS FOR RETURN MAIL

The confirmation of registration and the decals will be mailed to this address.

STEP 4 MANUFACTURED HOME DESCRIPTION

The object of this section is to clearly identify the manufactured home and the right to register.

STEP 5 ASSESSMENT/TAX ROLL FOLIO NUMBER AND C.S.A. NUMBER/ENGINEERS REPORT

Please state the Assessment/Tax Roll Folio number which can be obtained from your assessment or tax notice, or from the authority to whom you pay your taxes, and the Canadian Standard Association (C.S.A.) number or date of engineer's report.

STEP 6 DECLARATION

Read this declaration carefully.

Sign, date and declare it before a Commissioner for taking affidavits for British Columbia.

AFTER COMPLETING THIS APPLICATION FORM AS INSTRUCTED ABOVE:

1. Keep the last copy for your records.
2. Mail the original and one copy of the application together with your cheque, money order or agent's trust cheque, made payable to the Minister of Finance, for the required fee to the Manufactured Home Registry.



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Manufactured Home Act (section 5)
FORM 1

Telephone: 250 356-8609
Hours: 8:30 – 4:30 Monday to Friday

1. NAME OF OWNER(S) OF MANUFACTURED HOME			MAILING ADDRESS OF OWNER(S)		
OWNER(S) LAST	FIRST	MIDDLE	NUMBER, STREET OR ROAD		
OWNER(S) LAST	FIRST	MIDDLE			
OWNER(S) LAST	FIRST	MIDDLE	CITY, POST OFFICE	PROVINCE	POSTAL CODE
SPECIFY TENANCY: JOINT TENANTS <input type="checkbox"/> TENANTS IN COMMON <input type="checkbox"/>			TELEPHONE: ()		

2. CURRENT LOCATION OF MANUFACTURED HOME					
A. IN A MANUFACTURED HOME PARK <input type="checkbox"/>			B. ON LAND NOT IN A MANUFACTURED HOME PARK <input type="checkbox"/>		
MANUFACTURED HOME PARK NAME	BAY OR PAD NO.	LOT	BLOCK	SECTION	DISTRICT LOT
NUMBER, STREET OR ROAD		RANGE	MERIDIAN	LAND DISTRICT	PLAN
CITY / TOWN / VILLAGE / MUNICIPALITY	PROVINCE	POSTAL CODE	NUMBER, STREET OR ROAD		
C. MANUFACTURER'S PREMISES <input type="checkbox"/> DEALER'S PREMISES <input type="checkbox"/>			CITY / TOWN / VILLAGE / MUNICIPALITY		
NAME OF DEALER / MANUFACTURER			PROVINCE		
NUMBER, STREET OR ROAD			POSTAL CODE		
CITY / TOWN / VILLAGE / MUNICIPALITY			PROVINCE		
POSTAL CODE			Does the Manufactured Home Owner(s) named in Step 1 own the land described above, or have a registered lease with a term of not less than three years?		
			YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, see note under Step 2 on the Instruction Sheet.</i>		

3. MAILING ADDRESS OF PERSON PRESENTING THIS APPLICATION			4. MANUFACTURED HOME DESCRIPTION		
NAME			MANUFACTURER (IF KNOWN)		YEAR OF MANUFACTURE
ADDRESS			MAKE/MODEL		WIDTH
			SERIAL NO.		LENGTH (WITHOUT HITCH)
			TYPE: SINGLE WIDE <input type="checkbox"/> DOUBLE WIDE <input type="checkbox"/>		
PROVINCE	POSTAL CODE	TELEPHONE NO.	Were you the owner(s) of this manufactured home before April 1, 1978?		
		()	YES <input type="checkbox"/> NO <input type="checkbox"/>		

6. DECLARATION		5. ASSESSMENT/TAX ROLL FOLIO NUMBER	
I, _____ of _____, Province of British Columbia, SOLEMNLY DECLARE:		NUMBER _____	
Where statement is based on personal knowledge	1. That subject to any existing security interest in the manufactured home described above, the person(s) named in this application as the owner(s) of the manufactured home is (are) the owner(s) of it and is (are) entitled to be registered in the register of the Manufactured Home Registry as the owner(s).	CSA APPROVAL NUMBER OR DATE OF ENGINEER'S REPORT _____	
Where statement is based on information and belief	1. That I am the agent of, and am informed by _____ being the person(s) named in this application as the owner(s) of the manufactured home described above, and verily believe that subject to any existing security interest in the manufactured home they is (are) the owner(s) of it and is (are) entitled to be registered in the Manufactured Home Registry as the owner(s).	MANUFACTURED HOME REGISTRY USE ONLY	
Strike out paragraph 4 if application is not made by owner's agent	2. That the information and particulars set out in this application are true. 3. That the manufactured home described above is not an exempt structure under the Manufactured Home Regulations. 4. That I am of the full age of 19 years. 5. That the manufactured home has never before been registered in British Columbia.	REGISTRATION NO. _____	
AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the <i>Canada Evidence Act</i> .			
DECLARED before me at _____	}		
in the Province of British Columbia	}		
YYYY / MM / DD	}		
on _____	}		
	}		
A Commissioner for taking Affidavits for British Columbia			
IT IS AN OFFENCE TO MAKE A FALSE DECLARATION			

EXEMPTIONS

The following structures are exempt and cannot be registered under the Act:

- (a) floating homes,
- (b) campers,
- (c) travel or tourist trailers – which are licensed or required to be licensed as a trailer under the *Motor Vehicle Act* for use on a highway,
- (c.1) Park Model trailers built to the Canadian Standards Association Z 241 standard.
- (d) manufactured homes being transported in or through the Province:
 - (i) from a manufacturer's place of business within the Province directly to a location outside the Province, or
 - (ii) from a location outside the Province directly to another location outside the Province.
- (e) bunkhouses, and
- (f) manufactured homes used or manufactured solely for non-residential purposes.

NOTE

A manufactured home located, as of April 1, 1978, on land owned by the owner of the manufactured home or held by the owner under a registered lease for a term of not less than three years is exempt from registration unless:

1. the owners request the home to be registered,
2. the owners sell the home without the land,
3. the owners move the home.

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