

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS**

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INFORMATION BULLETIN 2015-05 (MH, RT)

**TO: Commercial Modular Licensed Dealers
Commercial Modular Licensed Manufacturers
Third-Party Agencies (MH)
Division Staff**

**SUBJECT: Commercial Modular (CM) – Registration and Titling
Information**

This Information Bulletin provides the procedure to be followed when a commercial modular (CM) unit is altered or re-manufactured requiring the issuance of new Department of Housing and Community Development (HCD) insignia.

To update HCD permanent title records for CM's under HCD jurisdiction with the most current information and to ensure new registration and titling documents reflect those changes, the following documents must be submitted to HCD's Registration and Titling Program:

1. The original Certificate of Title issued by HCD or Ownership Certificate (pink slip) issued by the Department of Motor Vehicles (DMV) as applicable. If neither are available, an Application for Duplicate Certificate of Title (form HCD 480.4) must be completed and submitted along with a \$25 fee.
2. The original or most current Registered Owner's Registration Card. If unavailable, an Application for Duplicate Registration Card (form HCD 481.2) must be completed and submitted along with a \$25 fee.
3. For each recorded junior lienholder, a Junior Lienholder Registration Card. If unavailable, an Application for Duplicate Registration Card (form HCD 481.2) must be completed and submitted with a \$25 fee for each duplicate being requested.

4. If the titling document being submitted has been issued by the DMV, an Application for Registration (form HCD 480.5) must be completed in full and submitted.
5. A copy of the final inspection report approved by either an HCD inspector or an HCD-approved Third-Party Agency.
6. A completed Statement of Facts (form HCD 476.6) indicating the new insignia number and any changes to the Occupancy Group Code, and if alterations were made and the cost of the alterations.

Pursuant to California Health and Safety Code Section 18115, alterations costing more than \$200.00 will result in a change in the unit's original cost and, therefore, will increase the amount of in-lieu tax fees for units subject to annual renewal.

Please visit <http://www.hcd.ca.gov/codes/registration-and-titling/forms.htm> to obtain copies of the forms specified in this Information Bulletin.

The above documents and applicable fees should be mailed to:

Department of Housing and Community Development
Registration and Titling Program
P.O. Box 2111
Sacramento, CA. 95812-2111

Questions or concerns regarding this Information Bulletin may be directed to the Registration and Titling Program at (800) 952-8356 or (916) 323-9224.



Richard Weinert
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