

REPLACEMENT IDENTIFICATION NUMBER REQUEST FORM

SECTION ONE

REQUESTED BY:

Municipality:

Mailing Address:

City:

Province:

Postal Code:

Phone:

Fax:

Contact Person:

Phone:

Email :

Designated Officer:

Phone:

Email :

SECTION TWO

DESIGNATED MANUFACTURED HOME INFORMATION:

*Year of Home

Address of Home:

*Make of Home

Name of Owner:

Model of Home

Phone of Owner:

*Size of Homewidth

meters / feet.

Length

meters / feet.

(excluding eaves) (circle one)

(excluding hitch) (circle one)

CSA Label Number

*Indicates required information

SECTION THREE

The above noted municipality represents and agrees the following steps have been taken by an authorized person or/and the owner, and no valid serial number was found:

1. Inspection of the front cross member of the frame of the home for serial numbers
2. Inspection of the interior of the home for serial numbers
3. Search of the Personal Property Registry System for existing serial number information based on designated manufactured home owner's name, other possible identification numbers found, such as CSA label number, or other labels affixed to the home.

This request is made on this day of , in the year of . As designated officer, I am requesting the assignment of a Replacement Serial Number.

(Signature)

(Name and Title) PLEASE PRINT

This request is to obtain a replacement identification number, hereafter called a Manufactured Housing Identification Number (MHIN). The MHIN has been requested because the original or any serial number on the home could not be found.

The requesting municipality shall and does hereby indemnify the Modular Housing Association Prairie Provinces, their employees, Directors, and agents of any action, claim, or damages, including costs on a solicitor and client basis that may result from the issuance of a replacement identification number. The municipality agrees that all the necessary steps were taken to identify the home prior to the issuance of the replacement serial number.

Modular Housing Association Prairie Provinces
14843 118 Ave Edmonton, AB T5M 2L7
Tele: (780) 412-1316 Fax: (780) 413-0076 Email: info@mhaprairies.ca

LOCATION OF SERIAL NUMBERS ON MODULAR AND MANUFACTURED HOMES

HELPFUL HINTS

TAX RECOVERY

It may be helpful to speak with the owner / manager of the Manufactured Housing Community to clarify the status and other possible details such as year and make etc. of the particular home in question. If the home is to be placed on the tax arrears list it may be useful to first search the Personal Property Registry (PPR) using the owners name. This should display any other liens against the home and should display a serial number. If a serial number was used to register a different lien it could then be used to identify the home and register the lien for taxes in arrears.

OTHER NUMBERS YOU MAY FIND:

On most homes there is a CSA label that will have a number. THIS IS **NOT** THE SERIAL NUMBER. The attached sheet will help you identify what a CSA label will likely look like.

The other number you may find is the ALBERTA BUILDING STANDARDS label. This label was applied to homes manufactured in 1978 and 2018. It usually consists of two digits a dash followed by 4 or more digits. The first two digits are not the year the home was constructed they are the year of the code the home complies to. THIS IS **NOT** THE SERIAL NUMBER either.

LOCATION OF SERIAL NUMBERS

Location of serial numbers on Manufactured Housing becomes more difficult as the homes get older. Common practice today has all the relevant information about the home placed on what is known as a DATA LABEL. This label is where you will find the serial number.

COMMON LOCATIONS for SERIAL NUMBERS:

Newer homes: Homes produced after 1985

Most of these homes will have the DATA LABEL on the inside of the door that covers the electrical panel. There are many numbers on this data label so be sure you look for the correct heading for "Serial Number".

Older homes: Homes produced before 1985

Many homes produced in the early 1980's should have the serial number in the same location as described above (Newer homes). Older homes also had most of the information on a data label. The main difference is where this data label is placed. Older homes usually had the data label mounted on the inside of a door on one of the kitchen cabinets. The first location to check is the cabinet under the sink. If it is not found there it is

recommended you check the inside door of all the cabinets. Remember that the data label could still be on the inside of the door covering the electrical panel.

NEXT?

If no serial number or data label can be found inside the home the next place to look is on the exterior of the home. First look for any label or sticker that may have information regarding the home on it. If no such label is found the most common place to find the serial number is on the front cross member of the home. Some homes may have a label or a small metal plate and others may have the numbers stamped into the metal of the cross member.

If no serial number can be found the assessor should make sure the following information is obtained:

- YEAR
- MAKE (Manufacturer)
- MODEL (optional - If available)
- WIDTH and LENGTH of the home, excluding the eave
- CSA LABEL # (optional - if available)

If this information is captured a return trip to the home to gather this information will not be required.

If all attempts to locate the serial number have failed, the Modular Housing Association Prairie Provinces has a process in place to request a replacement identification number. The municipality simply calls the Association office at (780) 412- 1316 and asks to have a request form sent to them. This request form will ask a designated official to verify no serial number has been located and to provide the basic information listed above.

The form is completed and returned along with the \$500 fee for non-members, and \$300 fee for members. A multi – part form and two foil labels will be returned after the application is processed. One label will be affixed to the exterior of the home and one to the electrical panel on the inside of the home. The labels are to be applied by a municipal representative to ensure the integrity of the process. This will become the new identification number for the unit.

It is very important that a search of the PPR be completed to be sure the owners have not used a different number for the serial number (eg: the CSA label number) or to determine if the actual serial number was used previously.

For further information contact the Association Office at (780) 412-1316 or email at info@mhaprairies.ca.