



Oregon

Theodore R. Kulongoski, Governor

Department of Consumer and Business Services

Building Codes Division

1535 Edgewater Street NW

PO Box 14470

Salem, OR 97309-0404

(503) 378-4133

FAX (503) 378-4101

TTY (503) 373-1358

[http: // /bcd.oregon.gov](http://bcd.oregon.gov)

The Building Codes Division began collecting and maintaining the ownership records as required by ORS 446.571(2) in March of 2006. Most of BCD's partners are forwarding transactions to us, but we are finding quite a few documents that BCD will not retain for imaging because they contain confidential information. As a reminder, we are sending another list of the documents to be retained along with a list of the documents we do not want.

The following manufactured structure "ownership records" need to be collected from Counties, Dealers and Title Companies; and maintained by the Building Codes Division:

- Notice of Sale/Change of Ownership (form 440-2952)
- Affidavit to Establish Ownership (form 440-2947)
- Security Interest Change (form 440-2948)
- Multi-Purpose Change Form (form 440-2972)
- Inheritance Affidavit (form 440-2946)
- Inheritance Transfer of Deceased's Interest Without Probate
- Certificate of Possessory Lien Foreclosure (form 440-2951)
- Certificate of Repossession (form 440-3926)
- Bill of Sale (form 440-3925)
- DMV Bill of Sale
- Any additional paperwork containing an original signature. If the Notice of Sale form was submitted and did not contain a signature by the seller, for example, another sheet of paper (which may be the signed off title or ownership record, bill of sale or another record acknowledging the sale between the seller and buyer) would be submitted to support the ownership transfer.
- DMV Application for Title and Registration
- Power of Attorney forms on transactions where the signature is made by someone having power of attorney.
- Statement of Lien Satisfaction if one was used in lieu of a Security Interest Change form.
- Any other record necessary to support a transfer of ownership and is necessary to determine that the ownership should be transferred, unless this record is recorded in another venue (for example: divorce papers, death certificates, etc.).

There are certain records that BCD do not collect or maintain, these are:

- birth certificates
- death certificates
- wills
- court orders or settlements

- bankruptcy records
- any other court records
- exempt title processing records
- copies of driver licenses
- Supplemental Information Form

If you have not been sending in these documents, please send all previous transactions performed after March of 2006 to BCD **as soon as possible**. Because you may have a time when questions arise on transactions, you may prefer to retain the records for a month before sending them in. If that is the process in your office it is fine, just let us know. You would then submit September 2007 documents in November, October 2007 in December etc.

We are organizing the records by Home ID # . It would be very helpful if the records were organized by Home ID # before you send them in.

If you have any questions please feel free to call or e-mail any of the following staff:

Coleen Hanson (503) 373-1309 Coleen.J.Hanson@state.or.us

Amanda Hauth (503) 373-1249 Amanda.R.Hauth@state.or.us

Sincerely,

Coleen Hanson
Program Coordinator
Manufactured Home Document Ownership
(503) 373-1309