

**HOW TO REPORT TO HCD THE INSTALLATION OF MANUFACTURED HOMES, MOBILEHOMES, AND MULTIFAMILY  
MANUFACTURED HOMES:  
BY AN OWNER-BUILDER INSTALLED ON A FOUNDATION SYSTEM**

**REGISTERED OWNER RESPONSIBILITIES**

**(NEW MANUFACTURED HOME)**

The registered owner shall submit an application to HCD, within 20 calendar days after the date the installation is complete, which includes the following:

**ONLY IF MCO IS NOT AVAILABLE**

A statement under penalty of perjury by the registered owner that the MCO was surrendered to the local city or county building department at the time of installation on the foundation system.

**No  
MCO  
Available**

Original copy of  
Manufacturer Certificate of Origin  
(MCO)  
(HCD 480.3)

Copy of enforcement agency's recorded  
acknowledgment indicating the  
completion of installation onto a  
foundation system

Signed by inventory creditor or  
lienholder, if any, releasing its security  
interest

Name(s) and address(es) of the  
buyer(s) and lienholder(s), if any, in the  
first assignment section