



The Register

The Newsletter of **West Coast Title Search Ltd.**

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REGISTRY SERVICES • PROCESS SERVING

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ALL AGENTS ARE NOT THE SAME YOU STILL HAVE A CHOICE

At **West Coast**, we know that you count on your agent as a valuable resource and that personal, professional service is important to you and your clients. West Coast Title Search is the only full service BC registry agent in the industry that has never merged with or acquired another registry agent over the years.

We are proud to say that **West Coast Title Search Ltd.** has always been the *same company* with the *same name, same ownership* and *same dedication* to providing quality service to our partners in the legal profession for **over forty years**:

ONE ADDRESS: www.wcts.com

ONE EMAIL: info@wcts.com

THREE OFFICES

Vancouver 604-659-8700

New Westminister 604-659-8600

Victoria 250-405-6000

West Coast takes pride in knowing that our staff's dedication and personal service is valued by our clients, some of whom have been with us since we opened our doors in 1969. Our procedures have always emphasized thoroughness, accuracy and attention to detail in all areas:

LAND

PERSONAL PROPERTY

COURT

PROCESS SERVING

CORPORATE

OTHER REGISTRY SERVICES

and ONLINE FILING...

Our enhanced and secure electronic work order system (www.wcts.com) makes online filing just one more user-friendly way that **West Coast** is able to assist you with all your filing requirements. Our online forms are web-based and require no download, just a simple login process – no additional software or training required!

*At **West Coast**, we are dedicated to providing our clients with the highest possible quality service.*



Land

UPDATE

Multiple Lots on Electronic Form A

There is no limitation on the number of lots that may be included on an *electronic* Form A transfer. However, only **one** Property Transfer Tax (PTT) return can be filed with an electronic Form A, no matter how many lots are included.

The market value shown on the PTT return must be a **combined** market value of all the lots. *This means that you could pay a higher rate of tax than if you were to file a separate Form A transfer with a separate PTT return for each lot.*

Calculating Market Value on Multiple Lots

Where a building or residential dwelling straddles multiple lots, the lots are considered to be **one lot** for the purpose of calculating the fair market value of the property.

As you cannot have more than one lot on a *paper* Form A transfer (see Exception), a separate transfer and a separate Property Transfer Tax (PTT) return must be filed for **each** lot. However, property transfer tax only has to be paid once, based on the fair market value of the combined lots.

Complete a parent PTT return for the *first* lot and calculate the tax payable based on the fair market value of *all* the lots. For *each* of the other lots, complete a separate PTT return, using the same type of return as the parent return. Indicate "Nil" in the "Tax Paid" section on the front of the subsequent return(s) and **refer to the bar-coded number on the parent return.**

It is not necessary to complete the financial sections of the subsequent returns but all other sections must be completed and each return should be signed by the purchaser/transferee.

Exception:

For Prince Rupert and Prince George properties, where only one tax assessment was issued and where there is only one civic address, the Land Title Office will accept one paper Form A transfer showing more than one lot and only one PTT return.

Updated EFS Forms

New versions of 12 EFS forms were released June 5, 2011 to ensure support of Adobe Acrobat version 10. Among the new Form versions are Form A, Form B, Form C (*Charge and Release*), Form 17 (*Fee, Charge/Notation, Release*), Strata Property Act Filing, LTO Application to Deposit Plan and LTO Survey Plan Certification.

The release of the new EFS forms coincides with the LTSA announcement that a new enhanced site was released for its electronic services. As of September 18, 2011 the **Land Title & Surv: NEW** site will permanently replace the **Land Title & Surv** site on the BC Online main menu.

To download the current EFS forms on the current site, log on to BC Online and select **Land Title & Surv**. Select *EFS-Management* in the green bar on the left side of the screen and choose *Download Form Templates*.

To download the current EFS forms on the enhanced site, log on to BC Online and select **Land Title & Surv: NEW**. *Rollover Administration* in the blue bar at the top of the screen and click *Download Form Templates* in the drop-down navigation menu.

By clicking on *Download Form Templates*, you will see a list of all current EFS forms and their effective date. You may download the EFS forms in a single Zip file from this screen

Note: *If you do not use the current version of the EFS forms, you will receive a warning that the older version you used is being phased out.*

Required E-Filing Reminder

Effective **July 1, 2011**, all **Posting Plans** must be filed electronically. The requirement to e-file **Land Title Form A(Transfer)**, **Form B(Mortgage)** and **Form C(Charge and Release)** will not take effect until **January 16, 2012**. The content and timelines for subsequent phases of required e-filing are expected to be announced in the fall of 2011.

Even with required e-filing, there is no requirement for you to file electronic documents yourself. *West Coast would be happy to e-file your documents for you.*

Visit our website www.wcts.com and sign up to use our *online request forms* or simply email your filing instructions and your pdf documents to info@wcts.com.

MHR

UPDATE

Notarially Certified Copy

If a Manufactured Home registration requires an accompanying *Power of Attorney (POA)* or *Death Certificate*, the POA/Death Certificate must be submitted, either in original form, or as a notarially certified copy.

If you wish to have the original POA/Death Certificate returned to you, please indicate this in your instructions. If it is a *paper* submission, the Registry will certify the original and return it to us, if requested. For an **online** registration, if you request that the original be returned with the completed documents, we will have a notarially certified copy made prior to submission and return the original to you.

Note: *There will be an additional cost of \$25.00 for the certified copy.*

BC Registries

UPDATE

Reduced Telephone Hours

BC Registry Services has reviewed its telephone coverage and found that there is still a need to have reduced hours in order to balance the processing of work and responding to phone/email requests. Until further notice, the Registries advise that the reduced hours of **10:00 a.m. until 3:00 p.m.** will continue for all *Corporate, Manufactured Home and Personal Property* Registry unit information numbers (including all staff personal telephone numbers and direct dial free lines from Greater Vancouver).

Court

UPDATE

New Westminster Trial Division**Contact Information Required**

New Westminster Trial Division requires contact information for all parties when filing a *Notice of Case Planning Conference* and *Notice of Judicial Case Conference*. Unfortunately, the new forms do not indicate that this is a requirement. The contact information can be attached on a separate page.

Transferring Files

Prior to July 2010, the Courts would arrange for files to be transferred for a hearing booked through Trial Division. ***This is no longer the practice.*** Counsel is now responsible for ensuring that the appropriate Court has a file.

To request that a file be transferred, a general *Requisition*, together with a stamped copy of whatever document set the hearing, must be filed.

Process Serving

UPDATE

Out-of-Area Services

West Coast has established a network of process servers to handle your process serving files throughout British Columbia, Canada and internationally. We are a member of the US based *National Association of Professional Process Servers*, where each member agrees to abide by the provisions and principles set forth in a strict code of ethics. We are committed to ensuring that your service is handled by our network process server with the same high quality as if it were handled solely by us. The steps that we take to ensure this consistent high quality are as follows:

- Upon receipt of your documents, we carefully check them to ensure that they are “service ready”. For example, if Supreme Court documents are being served outside of British Columbia, they will need to include the Form 11 Endorsement [Rule 4-5].
- If you require an Affidavit of Service, we will prepare the affidavit so that our network process server can just fill in the blanks and affix a Notary Seal (if the documents are to be served outside British Columbia). We will also make photocopies to attach to the Affidavit of Service, if you haven’t already provided them.
- We ensure that the set of documents for service and the Affidavit of Service, if required, are intact before sending the file by overnight courier to our network process server.
- We also enclose, with your documents, a “Request for Service Sheet” for our network process server, which includes the recipient’s personal information, general file information and the service deadline.
- We monitor your file very closely when it is sent out-of-area for

service. We ask our network process server to call us once your documents are served, or if any problems arise, so that we can then inform you. If we have not heard from our network process server within a reasonable length of time, we will contact them for a status report on your file.

- Once the service is completed and returned to us, we double check for accuracy before returning it to you. If our network process server is unable to serve and you require an Affidavit of Attempted Service, we will assist in the preparation of the affidavit.

Calculating Costs

Please remember that, in addition to our handling fee, there are courier fees as well as the network process server fees. Keep in mind that the network process server may also charge for additional services such as attempts, mileage and notary fees.

Process Serving Fees

Our popular *40/60/80 The Flat Rate Process Serving Plan™* includes a predictable up-front fee for basic services, which includes mileage and confirmation of service. In addition to our general fee schedule, we have customized fee schedules designed for clients located in the **Tri-Cities** (*Port Moody, Port Coquitlam and Coquitlam*) and for clients located in **Surrey, Langley, Delta and White Rock**.

Service Area Fee Change

All services north of Lions Bay, east of 216th St. in Langley or 232nd St. in Maple Ridge, and in the Fraser Valley, are now being handled by our out-of-area process servers and no longer fall within the perimeters of our *Flat Rate* schedules.

Please call Nick Vojic, our Process Serving Manager at 604-659-8700 or email nick@wcts.com for copies of our Process Serving fee schedules or to discuss how we can best meet your needs.

Staff Anniversary

On May 21, 2011, **Cyndy Patterson**, in our Client Services department in our *New Westminster* office, celebrated her **20th Anniversary** with West Coast. On behalf of Wayne Crookes, Owner/President and all the staff, we would like to congratulate Cyndy for her many years of dedicated service and say:

"Thank You For a Job Well Done!"



Cyndy Patterson and Wayne Crookes, Owner/President

New Electronic Billing

It's All About Service.

Over the last few months, you may have noticed that we have begun the process of converting to **electronic billing** for all process serving files, online filings and for other work requests not sent in on a paper invoice.

West Coast will continue to provide you with pre-printed invoices, but you also have the option of sending work requests in via our website, email, fax or by phone. You will always receive a copy of your invoice with your returned work, whether it is emailed, faxed or in hardcopy. Your Accounting department will also receive a hardcopy of the invoice attached to the statement.

Customized Accounting Data Upload is also available as an added service.

- Working with your IT and accounting staff, we can customize a data upload that is emailed to your designated employee's desktop.
- Paper copies of invoices and statements still follow, so you will always have your source documents.
- Data can be sent *daily, weekly* or *twice a month*, so your staff can customize their own workload - it's your choice!

For more information, please contact Ruth Balfour, Accounting Manager, at 604-659-8602, toll free at 1-800-553-1936 or by email at ruth@wcts.com.

Monitor Labels

Our popular self-sticking calendar labels for **July-December 2011** that can be affixed to your computer monitor are now available. This calendar format is easy to use with the added benefit of not taking up any desk space.

To order additional monitor labels, please contact Cyndy at 604-659-8610 or by email at cyndy@wcts.com.

Newsletters & Updates

If you would like to receive our Newsletters and Updates **via email**, please contact our Client Services department at 604-659-8610 or toll free at 1-800-553-1936 or via email at info@wcts.com and ask to be added to our list.

Help Us Go Green!



The Register is the newsletter of **West Coast Title Search Ltd.** It is available free of charge and we encourage you to use the information to assist you with your work.

West Coast Title Search Ltd.

Website: www.wcts.com
Email: info@wcts.com

99 Sixth Street
New Westminster, BC V3L 5H8
604-659-8600 Fax 604-525-2593
Toll Free: 1-800-553-1936

840 Howe Street - Suite 100
Vancouver, BC V6Z 2L2
604-659-8700 Fax 604-682-5793
Toll Free: 1-800-806-2788

1207 Douglas St - Suite 512
Victoria, BC V8W 2E7
250-405-6000 Fax 250-383-1614
Toll Free: 1-800-667-7767



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