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:

- Original copy of Manufacturer Certificate of Origin (MCO) (HCD 480.3)
- 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
- Copy of enforcement agency's recorded acknowledgment indicating the completion of installation onto a foundation system

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.

(Revised 2/13)