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** (Home subject to Registration with HCD)
- Sell home or Take order for home
- Obtain building permit to install home from enforcement agency OR Owner Install
- 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.
- 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

**HCD’s Responsibilities**
- 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)