



West Coast Title Search Ltd.

Process Serving, Registry and Research Services since 1969

Fee Schedule

for ACCOUNT HOLDERS

Effective May 7, 2018

Yes, We E-File!

Visit us on the web and register for our online service forms at:

www.wcts.com



- E-filing
- PTT disbursements
- Prepare land forms
- Access to Notaries Public for digital signature

- No charge for phone calls
- Email included in most fees

- Local, national, international - we can assist you.
- Online service forms

- No mileage
- No fuel surcharges
- Free pick-up and delivery service to clients on our scheduled routes.



- Service-oriented
- Knowledgeable
- Average staff member has 15 years experience

- Accurate and reliable service
- Able to meet deadlines

Your feedback and comments
are important to us



60 / 80 / 100

The Flat Rate Process Serving Plan™

No mileage fees. No fuel surcharges.

This very popular plan includes prompt, reliable, professional process serving for a predictable up-front fee* for basic services which include mileage and confirmation of service.



All single personal services (or attempted services) anywhere in the Downtown Vancouver Core and in New Westminster.

\$ 60

All single personal services (or attempted services) elsewhere in Vancouver and in Burnaby, North Vancouver, West Vancouver and Richmond.

\$ 80

All single personal services (or attempted services) throughout Coquitlam, Port Coquitlam, Port Moody, Delta, Surrey, White Rock, Langley (*addresses west of 216th St*) and Maple Ridge (*addresses west of 232nd St*).

\$ 100

Bowen Island, Lions Bay and other areas. We are able to serve your documents in these and many more areas. Please call us for a quote.

* The Flat Rate Process Serving Plan™ includes up to 6 attempts for the fee shown above. An additional 3 attempts can be requested for 1/2 fee.

\$30 Services by regular mail (in accordance with Court Order), registered mail (plus disbursements), facsimile or email.

\$42 **Vancouver/New Westminster**
Law Firms, Registered Company Offices, ICBC, Financial Institutions, Department of Justice, all Federal, Municipal and Provincial Government Offices, etc.

\$47 **Other local service areas**
Law Firms, Registered Company Offices, ICBC, Financial Institutions, all Federal, Municipal and Provincial Government Offices, etc.

OUT-OF-AREA Handling fee utilizing our agent network (plus courier and subcontracting fees):

- ◆ Victoria..... \$37.00 ◆ USA..... 90.00
- ◆ Rest of BC 42.00 ◆ International 150.00
- ◆ Rest of Canada..... 58.00

Prepare AOS/COS \$12.00

Additional Party/Action (served at same time)
Additional Party (each).....\$30.00
Additional Action (each) 16.50

Affidavits

Affidavit of Service (Sworn, min.)\$33.00
Affidavit of Attempted Service (Sworn, min.)... 45.00
Affidavit Notarization 20.00
Certificate of Service 18.00

Locate

From directories, phone calls, etc.....\$35.00
By physically attending (minimum) 35.00

Skip Tracing

Skip Trace locate in BC (minimum, plus disb) \$250.00
Skip Trace attempt (minimum, plus disb)..... 80.00

Miscellaneous

Cancel and Return (minimum)\$16.00
Conduct Money (per \$100)..... 22.00
Rush (minimum) 25.00
Wait time (per 15 minutes)..... 45.00

COMMON FEES

REGISTER/FILE

Pre / Post	\$ 14.50
Prepare forms (minimum)	17.00
Amend document (minimum)	17.00
Meet	18.50

DISBURSE FUNDS

Disbursement fee	\$8.00
PTT, or other large disbursement (Per \$1,000.00 - min \$20.00 / max \$350.00; plus interest and fees, if applicable)	5.25

DELIVERY

To / From another agent	\$ 16.50
Within local Registry	16.50
Office on existing run	31.00
Office not on run (see PS area fees, minimum)	42.00
Return by Registered Mail (+ postage)	15.75
Return by regular mail (minimum)	8.50

COURIER (plus disbursements)

Vancouver / Victoria (each way)	\$ 17.00
Arrange local or overnight courier	12.50
Special Pick-up in Vancouver core (minimum)	16.00

GENERAL SERVICES

Hold	\$8.00
Priority Service (per service)	23.00
Rush (minimum)	16.50
Certified Copy	24.00
Pick-up / Return document (minimum)	16.50
Cancel and Return	16.00
Hourly rate (Research / Consulting / etc.) (Billed in 15 minute increments)	180.00
Wait time (per 15 minute increment)	45.00

COMMUNICATIONS

Document Scan (includes email)	\$9.00
Email	No Charge
Fax (first 12 pg, then 0.50/pg)	9.00
Phone	No Charge

OUT-OF-AREA

Handling fee for files utilizing our agent network
(plus courier disbursements and subcontracting fees):
All Departments, except Process Serving (see PS page)

- ◆ British Columbia (min) \$35.00
- ◆ Rest of Canada (min) 50.00
- ◆ USA (min) 77.00
- ◆ International (min) 100.00

LAND

OBTAIN

Legal / Assessment	\$ 16.00
Tax Information	20.00

SEARCH

Computer	\$ 19.00
Strata Plan General Index	5.00
Manual (Cancelled Title)	25.00
Name (per name searched)	19.00
Absolute titles (minimum - hand copied)	30.00
Historical / Environmental (per hour)	180.00
Site Registry (Waste Management)	
◆ Index	17.00
◆ Synopsis Report	17.00
◆ Detail Report	17.00
Crown Land / Gator (minimum)	27.00

COPY

Imaged document / Imaged plan	\$ 17.00
Manual document (first 20 pgs, then 0.50/pg - maximum \$30)	25.00
Manual Plan / Strata Plan	25.00

E-FILING

Registration (per document)	\$21.00
Declaration / PTT	14.00
Release	13.00
STC filed separately	24.00

PAPER FILING

Registration/Release (with exemption from e-filing letter)	\$32.00
STC filed separately	24.00
STC Query / Title Correction	15.00

PLANS

Subdivision Plan / Strata Plan (minimum)	\$80.00
Explanatory / Reference Plan (minimum)	70.00

MISCELLANEOUS

Certified Copy	\$24.00
Counter / Preliminary Inspection	24.00
Deliver Duplicate Title or Cert. of Charge	32.00
Prepare E-Forms (minimum)	24.00
Submit Withdrawal Letter	No Charge

FILE

Supreme	
♦ Van, New West & Victoria	\$ 16.50
2 nd Counter (same file)	10.00
♦ Chilliwack	35.00
Provincial - Small Claims and Family	
♦ New Westminster & Victoria	16.50
♦ Vancouver	24.00
♦ Abbotsford & Chilliwack	35.00
♦ Other - Metro Vancouver	30.00
Provincial - Criminal	
♦ New Westminster & Victoria	16.50
♦ Vancouver & Metro area	30.00

FILE (continued)

Probate	\$24.00
Federal / Tax Court	30.00
Court of Appeal	24.00
Disburse in Registry	16.50
E-FILING	\$ 16.50
SEARCH* (per name)	\$20.00
Each additional name	14.00
COPY	
From Court file*	\$ 19.00

*Hourly rate may be applied for large files

CORPORATE REGISTRY

SEARCH

BC Search Summary	\$24.00
Certificate of Good Standing / Status / Letter Under Seal	24.00
Name Reservation	27.50
Partnership Search	24.00
Photocopy	19.00

REGISTRATION / FILING

Incorporation / Registration documents, Special Resolutions, etc	\$46.00
Miscellaneous Filings	24.00
Annual Reports, Notice of Directors, Notice of Offices	16.50

MOTOR VEHICLE REGISTRY

SEARCH

Licence Plate, Registration, Serial Number for Current Owner	\$35.00
Vehicle Name Search	35.00
Certified "As At", Vehicle History	35.00

MISCELLANEOUS REGISTRIES

Bank of Canada Search	\$32.00
Bank of Canada Registration	53.00
Bankruptcy (Federal)	32.00
Additional Name	16.00
Court Bailiff (per Bailiff)	32.00
Indian Land Registry	53.00
Public Trustee	53.00

MANUFACTURED HOME REGISTRY

SEARCH	\$24.00
Combined MHR / PPR Search	30.00
Combined MHR / PPR Pre Search	22.00
REGISTRATION	\$46.00

PERSONAL PROPERTY REGISTRY

SEARCH	\$24.00
REGISTRATION	
Financing / Financing Change Statement ..	\$35.00
Renewal	22.00
Total Discharge	22.00
Remote entry of collateral (per line after first 8) ..	2.75

VITAL STATISTICS

Obtain Birth, Death, Marriage Certificate or Wills Notice search	\$40.00
Submit Wills Notice filing	40.00

REGISTRIES/SERVICES FOR \$53.00

Aircraft Search, BC Gazette, BC Human Rights Tribunal, BC Securities Commission, Canada Revenue Agency, Corporate Capital Tax, Crown Publications, Department of Fisheries and Oceans, Employment Standards, Financial Institutions Commission, Mineral Titles, Ministry of Finance, Official Receiver, Order in Council - Authentication, Queen's Printer, Ships Registry, Social Services Tax, Surveyor General

OTHER REGISTRIES/SERVICES

Please call for quote

VANCOUVER

840 Howe Street - Suite 100 V6Z 2L2
604-659-8700
800-806-2788
Fax: 604-682-5793

NEW WESTMINSTER

99 Sixth Street V3L 5H8
604-659-8600
800-553-1936
Fax: 604-525-2593

VICTORIA

1207 Douglas St - Suite 512 V8W 2E7
250-405-6000
800-667-7767
Fax: 250-383-1614

Notes to the Fee Schedule including

TERMS and CONDITIONS DISCLAIMERS and LIMITATIONS OF LIABILITY



We are a service-oriented firm.

Please advise us of your specific needs and we will do everything possible to meet them.
If you have a concern, please tell us immediately so we can deal with it promptly. We will do everything we can to assist you in resolving it.

FEES

The fees listed are the normal ones charged and do not include disbursements or GST. Where extra work is required, our fees will reflect the additional work. West Coast Title Search Ltd. ("West Coast") reserves the right to change our fees, service charges and disbursement policies without notice. All government fees are subject to change without notice. All invoices should read **E & OE - Errors and Omissions Excepted**.

URGENT FILES

Please be specific about the time requirements - Rush, Urgent and ASAP can be ambiguous.

If you are sending something urgent by courier, please advise us in advance so we can monitor its arrival. If you are sending us a large, time-consuming file, especially towards the end of the day, tell us so that we can schedule our staffing to give it the priority it requires.

CREDIT POLICY

All disbursements are made on the condition that we will be reimbursed promptly. All disbursements over \$500.00 per invoice, are made on the understanding that they are covered by funds held in trust, and that in all instances, remittance will follow immediately. These disbursements are considered overdue if not received the next business day. All disbursements are conditional upon accounts being in good standing and complying with West Coast account and credit requirements.

As most accounts involve disbursements, accounts are due upon presentation of our statement and are overdue if not paid in 30 days. Overdue accounts are subject to a service charge of 2% per month (26.83% per annum) from the date of the invoice. A Service Charge of **\$35.00** will be applied to all NSF cheques.

LEGAL ADVICE DISCLAIMER

West Coast does not provide legal advice. All information given by West Coast should not be acted upon without reference to the relevant statutes, regulations, case law, administrative guidelines and other primary sources. This includes any information given concerning our understanding of the law or about registry practice (or the practices of legal offices).

DATABASE AND LEGAL DESCRIPTION DISCLAIMER

West Coast cannot guarantee the accuracy of government, British Columbia Assessment Authority or other third-party databases. West Coast will not be responsible for any loss, damage or injury arising from the inaccuracy/deficiencies/limitations of government and third-party databases which we use for our reports, searches and other activities.

British Columbia Assessment Authority does not guarantee the accuracy of its information. While West Coast can provide a fast convenient and inexpensive method of obtaining legal descriptions, care must be taken in relying on them. The only legal sufficient to prepare legal documents is the legal found on the Online Title Search Print.

THIRD PARTY DISCLAIMER AND OTHER DISCLAIMERS

West Coast cannot guarantee the performance of agents and sub-agents including contractors, process servers and couriers who are not directly employed by West Coast and we will not be responsible for any loss, damage or injury arising from their actions or omissions. Where West Coast utilizes couriers, carriers or public transit, we cannot guarantee their performance or timeliness and disclaim responsibility for any loss, damage or injury arising from their actions, including loss of documents and late delivery. The same applies to damage caused by delay due to traffic accidents, heavy traffic or weather conditions.

In no event shall West Coast be liable for any damages whatsoever, whether direct or indirect, punitive, special, incidental, or consequential damages (including, without limitation, for any loss of business, revenue, profits, goodwill, data, documents, property, materials or equipment, or other economic advantage or intangible loss), arising out of or in connection with (1) failures of third parties including, but not limited to; subcontractors, couriers, transportation services, and other service providers (including telecommunications, hosting, and power providers); (2) problems inherent in the use of the internet and electronic communications; (3) natural disasters or other destruction or damage of West Coast's facilities, acts of nature, war, civil disturbance, or any other cause beyond West Coast's reasonable control; or (4) statements, products, proceedings or conduct of any third party. Without in any way limiting the generality of the foregoing, West Coast is not liable for the acts or omissions of any third party acting on instructions from West Coast.

INSURANCE

We carry \$5,000,000 Errors and Omissions Insurance. We are proud to report that we have never had a claim against our insurance since our founding in 1969. A copy of our insurance binder is available on request.

Terms and Conditions & Disclaimers and Limitations of Liability are subject to change without notice. For the most current policies and more details, please visit our website at www.wcts.com.

Fee schedule effective May 7, 2018