# Department of Consumer and Business Services

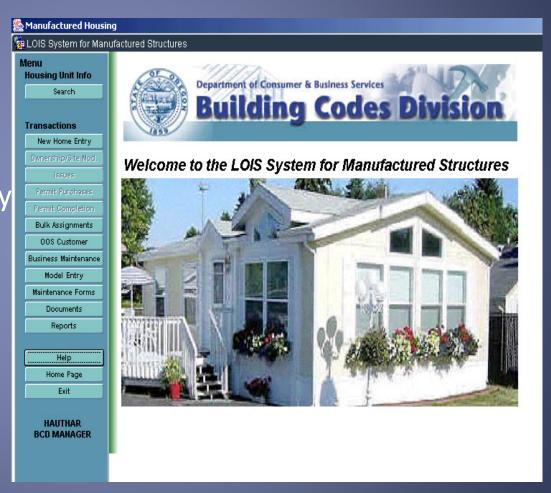
**Building Codes Division** 

### Manufactured Structures

- Senate Bill 468 transferred the responsibility of ownership records to the Building Codes Division in May 2005
- Governed by statute ORS 446
- The licensing and enforcement of dealers transferred from the Building Codes Division to the Division of Finance and Corporate Securities in 2006

## LOIS System

- Online "titling" database
- Can be used by County
  Tax Assessors,
  title/escrow, dealers,
  transporters,
  manufacturers, and
  lenders



# MANUFACTURERS

- Initialize new homes in the system
- May generate Certificate of Origin
- May use LOIS system for Federal 302 Report

# COUNTIES

- Transfer Ownership
- Issue trip permits
- Build homes into LOIS coming into Oregon from other states
- Confirm exemption status
- Process problem transactions

# DEALERS

- -Initialize homes not currently in the system (only homes moving into Oregon from out of state )
- -Record ownership sale information of new and used homes
- -Record siting of new and used homes
- -May purchase trip permits

# TITLE/ESCROW

- May represent dealers, lenders, private owners, and satisfy their roles and requirements
- May purchase trip permits

# LENDERS

- Record security interest
- Release security interest
- Subordinate security interest
- Assign security interest

### BUILDING CODES DIVISION

- Regulate user access
- Process problem transactions refused by the county
- Fulfill statutory notification requirements
- Maintain records
- Customer Service



### **Building Codes Division (BCD)**

#### Department

BCD Home About Us Contact Us Building Codes

BCD Closure Dates Building Dept Lookup Consumer Assistance Green Building Jobs with BCD Publications Regional Services Oregon Smart Guides

Certification Continuing Education Enforcement Forms License holder search Licensing News

Boards Committees Rules & Rulemaking Statutes

Code Programs
ePermitting Services
interpretations
Jurisdictions
Minor Label Program
Permits
State inspections

Site Map Oregon.gov

### Welcome to the Manufactured Home Ownership information page.

Effective May 1, 2005, responsibility for maintaining ownership and siting information for manufactured structures transferred from the Department of Motor Vehicles (DMV) to the Building Codes Division (BCD). Homeowners and other interested parties should no longer contact DMV if they buy, move, or otherwise change the status of a manufactured home or other manufactured structure. Instead, most transactions will now take place at the county assessor's office, which will be acting on behalf of the division.

For EXEMPT homes, contact the county where the homes is sited for current information.

To make changes to a manufactured home, you MUST contact your county taxation/assessment office to have these changes processed. The Building Codes Division will not process transactions unless they have been first submitted to the county taxation/assessment office and have been refused. Click on the <a href="County Offices link">County Offices link</a> below for contact information for each county assessor's office. For information, please call 503-373-1309.

NEW! Click on the Forms link below for updated versions of our Manufactured Structure forms as well as new forms.

#### Information:

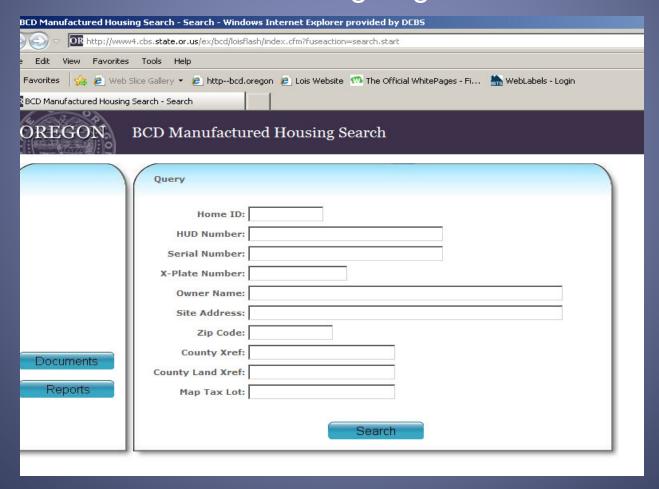
- FAQ
- Forms
- LOIS System Access
- Read Only System Access with Report/Documents
  - Instructions
- LOIS System Manuals
- · Your Manufactured Structure brochure

#### Links:

- Dealer Licensing
- BCD Manufactured Housing Program
- . County Offices
- HUD Federal Manufactured Home Program
- Oregon Manufactured Housing Association
- Oregon Office of Manufactured Dwelling Park Community Relations

# Read Only System

www.bcd.oregon.gov/lois



# Dealer/Park Owner/Manager ms: Responsibility

Forms:

Notice of Sale/Change of Ownership

- Bill of Sale

Supplemental Information

ORS 446.641

Transfers must occur within 30 days of closing

Must be processed by dealer, county, or title/escrow

Forms must be mailed to BCD after processed

Manufacture			red Structure		For office use only			
Ziena Ziena	-		ale/Change of Ownership		The fo	Bowing suppor	ting documents	were reviewed:
4 (E)	277	route of Sa			□ Death certificate		□ Will/tm	☐ Will/trust
138	68						_	
					□ Co	urt document	Other:	
Before fill	ling out t	his form, please :	ee instruction	s, Pages 1-2.	1			
			FILI	NG INFORMATION	ON			
1. Nature	of filing	(mark one):	☐ New ho	me 🗆 Use	d home	□ D <sub>6</sub>	aler Inventory	
	HOME INFORMATION							
2. Home l	ID numbe	er (if known):	3. Dwelling	type (mark one):	Manufa	ctured	☐ Prefab h	ousing
			_			ional unit/par	k model	-
4. DMV 3	K-plate nu	ımber (if known):	5. M	anufacture year:				
	-			-				
6. Manuf	acturer:		7. Sc	quare Footage:	8. Mo	del:		
					1			
9. Dwellin	g section i	information: (Co	implete for all	sections of the dwelli	ng; use a	dditional shee	ts if necessary.	)
Section		nufacturer seria			number		Length	Width
(1)								
(2)								
(3)								
(4)								
			DEA	LER INFORMAT	ION			
10. Dealer	r name:			cense number:		12. Dealer a	ddress and ph	one:
							•	
						□ Dealer	holds intertest	
□ This m	anufactur	ed structure is fre	and clear of a	Il morteages, deeds	of trust, security interests, liens. I have legal right			
		factured structure				,		
				to the best of my kn	owledge	and helief a	nd that I unde	estand it is
				o penalty for perjur				
Dealer na			Dealer signature:				Date:	
	4	,-						
			SAL	LES INFORMATION	ON			
13. Date o	of sale:		Non sale	14. Sale price:			□ Inc	ludes land
00000000	200000000		SI	TE INFORMATIO	N			
15. Curre	nt site ad	dress and county				rent park nat	ne and space i	umber:
		iption if no street		ilable)	(if any)	•	•	
C								
County:				E7-1				
_		ll not be moved (i						
_		ed site address:	orage rocation	(mark if applicable)	10 N			
I/. INCW 0	or correct	ea site saaress:				or corrected (if any):	park name at	ia space
					=ишоеі	(y argy.		

☐ This site is dealer inventory or storage location (mark if applicable)

County:

	EXEMPTION DECLARATION						
19. Exemption  Manufactured structures in Oregon must have an ownership document or be exempt. Check the box that applies.  Ownership to be recorded with the state of Oregon (not exempt - results in the issuance of an ownership document).  Exempt (check the specific reason for exemption):  Home to be moved out of Oregon.  Home to be placed on tribal lands.  The buyer/owner is the U.S. government.  The buyer/owner certifies that the structure will be destroyed.  The buyer/owner certifies that the structure has been destroyed.  The buyer/owner owns the land on which the structure will be sited and will, within 25 days of the move or sale, apply to have the manufactured structure recorded in the county deed records.							
	BUYER/NEW OWNER INF	ORMA					
	20. Buyer/new owner name (Last, first, middle):		21. Owner (mark one):    Individual   Business   Trust				
Owner	22. Mailing address		23. Owner type (mark if applicable):    Minor				
Г	20. Buyer/new owner name (Last, first, middle):	Notify	21. Owner (mark one): ☐ Individual ☐ Business ☐ Trust				
Owner	22. Mailing address Same	as	23. Owner type (mark if applicable):    Minor				
Г	20. Buyer/new owner name (Last, first, middle):	Notify	21. Owner (mark one):    Individual   Business   Trust				
Owner	22. Mailing address Same	25	23. Owner type (mark if applicable):   Mimor				
	20. Buyer/new owner name (Last, first, middle):	Notify	21. Owner (mark one):  □ Individual □ Business □ Trust				
Owner	22. Mailing address Same	as	23. Owner type (mark if applicable):    Minor				

	NEW SECURITY-INTEREST HOLDERS							
party	24. Security-interest holder name:	25.  Business	☐ Individual	☐ Trust				
Secured party	26. Mailing address:							
party	24. Security-interest holder name:	25.  Business	☐ Individual	☐ Trust				
Secured party	26. Mailing address:							
	27. Buyer/new owner acknowledgement of sale/change	of ownership						
mit	I affirm that the information provided herein accurately restructure at completion of the sale/change ownership.	flects the ownership	p, siting, and exemptio	n status of the				
Sayer/new ewner affidarit	If I have declared the structure will become exempt from registration with the state of Oregon because it will be filed in the county deed records, I certify that I will apply within 25 business days of the move or sale/change of ownership to have the manufactured structure recorded in the county deed records of the county in which the structure is sited (ORS 446.626(5)(b)).							
Bayeri	I acknowledge that the structure must be located on the site address provided within 30 days, or an updated site address must be filed to reflect the actual location of the structure.							
	I understand that the home cannot be relocated without a trip permit, which may be purchased from the taxation/assessment clerk in the county in which the structure is currently located.							
	I understand that the seller/owner is responsible for submitting this notice of sale/change of ownership to the county in which the home is currently located within 30 days after closing of the sale, and that all buyers and sellers will be notified by mail when the notice of sale is filed. I understand that, should the seller/owner fail to file this notice of sale/change of ownership within 30 days, that I may complete the filing (ORS 446.641(1)). I further understand that each lessor, mortgagee, trust-deed beneficiary, lien holder of record, and security-interest holder must be listed on this notice, or, if none are listed, the manufactured structure must be free and clear of all mortgages, deeds of trust, security interests, and liens.							
L	Buyer/new owner name (print): Right of survivorsh	ip Buyer/new o	wner signature:	Date:				
Buyer/new owner	Buyer/new owner name (print): Right of survivorsh		wner signature:	Date:				
Buyer	Buyer/new owner name (print): Right of survivorsh	ip Buyer/new o	wner signature:	Date:				
	Buyer/new owner name (print): Right of survivorsh	ip Buyer/new o	wner signature:	Date:				

<ol> <li>Seller/current owner acknowled This notice of sale/change of ownersh the bill of sale (ORS 446.641(3)).</li> </ol>	ip must include the ownership docu	ment or other p				
All owners must release their intere including security-interest holders, mu- or completing the section below. Secu- maintain their security interest until st	ist acknowledge the sale/change of c rity interest holders may elect to ack	ownership by si mowledge the	igning the ownership document sale/change of ownership but			
Seller/current owner affidavit  I affirm that I am the current owner of this structure and acknowledge that the seller is responsible for submitting notice of sale/change of ownership to the county in which the structure is sited within 30 days of the closing of the sale (ORS 446.641(1)). I further certify that each lessor, mortgagee, trust-deed beneficiary, lien holder of record, and security- interest holder has been listed on this notice, or if none are listed, the manufactured structure is free and clear of all mortgages, deeds of trust, security interests, and liens.						
Seller/current owner name (print):	Seller/current owner signature:	Date:	I release my interest in this structure I acknowledge the change of ownership but do not release my interest in the structure			
Seller/current owner name (print):	Seller/current owner signature:	Date:	I release my interest in this structure  I acknowledge the change of ownership but do not release my interest in the structure			
Seller/current owner name (print):	Seller/current owner signature:	Date:	I release my interest in this structure I acknowledge the change of ownership but do not release my interest in the structure			
Security holder's name (print):	Security holder's signature:	Date:	I release my interest in this structure I acknowledge the change of ownership but do not release my interest in the structure			
Security holder's name (print):	Security holder's signature:	Date:	I release my interest in this structure I acknowledge the change of ownership but do not release my interest in the structure			



### Manufactured Structure Bill of Sale

HOME INFORMATION								
Home ID number (if known):	DMV X-plate number (if know	n): Serial number:						
	STATEMENT OF FACTS							
I transfer all rights, ownership, and interest in the above described manufactured structure to:								
Buyer name:								
Buyer name:	Buyer name:							
Buyer name:								
Buyer name:								
Date of purchase:								
Purchase price:	I	ncludes land:						
I/We certify that any and all security interest in this home. (Attach Security								
Printed name of seller (business nam	e if seller is a business):							
Date of release:								
Signature of seller:								
Printed name of seller (business name if seller is a business):								
Date of release:								
Signature of seller:								

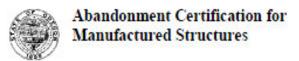


### Manufactured Structure Supplemental Information

REQUIRED HOME INFORMATION							
Home ID:		Serial no.:					
Manufacturer:			Model (if availab	le):			
Date of sale:	Non sale	Purchase price:		☐ Includes Is	and		
Square footage:*		Number of bedroom	ms:	Number of ba	throoms:		
Composition Architectural composition	Rubberized	Siding type (choose Lap coment com Vertical coment Log/codar siding Lap hardwood co	position T composition V	'l-11 hardwood 'myl ap metal 'ertical metal	Stacco Texturized plywood Other		
Heating system type: Ele		☐ Heatpump ☐ C	il Baseboard	Kerosene	Propane Other		
Cooling system type: 🔲 Co				None	Other		
	OPT	TIONAL SALE IN	IFORMATION				
Dealer improvements: Included in purchase price: Setup	No		oe: Standard  type: Concrete Concrete Treated w	olock ood	ite improvement  Metal Vinyl Other		
Energy Star/Super Good Ce		□ No					
Fireplace: Woodburning Built-ins: Appliances Cabinets	Standard	Upgrade	Vood stove: Yes  Countertops Plumbing fixtu	Standard	Upgrade		
Interior wall coverings: 1	ape and texture	☐ Vinyl ☐	Other				
Decks Porches Carport Storage shed Garage	Yes Yes	No   No   No   No   No   No   No   No	\$ \$ \$ \$				

\*The floor area, expressed in approximate square feet. Find the square footage by multiplying Steps (1.) and (2.) below:

- The distance from the extreme exterior of the front wall to the extreme exterior of the rear wall, including expandable rooms but
  not including bay windows, porches, or wall or roof extensions, to the extent that the walls enclose living or other interior space
  (OAR 918-500-0005(21)); and
- The distance between the extreme exterior of two opposite side walls, including expandable rooms but not including bay windows, porches, or wall or roof extensions, to the extent that the walls enclose living or other interior space (OAR 918-500-0005(54)).



Home ID number (if known):			DMV X-plate number (if known):		
		CERTIFICAT	TION STATEMENT		
when that transfer resu to the purchaser and su	lts from the abando bmitted with the ap	nment of a man	ufactured structure und		manufactured structure This form must be given
I certify that all of the	960000000000000000000000000000000000000	190211123 7			
			"abandoned" as define		
<ul> <li>1 stored, sold, of 90.425 or 90.6</li> </ul>		ed of the manuf	actured structure in acc	ordance with th	a provisions of OKS
			ents, including notificat ment, in accordance wi		
	MANUF	ACTURED ST	TRUCTURE INFORM	IATION	
Manufacturer	Year		Serial number	н	UD label numbers
OR  I, or the firm I manufactured exceed the ame The manufacture  (D) The manufacture unrelated to me	Buyer's printed name represent, have de- structure is \$8,000 or ount that would be a used structure has be attented of disposal or den- used structure was go	sermined from c or less, so that it realized from the sen disposed of solition) iven without co	THE REPORT OF THE PARTY.	onducting a pub	olic sale would likely
(Recipi	ent of manufactured	Colonia Colonia			
			MATION AND SIGNA		
I further certify that all an application for own		d above is true	and accurate and that I	am making this	certification in support of
Printed name of land	lord		Phone		
Address		City	1	State	ZIP
Signature of landlord				Date	1

HOME INFORMATION

# Dealer Hold Report

Oregon Department of Consumer & Business Services

### Oregon Building Codes Division LOIS System Dealer Hold Report

HERMISTON HOME CENTER INC

Questions?

Contact Amanda Hauth (503) 373-1249

Building	Codes - Statewide Services			08/29/11 04:20 PM
Home ID	Manufacturer/Model	Serial	Entry Date	Entered By/Business Name
3743 HI	ERMISTON HOME CENTER INC			
323771	CMH MFG WEST, MARLETTE PACIFICA 8262	HER026437ORA HER026437ORB	02/01/2008	KJPRATT CMH MFG WEST, MARLETTE
332361	CMH MFG WEST, MARLETTE FIRST EDITION 9737	HER026845ORA HER026845ORB	09/12/2008	KJPRATT CMH MFG WEST, MARLETTE
345589	CMH MFG WEST, MARLETTE LAKECREST LIMITED 9598S	HER027125ORA HER027125ORB	07/09/2009	KJPRATT CMH MFG WEST, MARLETTE
353389	CMH MFG WEST, MARLETTE 9597S LAKECREST	HERO27475ORA HERO27475ORB	07/01/2010	CJEWING CMH MFG WEST, MARLETTE
353390	CMH MFG WEST, MARLETTE 2844A VALUE EDITION	HERO27471ORA HERO27471ORB	07/01/2010	CJEWING CMH MFG WEST, MARLETTE
354486	CMH MFG WEST, MARLETTE 8249 PACIFICA	HERO27555ORA A.C. HERO27555ORB A.C. HERO27555ORC A.C	08/18/2010	CJEWING CMH MFG WEST, MARLETTE
360747	CMH MFG WEST, MARLETTE 2856C	HER027653ORA HER027653ORB	05/17/2011	CJEWING CMH MFG WEST, MARLETTE
361486	CMH MFG WEST, MARLETTE 9598S LIMITED	HER027795ORA HER027795ORB	06/15/2011	CJEWING CMH MFG WEST, MARLETTE
362371	CMH MFG WEST, MARLETTE 2856C VALUE EDITION	HER027841ORA HER027841ORB	07/28/2011	CJEWING CMH MFG WEST, MARLETTE

REPORT - LOS8012

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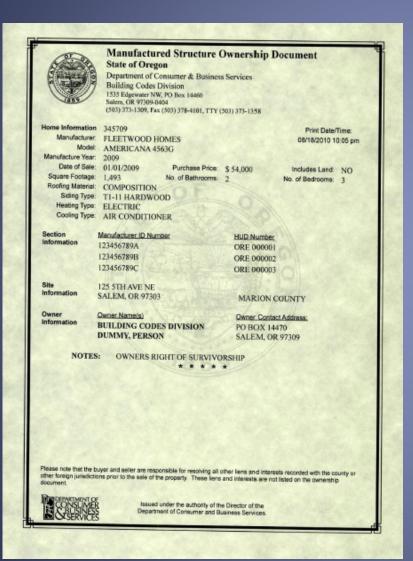
### Trip Permits

- When Needed:
  - A used home moves from one site to another and is not listed as dealer inventory
  - A used home on an owner's site is moved out of state
  - A used home is moved from an owner's site to a salvage yard to be destroyed
  - A new home is moved to a site other than the dealer's lot
  - A new home is sold out of dealer inventory and moved to the owner's site
    - A home is moved into Oregon from out of state and placed on an owner's site

### Trip Permits (continued)

- When NOT needed
  - A new home is moving from the manufacturer to dealer inventory
  - A new home is moved out of state
  - A used home in dealer inventory is being relocated out of state
  - A home is owned by the United States
     Government
  - A new or used home from out of state is placed into dealer inventory

### Manufactured Structure Ownership Document



#### Manufactured Structure

#### Acknowledgement of Sale / Statements of Release

Any change of ownership of a manufactured structure requires acknowledgement by all owners and security interest holders currently holding an interest in a home. Owners must release their interest in the home in order to complete the transfer to the new owners. Security interest Holders may release their interest by signing the release stistement or may elect to acknowledge the sale of the structure without releasing their interest. Changes of manufactured structure sting or ownership must be submitted to the appropriate county office in the county where the home is currently stind.

Home ID Number: 345709

#### Owner Release(s)

 BUILDING CODES DIVISION, do hereby acknowledge that this structure has been sold and release my ownership interest

BUILDING CODES DIVISION DATE

I, PERSON DUMMY, do hereby acknowledge that this structure has been sold and release my ownership interest.

PERSON DUMMY DATE

This document constitutes notice of site or ownership change pursuant to ORS Chapter 446.631.

BUILDING CODES DIVISION PO BOX 14470 SALEM, OR 97309-97309

### Home Detail Report

Oregon Department of Consumer & Business Services

#### Oregon Building Codes Division LOIS System

Home Detail Report

Home ID: 345709

Questions?

Contact Amanda Hauth (503) 373-1249

**Building Codes - Statewide Services** 

08/30/11 11:35 AM

HOME 345709

HOME INFORMATION Click here for change history

Manufacturer: FLEETWOOD HOMES

Model: AMERICANA 4563G

Manufacture Year: 2009

Square Footage: 1,493

Last Title Date: 1/1/2009

Exemption Status: PENDING COUNTY EXEMPTION

Address: 123 S ASH ST #4

Click here for supplemental information

Dealer: EASTERN OREGON HOME CENTER

Sale Price: 54,000

Siting Status: SITED FOR USE

Wind Zone: 1 Thermal Zone: 3

Roof Load:

SITE INFORMATION SECTION INFORMATION

> Park: HUD Number

Space Number: ORE 000001 ORE 000002 Platt & Map:

ORE 000003 County Xref:

Mfg Serial Number 123456789A 123456789B 123456789C

14" 14" 23,920 24,230 23,920

Weight

Length Width

OWNERS

HANSON, COLEEN J

City, State, Zip: WA, 98882 County:

125 ASH, SALEM, OR 97303

Owner Type

Ownership Date

REGISTERED OWNER

11/30/2010

MESSAGES

GENERAL COMMENTS

County Land Xref:

07/14/2009

Dummy Home for BCD

COMMENTS

\* Complete name of trust: Hanson Family Revocable Living

Trust Dated June 30, 2007

INFORMATIONAL MESSAGE

07/28/2010

Home sold 7/10/2010 to William Tell 1425 Storybrook DR

Fairyland, Utopia 503-000-000.

REPORT - LOS8001

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### **Contact Information**

- Building Codes Division (BCD)
  - Coleen Hanson (503) 373-1309
  - Amanda Hauth (503) 373-1249

- Division of Finance and Corporate Securities (DFCS)
  - -(503)947-7473