BC OnLine

Combined
MHR/PPR Lien Search

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Typographic Conventions

Typographic conventions are used with the following meanings:

Screen names and field names are capitalized. For example:
In the Transaction screen, move to the Search field.

Buttons and other “clickable” items appear in bold. For example:
Click Submit.

Required input (that you enter exactly as shown) appears in Courier font. For example:
Type: BC OnLine

Variable input (that you provide) appears in italic Courier font. For example:
Type your Password

System messages (and other screen output) appear in bold Courier font. For example:
PASSWORD CHANGE COMPLETED

Tips, Notes, Important Notes, Cautions, and Warnings appear as shown below:

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**Tip**
A way to make your work easier.

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**Note**
Further information about the current subject.

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**Important**
An emphatic note about the current subject.

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**Caution**
An important point that could prevent an inconvenience.

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**Warning**
An important point that could prevent a financial loss, or loss of data.

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**Folio Tag**

The Folio Tag is a 15-character field on each BC OnLine search screen. You can enter a name, number, or alphanumeric to “tag” each search you do. This tag will be printed on your BC OnLine statement. If you pass the cost of BC OnLine searches to your clients, or if your firm has multiple cost centres using the same BC OnLine account, this may help you with your office accounting.

There is no charge for using the Folio Tag. If you don’t use it, the folio field on the statement will be blank.

To use the Folio tag, click the Folio field in the upper left-hand corner of the search screen, before you start a search. Type any combination of numbers or letters (up to 15).

When you do multiple transactions using the same folio tag, your statement will group these under each tag you used.

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**Note**

The Folio field will hold the tag you type there until you either change it or delete it. The field does not clear after every search. You must type over the previous folio tag or use the space bar to blank it out each time you begin doing work for a different client. The Folio field is always blank each time you sign on to BC OnLine.

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If you don’t need to use folio tags, just leave the Folio field blank.
Combined MHR / PPR Search

You can use this system to search the Manufactured Home Registry for manufactured home information. Optionally, you can add a Personal Property Registry lien search to see if any charges are registered against the manufactured home.

Adding a PPR search to your MH Registry search involves an additional fee, but the combined search costs less than an MH Registry search plus a PPR search done separately.

- The Search Request Screen lets you add a PPR search to your MH Registry search, and specify what to use as a search key (for example, a registration number or an owner name). See page 4.
- The Index screens (Name Index and Serial Number Index) list all records that match your search criteria, and let you select one for display. When you select a record from an index screen, the search fee is billed to your BC OnLine account. See Name Index Screen on page 10 and Serial Number Index Screen on page 11.
- The Search Details Screen shows details of the record you selected. See page 12.
Search Request Screen

When you select Combined MH / PPR Search from the BC OnLine Main Menu, you will see the Search Request screen.

This screen lets you Add a Personal Property Registry Search (see page 5) to your MH Registry search, and specify one of four search methods:

- Search by Registration Number. See page 6.
- Search by Owner Name. See page 7.
- Search by Business Name. See page 8.
- Search by Serial Number. See page 9.

Tip
Use only one search method at a time. For example, do not fill in both owner name and serial number.
**Add a Personal Property Registry Search**

As a matter of convenience, you can add a Personal Property Registry (PPR) search to your Manufactured Home Registry search. The PPR contains charges registered against personal property (including manufactured homes).

Adding a PPR search to your MH Registry search involves an additional fee, but this combined search costs less than an MH Registry search plus a PPR search done separately.

When you display the combined MH Registry/PPR search results, the PPR search results will be appended to the MH Registry search results. If you print them, they will print as two separate documents.

Click the **Yes** button after the prompt: *For an extra fee, do you wish a Personal Property Search as well?* then continue with the MH Registry search as described below.
Search by Registration Number

If you know the Manufactured Home Registry registration number, this is the best way to search for a record. This number is given out by the Manufactured Home Registry at the time of registration. It should be on a decal affixed to the manufactured home's electrical box or to the exterior front left-hand corner of the home.

If you want to add a PPR search to your MH Registry search, click the Yes button after the Personal Property Search prompt.

In the MH Reg Number field, type the registration number.

Click Submit to begin the search. If the registry contains a record with the number you specified, the statutory search fee will be billed to your BC OnLine account and you will go to the Search Details Screen. See page 12.
Search by Owner Name

If you do not know the registration number, try searching by owner name.

If you want to add a PPR search to your MH Registry search, click the Yes button after the Personal Property Search prompt.

In the Surname field, type the owner's last name.

In the First field, type the owner's first name (or partial name).

Tip
You must specify both surname and first name. By using a partial first name, you can include or exclude variants of a name (e.g., type DAV to include both Dave and David). The less you specify as search criteria, the more you will find.

If you want to narrow a search further, type the owner's second name (or partial name) in the Second field. This is optional.

Click Submit to begin the search. If the registry contains records that match your search criteria, you will go to the Name Index Screen. See page 10 for details.
**Search by Business Name**

If the manufactured home is owned by a business rather than by an individual, try searching by business name.

If you want to add a PPR search to your MH Registry search, click the **Yes** button after the **Personal Property Search** prompt.

In the **Bus Name** field, type the *business name* (or partial name).

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**Tip**

By using a partial name, you can include or exclude variants of a name. For example, to search for both Smithco Industries and Smithco Holdings, you could type **SMITHCO**. The less you specify as search criteria, the more you will find.

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Click **Submit** to begin the search. If the registry contains records that match your search criteria, you will go to the Name Index Screen. See page 8.
**Search by Serial Number**

As a last resort, you can look up a manufactured home by its serial number. Because several manufacturers might coincidentally use the same serial number, the results of this search can be misleading.

If you want to add a PPR search to your MH Registry search, click the **Yes** button after the **Personal Property Search** prompt.

In the **Serial #** field, type the manufactured home's *serial number*.

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**Tip**
Leave out all punctuation and spaces that appear in the serial number. For example, you would type the serial number AB C-12/345 as ABC12345.

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Click **Submit** to begin the search. If the registry contains records that are similar to your search criteria, you will go to the Serial Number Index Screen. See page 11.
**Name Index Screen**

The name search Index screen shows records sorted alphabetically by owner name. Each record includes the owner's status, owner name, registration number, year of manufacture, make, model, location, and serial number.

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**Tip**

The ST (status) column can display A for Active owner, C for Cancel, E for Exempt, H for Historical, or I for Interim owner.

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You may do one of the following:

- Click a button beside the record you want, then click **Submit** to view the record, or **Send to Mailbox** to both view the record and send the record to the destination specified in your product delivery settings (see Product Delivery Options on page 13). At this point, the statutory search fee is billed to your BC OnLine account.
- If there is more than one screen of information, you can click the **Page Forward** or **Page Backward** buttons in the BC Online button bar.
- Click **Main Menu** to return to the BC OnLine menu.
- Click **Return** to return to the Search Request screen.
Serial Number Index Screen

The Serial Number Index screen lists all records that match your search request, sorted numerically by serial number. Each record includes the manufactured home's serial number, registration number, year of manufacture, make, model, location, and owner name.

You may do one of the following:

- Click a button beside the record you want, then click Submit to view the record, or Send to Mailbox to both view the record and send the record to the destination specified in your product delivery settings (see Product Delivery Options on page 13). At this point, the statutory search fee is billed to your BC OnLine account.
- If there is more than one screen of information, you can click the Page Forward or Page Backward buttons in the BC Online button bar.
- Click Main Menu to return to the BC OnLine menu.
- Click Return to return to the Search Request screen.
Search Details Screen

The Search Details screen shows details of the record you selected. If you added a PPR search to your MH Registry search, the PPR search results will be appended to the MH Registry search results. If you print the search results, they will print as two separate documents.

You may do one of the following:

- Click **Send to Mailbox** to send the record to the destination specified in your product delivery settings (see Product Delivery Options on page 13). If you added a PPR search to your MH Registry search, the search results will print as two separate documents.
- Click **Return** to return to the Index screen (or to the Search Request screen if you searched by MH Registry number).
- Click **Main Menu** to return to the BC OnLine menu.

Explanation of Display Fields

Not all of the fields explained below will appear in every record. If a particular piece of information is not part of a record, the empty field is not shown.

Starting at the top of the screen:

The **Criteria** field shows the search criteria you used in your search.

The **Search Result as of** field shows the date and time you performed the search.

The **Registered Owner(s)** fields show the name and address of the owner or owners, and the tenancy type (sole owner, tenants in common, or joint tenants).

The **Registered Location** fields show the civic address and location of the home.

The **Description of Manufactured Home** fields show information such as manufacturer name, make and model, number of sections, serial number, dimensions, and Canadian Standards Association number.

The **Unit Notes** fields show any notes attached to the record, including document type, registration date and time, expiry date, document number, remarks, and contact information.
Product Delivery Options

Depending on how your Product Delivery Options are set up in BC OnLine's Account Management System, printable items will be delivered to your:

- **Personal BC OnLine User Mailbox**
  Each user in your BC OnLine account has a "User Mailbox" which only they can view.

- **Firm's BC OnLine Account Mailbox**
  Your BC OnLine account has a central "Account Mailbox" which anyone in your firm can view. If you set your delivery options so that printable items go here, anyone in your firm can see them.

- **Email Inbox**
  You can set your delivery options so that printable items go to an email inbox. Note that email messages can "go missing" due to internet provider problems and other issues beyond BC OnLine's control.

If you choose **User Mailbox** or **Account Mailbox**, the BC OnLine Mailbox button will turn yellow to alert you when new items arrive.

If you choose **Email**, the BC OnLine Mailbox button will *not* change colour. Make sure to check your email inbox frequently for new items.

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