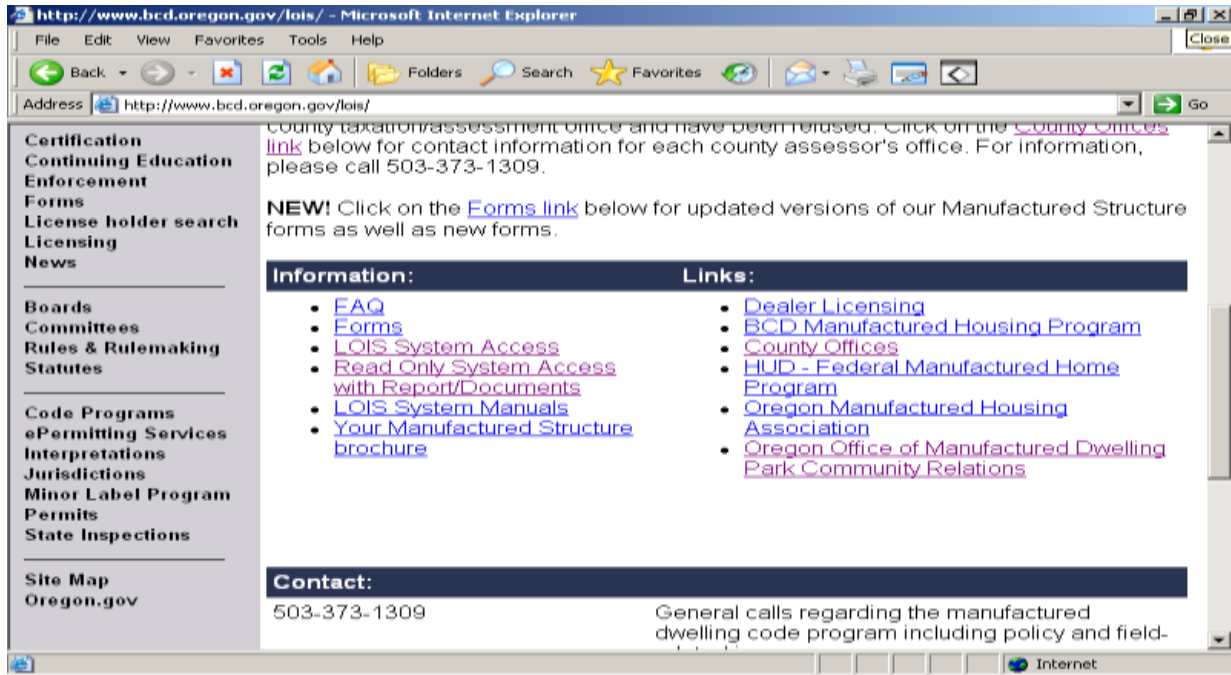


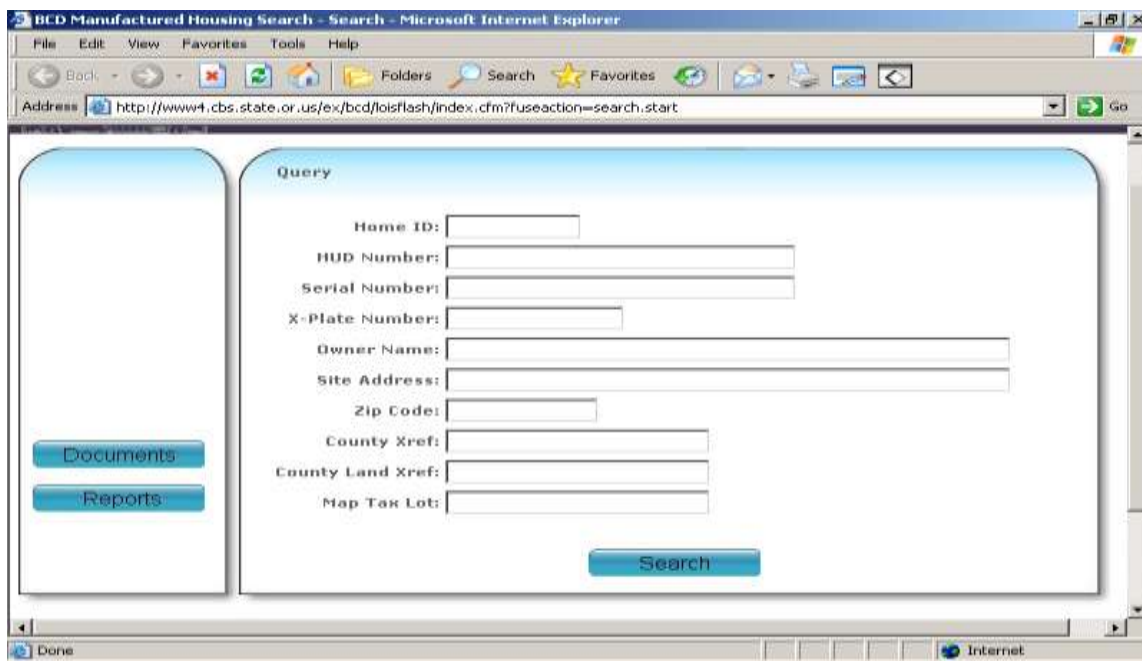
# Read Only System Access with Report/Documents Instructions

Go to [www.bcd.oregon.gov/lois](http://www.bcd.oregon.gov/lois)

Scroll down to the middle of the page and select the **Read Only System Access with Reports/Documents** link.

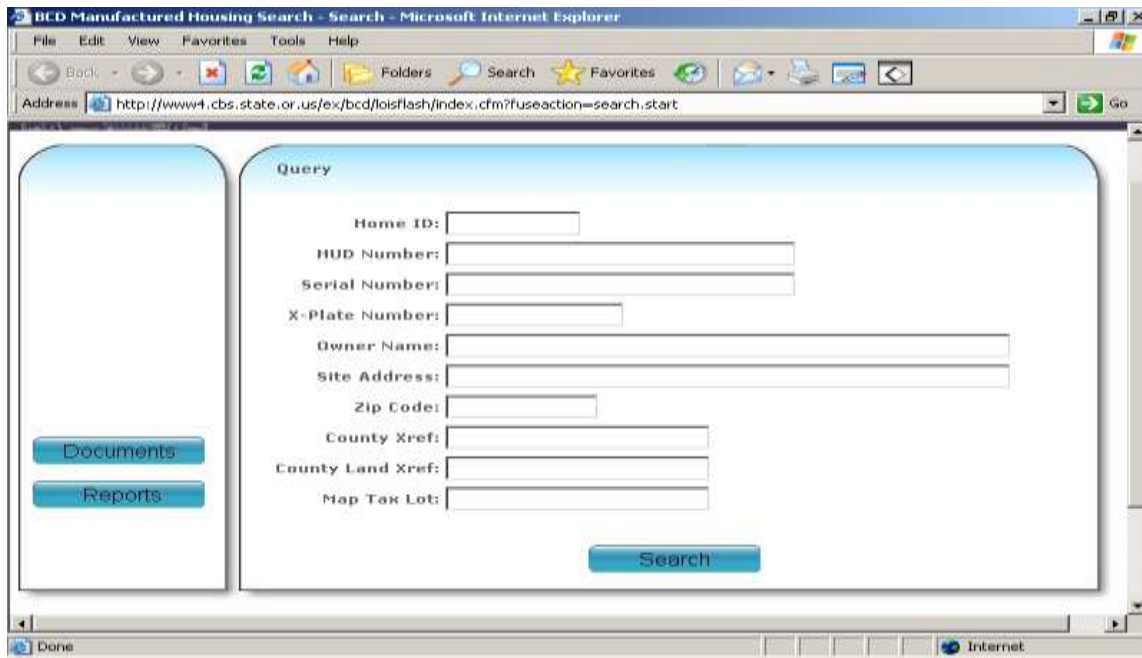


This will take you to the **Search Query** of the website.



Once at the **Query** screen you are able to search for a particular home using the Home ID, HUD Number, Serial Number, X-Plate Number, Owner Name, Site Address, Zip Code, County X reference, County Land X reference, or Map Tax Lot Numbers.

If you know the Home ID# for the home and wish to simply print a **Document** (Bill of Sale, Manufactured Structure Security Interest Change form, Multi-purpose Change Form, Notice of Sale/Change of Ownership form, Manufactured Structure Ownership Status Document, or Supplemental Information form) or print a **Report** (Home Detail Report) you may go directly to either the **Documents** button or **Reports** button on the left hand side of the screen to obtain them.



See **Documents/Reports** section of this instruction manual for examples of these forms and report.

## Searching for a Home

This system allows searches on any or all of the following criteria: **Home ID, HUD Number, Serial Number, X-Plate Number, Owner Name, Site Address, Zip Code, County Xref, County Land Xref, or Map Tax Lot.** The more information entered, or the more unique the information entered, the shorter the list results will be. The **Home ID, X-Plate** (license number from DMV), **HUD Number**, and **Serial Number** are unique to each home. If you have any of these numbers, use them first to perform the search. **This system also allows the use of the percent sign (%) as a wild card.** You can narrow or broaden the search by entering more, or less, data.

If you are performing a search using the HUD or X-plate numbers, enter your search criteria as %123456, leaving the ORE (for a HUD number) or X (for the X-plate) will produce more successful search results.

If you are performing a search using the Serial Number, do not enter the entire serial number as you know it. The most successful way to search by serial number is to use a series of numbers in the serial number and the wild card. For example, if the Serial Number is ORFL567956A, use %567956% as your search criteria.

## Perform Search

Once you have entered the search criteria, select the **Search** button to initiate the search. A list similar to the following will appear.

The screenshot shows a web browser window with the following details:

- Browser: Microsoft Internet Explorer
- Title: BCD Manufactured Housing Search - Search
- Address: http://www4.cbs.state.or.us/ex/bcd/loisflash/index.cfm?fuseaction=search.start
- Form Title: Query
- Form Fields:
  - Home ID:
  - HUD Number:
  - Serial Number:
  - X-Plate Number:
  - Owner Name:
  - Site Address:
  - Zip Code:
  - County Xref:
  - County Land Xref:
  - Map Tax Lot:
- Buttons: Documents, Reports, Search

## Search Results

The below list is the result of a search for the last name of “Jackson.” This search resulted in a long list of possible homes. You can scroll through the list using the scroll bar on the right, the “Page Down” button on your keyboard. Also, the order of the homes listed appears with the smallest home id# and go in order to the largest. By clicking on the column heading (home id, street address, site city, primary owner) you can place the homes in order based on these fields. Ex: the home is located in Brookings, Oregon. Select **Site City** and it will place the homes in order by city A-Z. Select it again and it will place the homes in order Z-A.

BCD Manufactured Housing Search - Search - Microsoft Internet Explorer

Address: http://www4.cbs.state.or.us/ex/bcd/loisflash/index.cfm?fuseaction=search.list

OREGON BCD Manufactured Housing Search

Your search returned too many results. Only the first 200 results are shown

Home ID	Site Street Address	Site City	Primary Owner
102473	35925 ILLAHE RD	AGNESS	JACKSON, BERNARD L
178110	34505 RIVERSIDE DR SW # 28	ALBANY	JACKSON, STEPHEN M
193709	1175 CENTURY DRIVE NE	ALBANY	EDLEY, VAL
179683	255 COLUMBUS ST NE	ALBANY	JACKSON, CLIFFORD EUGENE
127803	38638 LACOMB DR	ALBANY	JACKSON, BENJAMIN LEE
182035	35887 KNOX BUTTE RD SE	ALBANY	JACKSON, MICHAEL LAINE
108446	RT 6 BOX 250P	ASTORIA	JACKSON, JAMES WARREN
159538	8201 LITTLE RD	AUMSVILLE	JACKSON, ROBERT L
142034	8591 HOLMQUIST ROAD SE	AUMSVILLE	SLATER, HELEN ANN
171129	6222 UPPER COW CRK RD	AZALEA	JACKSON, FRANK DONALD
193940	RT 1 BOX 700	BANDON	JACKSON, WILMA J
123082	21800 NW FISHER RD	BANKS	JACKSON, STEPHEN CHRISTOPHER

Documents

Reports

Done

Start

MetaFrame Presen... http://www.bcd.or... BCD Manufactur... 3 Citrix Client Eng...

Internet

3:51 PM Tuesday

## Note:

There may be times when the owner name entered into the search screen does not appear in the **Primary Owner** column on the results screen. When a search is performed, Lois will search all data in the database. Although only the primary owner name will be listed on the results screen, a home will appear in the search results if the secondary owner name matches the search criteria.

If you are searching for an older home, you need to be aware that DMV purged all homes that were in their system with no activity for 10 + years. For example, if the home was purchased 12 years ago and never had an ownership or site change, the home was not in DMV's system to transfer to the Lois System. DMV also did not enter new homes that went straight to "exempt" (or detitled as DMV called it). If the home was exempted as real property at the time of initial purchase, you may not find the home in the system. You should still perform a thorough search to find the home before contacting the county or BCD for help.

## Select the Home

When you find the home you are looking for, highlight that home by either using the arrow keys on your keyboard, or by using your mouse and clicking on the home.

Your search returned too many results. Only the first 200 results are shown

Home ID	Site Street Address	Site City	Primary Owner
102473	35925 ILLAHE RD	AGNESS	JACKSON, BERNARD L
178110	34505 RIVERSIDE DR SW # 28	ALBANY	JACKSON, STEPHEN M
193709	1175 CENTURY DRIVE NE	ALBANY	EDLEY, VAL
179683	255 COLUMBUS ST NE	ALBANY	JACKSON, CLIFFORD EUGENE
127803	38638 LACOMB DR	ALBANY	JACKSON, BENJAMIN LEE
182035	35887 KNOX BUTTE RD SE	ALBANY	JACKSON, MICHAEL LAINE
108446	RT 6 BOX 250P	ASTORIA	JACKSON, JAMES WARREN
159538	8201 LITTLE RD	AUMSVILLE	JACKSON, ROBERT L
142034	8591 HOLMQUIST ROAD SE	AUMSVILLE	SLATER, HELEN ANN
171129	6222 UPPER COW CRK RD	AZALEA	JACKSON, FRANK DONALD
193940	RT 1 BOX 700	BANDON	JACKSON, WILMA J
123082	21800 NW FISHER RD	BANKS	JACKSON, STEPHEN CHRISTOPHER

Documents

Reports

Select

Once you have highlighted the home, you may either hit the **Select** button to view the information on the home or go to the **Documents** or **Reports** button on left-hand side of the screen to view and print Documents or Reports. Go to the **Documents/Reports** portion of these instructions to view examples of these documents.

## Viewing Home Information

**Note:** At any time you are in viewing the information on a home, you can select the “Back to List” or “Back to Query” buttons at below or above the tabs to take you back to the list of home you have searched for or back to a blank query screen to perform a new search.

## MFD Unit

The MFD Unit tab will show all the information regarding the home such as the manufacturer, manufacture year, X-Plate #, and the exemption status of the home ( exempt, active, pending county exemption, etc.)

BCD Manufactured Housing Search - Home Detail - Windows Internet Explorer provided by DCBS

http://www4.cbs.state.or.us/ex/bcd/loisflash/index.cfm?fuseaction=

BCD Manufactured Housing Search - Home Detail

**MFD Unit** Supplemental Current Site Issues Permits Owners Security Interest

Home ID: 144983

**MFD Unit Detail**

**Exempt Code:** ACTIVE

**X-Plate No:** X256398 **Issue Date:** 08/26/2003

**Home Type:** MANUFACTURED DWELLING

**Manufacturer:** SILVER BELL

**Model:** UNKNOWN

**Mfg Year:** 2003 **Sq Footage:** 1,620 **Right of Survivorship:** Y

**Dealer:** \_UNKNOWN

**Create Date:** 04/28/2005 **Mod Date:** 02/05/2010

**Create Id:** LOIS **Mod Id:** DWOODLEY

**Sections**

Manufacturers Serial No.	HUD Number	Create Date	Create Id
11829585B		11/18/2005	JROHRBA

Done Local intranet 100%

## Supplemental Tab

This information is now required for any change to occur on a home.

There are two separate tabs off of the main Supplemental tab, **Required** and **Optional**. The required tab will show information pertaining to the physical aspects of the home (square footage, number of bedrooms, number of bathrooms, etc.) This information is now required on any change that occurs to the home. The **Optional** tab may contain more physical aspects of the home. This information is not required, however, some owners may have supplied the information.

The screenshot shows a web browser window titled "BCD Manufactured Housing Search - Home Detail - Windows Internet Explorer provided by DCBS". The address bar shows the URL "http://www4.cbs.state.or.us/ex/bcd/loisflash/index.cfm?fuseaction=...". The page content includes a header with the Oregon state seal and the text "OREGON BCD Manufactured Housing Search". Below the header are two links: "Back to List" and "Back to Query". A navigation bar contains tabs for "MFD Unit", "Supplemental", "Current Site", "Issues", "Permits", "Owners", and "Security Interest". The "Supplemental" tab is active and contains sub-tabs for "Required" and "Optional". The "Required" sub-tab is selected and displays the following information:

<b>Home ID:</b> 144983	<b>X-Plate No:</b> X256398	<b>Serial No:</b>
<b>Date of Sale:</b> 10/30/2009	<b>Purchase Price:</b> 65000	<b>Includes Land:</b> NO
<b>Square Footage:</b> 1620	<b>No of Bathrooms:</b> 2	<b>No of Bedrooms:</b> 3
<b>Roofing Material:</b> COMPOSITION		
<b>Siding Type:</b> LAP CEMENT COMPOSITION		
<b>Heating Type:</b> ELECTRIC		
<b>Cooling Type:</b> HEAT PUMP		

## Current Site

The **Current Site** tab shows where the home is currently located. You may see at times both a **Current Site** and **Pending Site** tab. This may occur when a home is going to be or has recently moved to a new location. Once the trip permit is completed stating the move has occurred, the pending site then becomes the current site and the Pending Site tab is removed from the system until the home moves again.

The screenshot shows a web browser window titled "BCD Manufactured Housing Search - Home Detail - Windows Internet Explorer provided by DCBS". The address bar shows the URL "http://www4.cbs.state.or.us/ex/bcd/loisflash/index.cfm?fuseactionio". The page content includes a navigation menu with tabs: "MFD Unit", "Supplemental", "Current Site" (selected), "Issues", "Permits", "Owners", and "Security Interest". Below the navigation menu, the "Home ID: 144983" is displayed. The main content area is titled "Current Site Detail" and contains the following information:

<b>Siting Type:</b>	OWNER SITE	<b>Removal Date:</b>	
<b>Delivery Date:</b>	08/26/2003		
<b>Park:</b>	WILDWOOD MOBILE VILLA, KEIZER	<b>Park Space No:</b>	
<b>Park Lot No:</b>	75A		
<b>Map Tax Lot:</b>	6 S 3 W 34 CA 00100		
<b>County Xref:</b>	M332760		
<b>County Land Xref:</b>			
<b>Address:</b>	1055 LOCKHAVEN DR N 75A		
<b>City, State, Zip:</b>	KEIZER, OR 97303		
<b>County:</b>	MARION		
<b>Create Date:</b>	06/21/2005	<b>Mod Date:</b>	02/05/2010
<b>Create Id:</b>	VWHITE	<b>Mod Id:</b>	DWOODLEY

The browser status bar at the bottom shows "Done" and "Local intranet" with a zoom level of 100%.

## Pending Site

The **Pending Site** tab appears on a home when a home is going to be or has recently moved to a new location. Once the trip permit is completed stating the move has occurred, the pending site then becomes the current site and the Pending Site tab is removed from the system until the home moves again.

BCD Manufactured Housing Search - Home Detail - Windows Internet Explorer provided by DCBS

OR <http://www4.cbs.state.or.us/ex/bcd/loisflash/index.cfm?fuseactionio> Live Search

BCD Manufactured Housing Search - Home Detail

[Back to List](#) [Back to Query](#)

MFD Unit Supplemental Current Site **Pending Site** Issues Permits Owners

Home ID: 183049

**Pending Site Detail**

<b>Siting Type:</b>	OWNER SITE	<b>Removal Date:</b>	
<b>Delivery Date:</b>		<b>Park:</b>	
<b>Park:</b>		<b>Park Lot No:</b>	
<b>Park Lot No:</b>		<b>Park Space No:</b>	
<b>Map Tax Lot:</b>			
<b>Address:</b>	73768 COLUMBIA RIVER HWY		
<b>City, State, Zip:</b>	RAINIER, OR 97048		
<b>County:</b>	COLUMBIA		
<b>Create Date:</b>	02/02/2009	<b>Mod Date:</b>	02/02/2009
<b>Create Id:</b>	JLEACH	<b>Mod Id:</b>	JLEACH

Done Local intranet 100%

## Issues

The **Issues** tab will show any “issues” or notes a system user places on a home.

**Note:** An Issue stating “Transfer Blocked Pending Tax Clearance” appears on all homes. This block is placed on the home July 1<sup>st</sup> and October 25<sup>th</sup> of each year. Taxes must be current before any ownership or site change can occur.

BCD Manufactured Housing Search - Home Detail - Windows Internet Explorer provided by DCBS

OR <http://www4.cbs.state.or.us/ex/bcd/loisflash/index.cfm?fuseaction> Live Search

BCD Manufactured Housing Search - Home Detail

[Back to List](#) [Back to Query](#)

MFD Unit Supplemental Current Site **Issues** Permits Owners Security Interest

Home ID: 144983

**Issue / Message Detail**

Issue / Message	Block Ownership	Block Siting
TRANSFER BLOCKED PENDING COUNTY TAX CLEARANCE	Y	Y

Start Date: 02/05/2010  
End Date:  
Comments:  
Mod Date: 02/05/2010 Mod Id: TSWEARI

Done Local intranet 100%

## Permits

This tab will show all trip permits that have been taken out on the home to move it to a new location.

The screenshot shows a web browser window titled "BCD Manufactured Housing Search - Home Detail - Windows Internet Explorer provided by DCBS". The address bar shows the URL "http://www4.cbs.state.or.us/ex/bcd/loisflash/index.cfm?fuseactio". The browser's address bar also contains "Live Search". The page content includes a navigation menu with tabs: "MFD Unit", "Supplemental", "Current Site", "Issues", "Permits" (selected), "Owners", and "Security Interest".

Home ID: 144983

**Permit Transaction**

Permit ID	Section HUD or Serial	Transporter	Issue Date
102430	11829585A	_UNKNOWN	06/06/2005

**Section Move Status:** MOVE COMPLETED

**Permit Buyer:** DUMMY PERMITS      **Placement Permit Id:**

**Issue Date:** 06/06/2005      **Completion Date:** 08/26/2003

**Exire Date:** 07/28/2005

**Source Address:** 1055 LOCKHAVEN 75A

The browser's status bar at the bottom shows "Done", "Local intranet", and "100%" zoom level.

## Owners

The **Owners** tab will let you view the ownership information on the home along with the mailing address for each individual owner.

BCD Manufactured Housing Search - Home Detail - Windows Internet Explorer provided by DCBS

http://www4.cbs.state.or.us/ex/bcd/loisflash/index.cfm?fuseaction=

BCD Manufactured Housing Search - Home Detail

MFD Unit Supplemental Current Site Issues Permits **Owners** Security Interest

Home ID: 144983

**Owner Detail**

Owner Name	Entity Type	Interest Date	Order
ALLEN, DAVID A.	PERSON	02/05/2010	1
WRIGHT-ALLEN, TERESA L.	PERSON	02/05/2010	2

Owner Type: REGISTERED OWNER      Notify: Y

**Owner Address Detail**

Bad Address: N

Mailing Address: 1055 LOCKHAVEN DR N #75A

City, State, Zip: KEIZER, OR 97303

Done Local intranet 100%

## Security Interest

The **Security Interest** tab will appear when there is a perfected lien holder on the home. This tab shows any and all Security Interest Holders and their mailing address.

BCD Manufactured Housing Search - Home Detail - Windows Internet Explorer provided by DCBS

OR <http://www4.cbs.state.or.us/ex/bcd/loisflash/index.cfm?fuseaction> Live Search

BCD Manufactured Housing Search - Home Detail

MFD Unit Supplemental Current Site Issues Permits Owners **Security Interest**

Home ID: 144983

**Security Holder Detail**

ID	Security Holder Name	Entity Type	Interest Date	Order
1489604	WARRICK, DEAN L.	PERSON	01/27/2010	1
1489605	WARRICK, DARLENE D.	PERSON	01/27/2010	2

Secured Party Type: SECURITY INTEREST HOLDER

**Security Holder Address Detail**

Bad Address: N

Mailing Address: 3963 47TH AVE NE

City, State, Zip: SALEM, OR 97305

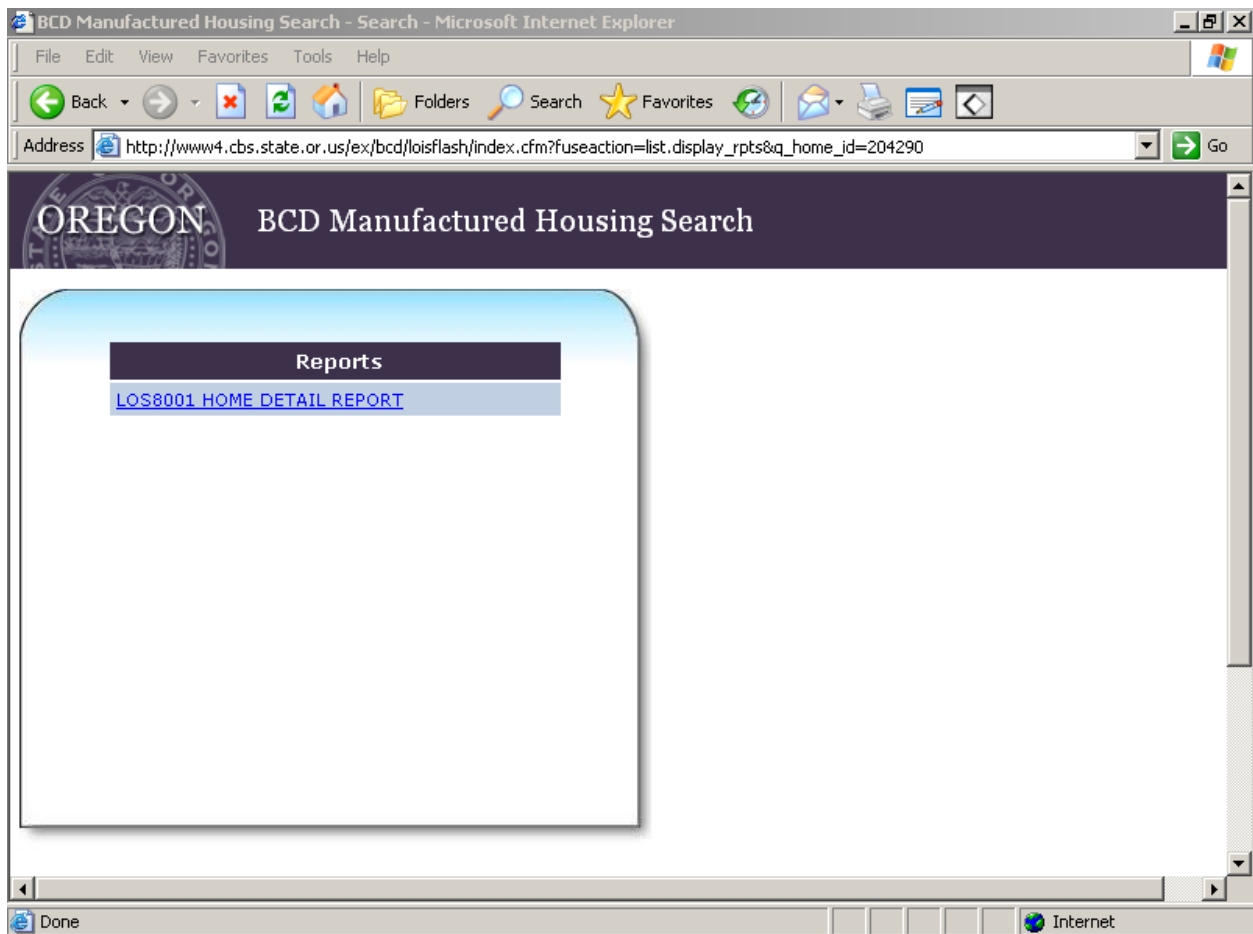
Done Local intranet 100%

## Documents/Reports

You can pull reports or documents on a particular home at any time. If you do not have information pulled up on a home, but know the **Home ID Number**, you can go straight to the **Documents** or **Reports** button on the left hand side of the screen. If you do not have the home id number you will need to find the home in the system first and can then select the **Documents** or **Reports** button on the left-hand side, or when viewing the information on the home, you may also select the buttons below the tabs.

## Reports

The **Home Detail Report** is available through the **Reports** button. All information that is contained on a particular home is available for viewing and printing on the **Home Detail Report**.



## Documents

Below is a list of Pre-filled Documents that you are able to pull on any specific home.

