MANUFACTURED HOMES INSTALLED ON PIER/PAD OR ON FOUNDATION SYSTEM AS CHATTEL
(HEALTH AND SAFETY CODE SECTIONS 18551(b) OR 18613)

FLOWCHART

**Manufacturer's Responsibilities**
- Build Home
- Assign HUD Labels
- Complete Manufacturer Certificate of Origin (MCO)
- Deliver home to Dealer's lot or other specified location agreed to in the escrow instructions

**Transporter's Responsibilities**
- Pink Copy (Original) = Inventory Creditor. If none, to Dealer.
- White copy = HCD
- Yellow copy = Transporter
- Goldenrod = Manufacturer

**Dealer's Responsibilities**
- Sell home or take order for home
- Obtain building permit to install home from enforcement agency
- Install home OR Owner Install
- Have home inspected by enforcement agency OR Owner Responsibility
- Complete Dealer’s Report of Sale (DRS) and submit to HCD with all required documents and fees within 10 days of date of sale
- Provide ongoing warranty services as required

**HCD or Local Enforcement Agency’s Responsibilities**
- Issue permit for installation.
- Obtain building permit to install home from enforcement agency OR Owner Install
- Conduct inspection and reinspection(s), if necessary
- Manufacture Installation Acceptance (MIA) (§18613)
- Review and process application submitted by dealer to report the sale.
- Maintain ownership record for home
- Issue Certificate of Title and Registration Card
- Maintain permanent title record for home

**Date of Sale** is the date when all the amounts other than escrow fees and amounts for uninstalled or undelivered accessories are disbursed from the escrow account.

Owner Installed units complete the DRS prior to the home’s installation.

(Revised 2/13)