



West Coast Title Search Ltd.

“We take pride in our work”

Fee Schedule

Effective February 20, 2012

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

www.wcts.com



West Coast is a service-oriented firm committed to providing the legal profession with the prompt, accurate and reliable service required to meet tight deadlines and comply with undertakings.

We are very proud of our competent, well-trained staff who strive to make your job easier. We know every day requires that we work diligently to continue to be worthy of your trust and patronage.

West Coast has a superb resource of people with a great depth of knowledge and experience. They are at your disposal to answer your questions and to assist you with your special needs or any problems you might have.



West Coast strives to observe a duty of utmost good faith to our lawyer and notary clients. We are very grateful for the patronage and support which our clients have extended to us since 1969.

Your feedback and comments are important to us.



45 / 65 / 85

The Flat Rate Process Serving Plan™

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. A sworn Affidavit of Service is \$25.00.



All single personal services (or attempted services) anywhere in Downtown Vancouver and New Westminister. (*Tri-Cities, Surrey, Delta, White Rock and Langley clients, please ask for the customized schedule for your area.*)

\$45

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

\$65

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

\$85

\$25 Services by regular mail (in accordance with Court Order), registered mail (plus disbursements), facsimile or email.

\$35 Law Firms, Financial Institutions, ICBC, Registered Company Offices, Immigration and Refugee Board, Department of Justice.

\$35 All Municipal and Provincial Government Offices and Company offices where documents can be left with someone who is available and authorized to accept service.

Additional Party served at same time

West of 216th Street in Langley\$25.00
 West of 232nd Street in Maple Ridge 25.00

Affidavits

Affidavit of Service (sworn)\$25.00
 Affidavit of Attempted Service (sworn) 40.00
 Certificate of Service 15.00
 Affidavit Notarization 15.00

Locate

From directories, phone calls, etc\$30.00
 By physically attending (minimum) 30.00

Skip Tracing

Skip Trace locate in BC (minimum, plus disb) \$200.00
 Skip Trace attempt (plus disb)..... 35.00

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

- ◆ Victoria.....\$30.00
- ◆ Rest of BC 35.00
- ◆ Rest of Canada..... 50.00
- ◆ USA..... 75.00
- ◆ International.....125.00

GENERAL SERVICES

Holds (includes telephone call to confirm).....	\$7.00
Priority Service (per service).....	20.00
Rush (minimum).....	10.00
Certified Copy.....	18.00
Pick-up / Return document (minimum).....	12.00
Cancel and Return.....	12.00
Hourly rate (Research / Consulting / Wait time / etc.) (Billed in 15 minute increments).....	110.00

COMMUNICATIONS

Email.....	\$8.50
Fax (first 16 pg, then 0.50/pg).....	8.50
Phone.....	8.50
Long Distance (minimum).....	2.00

DISBURSE FUNDS

Disbursement fee.....	\$4.50
PTT, or other large disbursement (Per \$1,000.00 disbursed - minimum \$12.00).....	4.00

REGISTER/FILE

Pre / Post.....	\$11.50
Prepare forms (minimum).....	12.00
Rejection / Amend document (minimum).....	12.00
Copies.....	\$1.00/pg for 1 st 10 pgs 0.50/pg thereafter
Meet with WCTS.....	14.00
Meet with other agent.....	14.00

COURIER (plus disbursements)

Vancouver / Victoria* (each way).....	\$10.00
*Exempt: Searches, Releases, STCs, PPR, Corp. and Vital Stats	
Arrange local or overnight courier.....	8.50
Special Pick-up in Vancouver core (minimum).....	12.00

DELIVERY

To / From another agent.....	\$14.00
Within local Registry.....	13.50
Office on existing run.....	25.00
Office not on run (local only - minimum).....	40.00
Return by Registered Mail (+ postage).....	15.00
Return by regular mail (minimum).....	4.50

OUT-OF-AREA

Handling fee for files utilizing our agent network
(plus courier disbursements and subcontracting fees):

All Departments, except Process Serving	
◆ British Columbia.....	\$30.00
◆ Rest of Canada.....	45.00
◆ USA.....	65.00
◆ International.....	80.00
Process Serving	
◆ Victoria.....	\$30.00
◆ British Columbia.....	35.00
◆ Rest of Canada.....	50.00
◆ USA.....	75.00
◆ International.....	125.00

OBTAIN

Legal / Assessment.....	\$12.00
Tax Information.....	15.00

SEARCH

Computer.....	\$16.00
Strata Plan General Index.....	5.00
Manual (Cancelled Title).....	15.00
Name (per name searched).....	12.00
Absolute titles (minimum - hand copied).....	25.00
Historical / Environmental (per hour).....	100.00
Site Registry (Waste Management)	
◆ Index.....	15.00
◆ Index and Synopsis.....	20.00
◆ Index and Detail.....	30.00

COPY

Imaged document.....	\$11.00
Manual document (first 16 pgs, then 0.50/pg)....	14.00
Plan.....	13.00
Strata Plan.....	16.00

REGISTRATION

Counter / Attend.....	\$18.00
Registration (per document).....	28.00
Form 15, Form 22, Cert. of Charge.....	18.00
Pick-up / Return	
Duplicate Title or Cert. of Charge.....	28.00
Release / Release with STC.....	14.00
Request for STC / Title Correction.....	8.00
STC filed with registration.....	8.00
STC filed separately.....	10.00
Subdivision Plan (minimum).....	60.00
Strata Plan (minimum).....	60.00
Explanatory / Reference Plan (minimum).....	50.00

E-FILING

Registration (per document).....	\$18.00
Declaration / PTT.....	10.00
Release.....	10.00
Subdivision Plan (minimum).....	60.00
Strata Plan (minimum).....	60.00
Explanatory / Reference Plan (minimum).....	50.00

FILE

Supreme	
♦ Van, New West & Victoria	\$ 13.50
♦ Chilliwack	25.00
Provincial - Small Claims and Family	
♦ New Westminster	13.50
♦ Vancouver & Victoria	18.00
♦ Abbotsford & Chilliwack	25.00
♦ Rest of Lower Mainland	25.00
Provincial - Criminal	
♦ New Westminster & Victoria	13.50
♦ Vancouver & Metro area	25.00

FILE (continued)

Probate	\$ 18.00
Federal / Tax Court	22.00
Court of Appeal	18.00
2 nd Counter (same file, NW/Van/Vic - Supreme)	6.50
Disburse in Registry	13.50
E-FILING	\$ 11.00
SEARCH* (per name)	\$ 17.00
Each additional name	12.00
COPY FROM FILE*	\$ 15.00
*Hourly rate may be applied for large files	

CORPORATE REGISTRY

SEARCH

BC Search Summary	\$ 16.00
Federal / Internet Search	30.00
Partnership Search	20.00
Name Reservation	20.00
Photocopy	12.00

REGISTRATION / FILING

Incorporation / Registration documents, Special Resolutions, etc	\$ 35.00
Miscellaneous Registrations / Filings	20.00
Annual Reports, Notice of Directors, Notice of Offices	12.00

MANUFACTURED HOME REGISTRY

SEARCH	\$ 16.00
Combined MHR / PPR Search	20.00
Combined MHR / PPR Pre Search	16.00
REGISTRATION	\$ 26.00

MOTOR VEHICLE REGISTRY

SEARCH

Licence Plate, Registration, Serial Number for Current Owner	\$ 18.00
Vehicle Name Search	25.00
Vehicle Damage Report	25.00
Certified Copy Vehicle History Drivers Records "As At"	25.00

VITAL STATISTICS

Complete Application	\$ 12.00
Obtain Birth, Death, Marriage Certificate or Wills Notice search (two attendances)	30.00
Submit Wills Notice filing	30.00

PERSONAL PROPERTY REGISTRY

SEARCH	\$ 16.00
Photocopy	12.00
REGISTRATION	
Financing / Financing Change Statement ..	\$ 20.00
Renewal	12.00
Total Discharge	12.00
Prepare Forms	12.00
Remote entry of collateral (per line after first 8)	1.50
Set up PPR Library service (general collateral)	Free

MISCELLANEOUS REGISTRIES

Bank of Canada Search	\$ 25.00
Bank of Canada Registration	40.00
Bankruptcy	30.00
Expropriation Compensation Branch	40.00
Court Bailiff (per Bailiff)	25.00
Indian Land Registry	35.00
Public Trustee	40.00
Residential Tenancy Filing (plus wait time)	40.00
Surveyor General / Crown Land Registry	40.00

SHIPS REGISTRY

Full Search	\$ 40.00
Registration (includes pick-up of transcript)	40.00

REGISTRIES/SERVICES FOR \$40.00

Aircraft Search, BC Gazette, BC Securities Commission, Crown Publications, Department of Fisheries and Oceans, Financial Institutions Commission, Mineral Titles, Ministry of Finance, Official Receiver, Queen's Printer,

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
DISCLAIMERS LIMITING LIABILITY

GENERAL

We are a service-orientated firm. Please advise us of your **special needs** and we will do everything possible to meet them.

If you have a problem, please tell us. We will do everything we can to assist you in resolving it.

We guarantee our work. If you have a concern, please tell us immediately so we can deal with it immediately.

The fees listed are the normal ones charged and do not include disbursements or HST. Where **extra work** is required, our fees will reflect the additional work. **West Coast Title Search Ltd.** 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. & O.E. - Errors and Omissions Excepted.**

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

Urgent Files: 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.

Vancouver / Victoria Runs System: We have a twice daily courier bag from our Lower Mainland offices to our Victoria office. Searches, corporate filings, PPR registrations, STCs, LTO releases and Vital Statistics documents are sent at no charge; the fee for all other documents is \$10.00 each way.

CREDIT POLICY

As most accounts involve disbursements, accounts are due upon presentation (and/or demand). Overdue accounts are subject to a service charge of 2% per month (26.83% per annum) from the date of the invoice.

All **disbursements** are made on the condition that we will be reimbursed promptly. Property Transfer Tax disbursements must be reimbursed the next business day. All disbursements are conditional upon accounts being in good standing and complying with **West Coast** accounting requirements.

A Service Charge of \$35.00 will be applied to all NSF cheques.

LEGAL ADVICE DISCLAIMER

West Coast Title Search Ltd. 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 / 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 Certificate of Title.

COURIER / TRANSPORTATION DISCLAIMER

Where **West Coast** utilizes couriers / carriers / 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 and abnormally heavy traffic.

AGENT AND SUB-AGENT DISCLAIMER

West Coast cannot guarantee the performance of agents and sub-agents including contractors, process servers and messengers 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.

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.

