

Electronic Form 17 Help Guide

This Form 17 Help Guide includes:

- Scanning requirements
- General information about the form
- Instructions on completing the form
- Transaction types and supporting documents

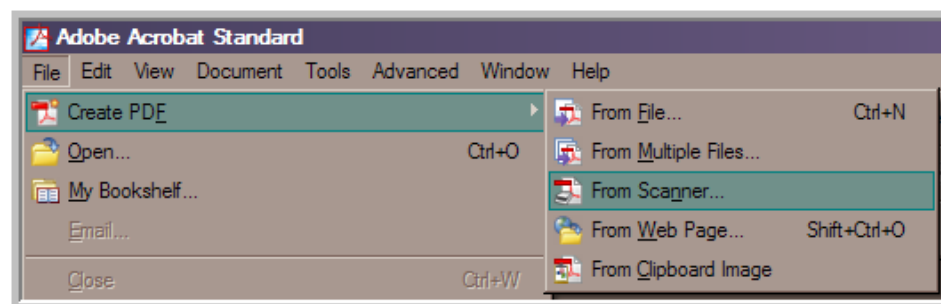
1. Scanning Requirements

Scanned pages **must** be black on a white background:

- Do not scan in color.
- Do not scan in grayscale.
- Do not save images as a jpeg2000.
- Set the scanning options to 300 dpi black and white (called "binary" on some scanners).
- Scanned image must be larger than 4" x 6" and no more than 8.5" x 14".
- Required font size is 12 pitch. Do not reduce legal size documents to letter size before scanning as the font becomes illegible.

Ensure that your scanner setting does not inadvertently scan an 8.5" x 11" document as an 8.5" x 14". If the paper size is slightly larger than 8.5" x 11" or the paper is misaligned in the scanner, the setting will automatically change to 8.5" x 14". If this happens, the text size will be reduced and legibility will be impaired which will be cause for a defect.

Scan directly to PDF in Adobe® Acrobat, select File > Create PDF > From Scanner.



Or, select FAX or TIFF CCITT Group 4 compression to create an image file which can then be selected in Adobe Acrobat when you "Insert Pages". Adobe Acrobat will compress the file to a reasonable size when it is digitally signed.

Vital Statistics Certificates and other documents with a dark background:

These certificates are difficult to scan as they are designed to prevent unlawful copying. For best results, try to eliminate as much of the background as possible. A better quality scan may be achieved if you first copy the certificate on a copier with a lighter setting so that the names stand out from the background and then scan.

If you choose to scan directly from the certificate, adjust the contrast and brightness until the text is clear and the background has been eliminated as much as possible.

2. General Information

The Form 17 has been divided into three electronic forms and incorporates the ability to submit filings, such as Power of Attorney. The three forms are for creating new titles; creating charges, notations or filings; and cancelling charges, notations or filings. The Form 17 application is created by completing the appropriate form and attaching an imaged copy of the necessary documentation that supports the application.

The declaration required in Section 168.41 *Land Title Act* has been incorporated in to the certification in the Form 17 making a separate declaration unnecessary.

Note: Readers are reminded to check applicable legislation to determine whether specific evidence is required for any of the permitted types of applications.

A single electronic Form 17 can only create one interest type -- Fee, Charge, or Release.

If a document creates more than one interest type (i.e. a Fee and a Release or a Fee and a Charge) then two Form 17s would need to be completed (i.e. one for the Fee and another for the release or charge).

The supporting instrument would be imaged and attached to each of the applications. Both of the Form 17s would be submitted as a single package with the Property Transfer Tax return immediately following the Form 17 Fee Simple, followed by the subsequent application and Property Transfer Tax return, if applicable.

Mergers of charges in a foreclosure are listed in the additional information.

Note: See the Land Titles Electronic Filing (EFS) User's Guide for instruction on inserting pages at <http://www.ltsa.ca/electronic-filing-system/user-guides-and-publications>.

Tip: For several legal descriptions in one application, there are two choices of schedules available. Use the "Use 30 Parcel Schedule" for two or more legal descriptions with only one line of text. Use the "Use 3 Parcel Schedule" for legal descriptions with more than one line of text. A combination of the two schedules may be used.

Do not use the highlighting, text boxes, comment tools, etc. available in Adobe Acrobat in the electronic forms. Using these tools changes the electronic form and it may be rejected at submission or may be defected by the examiner.

3. Completing the Form 17 – General

Item 1 – all forms – enter the information in the correct fields (line 1 and 2 – name, street address if necessary, line 3 – city, line 4 – province, line 5 – postal code) as this will display the name and address correctly when applying for a STC. The additional information field may be used for telephone numbers and file reference numbers.

Item 2, 2a – enter PID in the format 999-999-999 and enter legal description in the next field. If an undivided interest is required to be shown, enter the information in the field above the legal description. If the PID is not available for the legal description (pending subdivision plan), you must Select No PID NMBR and complete the "Relate to Plan" field with the pending plan number.

Note: Selecting the Power of Attorney or Representation Agreement in the Form 17 Charge disables the PID Number and legal description and automatically enters "Not Applicable" in these fields.

Note: Selecting the Revocation of Power of Attorney/Representation Agreement in the Form 17 Release disables the PID Number and legal description and automatically enters "Not Applicable" in these fields.

Item 2 Schedules – you may complete as many PID schedules or combination of PID schedules that are required for the document. You must complete the valid PID number for each legal description listed in the schedule. If you need to list more than one legal description without a valid PID number, select "Use 3 Parcel Schedule" for additional legal descriptions. The application will be marked up against the parent parcels in the pending plan that you have related it to.

Item 2b - enter the market value where applicable. e.g. market value is not required for a change of address or change of name. If the market value is not applicable, \$0 may be entered or it may be left blank.

Item 3 – select the nature of interest. If the nature of interest is not listed the filing may be available on its own electronic form, for example; Claims of Builder' Liens.

There are some specific types of interests such as a Form 17 Fee Simple - Change of Name – Amalgamation of Companies which require a Property Transfer Tax form. A generic Change of Name is used for both companies and individuals where a Property Transfer Tax form is not required. A Change of Name cannot be used for an amendment or correction to the title. This would be done by selecting “Amendment to Title (or Charge, if applicable) Owner Name”.

In the “Additional Information” field, enter required information, such as “merge charges,” and list the specific charges to be merged or further describe a charge.

Example: Charge (by Court Order)

Right to Purchase BX1234 modified by BA3456 and extended by CA3877

Note: The Form 17 does not require Transferor information.

Item 4 – This item is to provide the name(s) of the parties to be shown as registered owner/s of the property or charge on the property. In line 1, enter the transferee for individuals’ first names; last name; and occupation or legal capacity, such as executor of the will of Jane Mary Smith, deceased. The legal capacity may continue into the following line if necessary where there is only one executor. If there are two or more executors, enter the complete information in a schedule.

For companies or banking institutions, enter the name only in line 1 and complete the incorporation number, if applicable, or enter a space and further describe the bank in line 2. In line 3 enter the address, line 4 enter the city, and line 5 enter the postal code. The Person entitled to cancellation information for the Form 17 Cancellation is fixed as Registered Owner.

When a transaction not requiring transferee information, such as Municipal Permits and similar filings, is selected, the form automatically enters “Not Applicable” in these fields. This text can be typed over where necessary. Only one Nature of Interest may be selected in each separate form for this type of transaction.

Note: Nature of Interests requiring Property Transfer Tax forms are specific (i.e. Change of Name – Amalgamation of Companies). Nature of Interests which do not need a Property Transfer Tax form are generic (i.e. Change of name may be used for both companies and individuals).

Note: Each transaction requires a separate Form 17. For example, only a single paper Form C discharge of mortgage may be attached to a single electronic Form 17.

Note: Certain transaction types, such as Caveats, Certificates of Pending Litigation and Expropriations, will receive a **preliminary examination** during regular land title office hours prior to receiving an immediate application number, date and time.

Note: ONLY INTERESTS WHICH ARE IDENTIFIED IN THE DROP DOWN BOX IN EACH OF THE FORM 17S NATURE OF INTEREST MAY BE SUBMITTED ELECTRONICALLY.

The Current transaction types are as follows:

ELECTRONIC FORM 17 FEE SIMPLE	Attach an image of the following approved supporting documents
Amendment to Title Owner Name	<input type="checkbox"/> Statutory declaration and consents of registered owners which may be required by the Registrar
Application by Owner of Absolute Fee for Indefeasible Title	<input type="checkbox"/> <i>Land Title Act</i> Form 20
Application for Cancellation of Interior Lot Lines	<input type="checkbox"/> <i>Land Title Act</i> Form 14
Application to Consolidate Title s.192 LTA	<input type="checkbox"/> No attachment is required <input type="checkbox"/> Separate application is required for each consolidated title
Application for Separate Title s.192 LTA	<input type="checkbox"/> No attachment is required <input type="checkbox"/> Separate application is required for each separate title
Application for Title s.192(1)	<input type="checkbox"/> No attachment is required <input type="checkbox"/> Separate application is required for each new title
Application for Title to Road	<input type="checkbox"/> Attachment may not be required
Application to Register Title to Common Mass	<input type="checkbox"/> S.995 <i>Local Government Act</i> Certified copy of resolution of Council
Bankruptcy	<input type="checkbox"/> Court certified copy of the Court Order or Assignment
Cancel Plan s.136 LTA	<input type="checkbox"/> Certified copy Minister's or <input type="checkbox"/> Surveyor General's Order
Cancellation of Strata Plan	<input type="checkbox"/> <i>Strata Property Act</i> Form E <input type="checkbox"/> Resolution by the Strata Corporation, affidavits, <input type="checkbox"/> Conversion Schedule <input type="checkbox"/> written consents of applicable charge holders <input type="checkbox"/> Registrars order as may be required
Certificate as to Highway	<input type="checkbox"/> <i>Land Title Act</i> Form 12
Change of Address	<input type="checkbox"/> Originally signed paper Land Title Form 15 or letter from the registered owner
Change of Name	<input type="checkbox"/> Original Certificate issued by the appropriate governmental authority or <input type="checkbox"/> Where Land Title staff are able to verify the company status an imaged certificate may not be required
Change of Name - Amalgamation of Companies	
Declaration of Title	<input type="checkbox"/> The original order containing the declaration

	of title issued under s. 23 of the Land Title Inquiry Act, or a certified copy of it
Escheat	<input type="checkbox"/> Copy of the ministerial order for assignment or restoration of title s.5 Escheat Act
<i>Expropriation Act</i> – Fee Simple (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 9 This transaction will receive preliminary examination prior to receiving immediate application number, date and time
<i>Expropriation Act</i> – Road Dedication (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 9 This transaction will receive preliminary examination prior to receiving immediate application number, date and time
First Nations Lands Title	<input type="checkbox"/> Certificate S.367 LTA and patent or copy certified by the Clerk of the Privy Council for Canada or S.373.64 certificate of vesting signed by the chief administrative officer
Foreclosure	<input type="checkbox"/> Court certified copy of the Court Order; make application for mergers in the additional information textbox
<i>Land Title Enquiry Act</i> Certificate	<input type="checkbox"/> Certificate of the Registrar of the court
Registrar's Order to Cancel Plan Part 8 LTA	<input type="checkbox"/> Originally signed Registrar's Order s.135 LTA This transaction will receive preliminary examination prior to receiving immediate application number, date and time
Road Resumption	<input type="checkbox"/> an original order of the Lieutenant Governor in Council
<i>Taxation (Rural Area) Act</i> – Certificate of Forfeiture	<input type="checkbox"/> Certificate signed by the Surveyor of Taxes
<i>Taxation (Rural Area) Act</i> – Certificate of Redemption	
Tax Sale – Certificate of Non-Redemption	<input type="checkbox"/> <i>Local Government Act</i> – Certificate template reproduced in the Land Title Practice Manual from the local government for Certificate of Non-Redemption and where applicable <input type="checkbox"/> Letter from the Crown waiving the interest of the Crown under the <i>Escheat Act</i>
Title to Closed Road	<input type="checkbox"/> No attachment, application made pursuant to Section 40 <i>Community Charter</i> and <i>Land Title Act</i> s.120
Title to Crown Land – SRW s.24 BC Regs 334/79	<input type="checkbox"/> No attachment
Transmission to Executor or Administrator	Court certified Grant of Probate or Letters of Administration, court certified declaration and disclosure or where applicable

	<input type="checkbox"/> A certified copy of the court order presuming death
Transmission to Surviving Joint Tenant	<input type="checkbox"/> Original Certificate issued by the appropriate governmental authority or <input type="checkbox"/> Certified copy of letters probate or administration
Vesting by Court Order	<input type="checkbox"/> Court certified copy of the Court order
ELECTRONIC FORM 17 NATURE OF CHARGE, NOTATION OR FILING	Attach an image of the following approved supporting documents
Affordable Housing Agreement	<input type="checkbox"/> Letter form signed by the minister responsible for the Ministry of Lands, Parks and Housing or an authorized signatory BC Housing Management Commission
Agricultural Land Reserve Inclusion	<input type="checkbox"/> Letter form, signed by authorized signatory on behalf of the <i>Agricultural Land Commission Act</i>
Amendment to Charge Owner Name	<input type="checkbox"/> Statutory declaration and any consents of registered owners which may be required by the Registrar
Amendment to Filed Plan	<input type="checkbox"/> Statutory declaration and <input type="checkbox"/> Consents of owners, if required
Application for Duplicate Indefeasible title	<input type="checkbox"/> <i>Land Title Act</i> Form 22
Assignment of Judgment	<input type="checkbox"/> <i>Land Title Act</i> Form 28
Builders Lien (By Court Order)	<input type="checkbox"/> Court certified copy of the Court Order
Caveat	<input type="checkbox"/> <i>Land Title Act</i> Form 38 or <input type="checkbox"/> Other form acceptable to the Registrar This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
Certificate of Charge	<input type="checkbox"/> Signed letter of application
Certificate of Levy	<input type="checkbox"/> the certificate of levy signed by a person designated on the certificate as an authorized signatory of the resort association
Certificate of Pending Litigation	<input type="checkbox"/> <i>Land Title Act</i> Form 31 or <input type="checkbox"/> <i>Land Title Act</i> Form 32 or <input type="checkbox"/> <i>Land Title Act</i> Form 33 or <input type="checkbox"/> <i>Land Title Act</i> Form 34 and the originating process or, if applicable, the

	<p>notice of motion or other document by which the claim is made or where applicable</p> <p><input type="checkbox"/> Form 1 (section 23 (1) of the Civil Forfeiture Act)</p> <p>This transaction will receive preliminary examination prior to receiving immediate application number, date and time.</p>
Certificate of Pending Litigation – <i>Builders Lien Act</i>	<p><input type="checkbox"/> <i>Land Title Act</i> Form 31</p> <p>And the originating process or, if applicable, the notice of motion or other document by which the claim is made</p> <p>This transaction will receive preliminary examination prior to receiving immediate application number, date and time</p>
Certificate of Title to Minerals	<input type="checkbox"/> Application in letter form
Change of Address	<input type="checkbox"/> Originally signed <i>Land Title Act</i> paper Form 15 or letter from registered owner
Change of Name	<p><input type="checkbox"/> Original Certificate issued by the appropriate governmental authority</p> <p><input type="checkbox"/> Where Land Title staff are able to verify the company status an imaged certificate may not be required</p>
Change of Name – Amalgamation of Companies	
Change of Name – Amalgamation of Companies – Lease	
Change of Name – Amalgamation of Companies – Right to Purchase	
Conditional Right of Entry	<input type="checkbox"/> Original or a certified copy of the Schedule I or II, as applicable under Bank Special Security Regulations
<i>Corporation Capital Tax Act Lien</i>	<input type="checkbox"/> Originally signed <i>Corporation Capital Tax Act</i> Lien form issued by the Ministry of Finance
Court Order – <i>Family Maintenance Enforcement Act</i>	<input type="checkbox"/> Court certified copy of the Court Order
Court Order – <i>Family Relations Act</i>	
<i>Cremation, Interment and Funeral Services Act</i>	<p><input type="checkbox"/> Letter signed by the Director under <i>Business Practices and Consumer Protection Act</i></p> <p><input type="checkbox"/> Copy of the certificate of public interest</p>
<i>Cremation, Interment and Funeral Services Act</i> Amendment	<input type="checkbox"/> Amendment letter signed by the Director under <i>Business Practices and Consumer Protection Act</i>
Crown Debt	<input type="checkbox"/> Statutory Declaration from a signatory of the provincial government
Crown Lien	<input type="checkbox"/> a Crown lien authorized by specific legislation
Crystallized Floating Charge	<input type="checkbox"/> Instrument creating the floating charge or

	<input type="checkbox"/> Reference the previously filed mortgage number in additional information and <input type="checkbox"/> Sworn declaration as to proof of crystallization
Establishment of Municipal Boundaries	<input type="checkbox"/> Letters Patent amending the boundaries of a taxation district under <i>the Local Government Act</i> s.22 Must include a schedule of all affected PID numbers and legal descriptions
<i>Expropriation Act</i> – Amended Notice (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 4 and where applicable <input type="checkbox"/> <i>Expropriation Act</i> Form 2 and where applicable <input type="checkbox"/> Written instrument in form and substance capable of registration as a charge This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Expropriation Act</i> – Covenant (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 9 This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Expropriation Act</i> – Statutory Right of Way (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 9 <input type="checkbox"/> This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Expropriation Act</i> Notice (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 1 and where applicable <input type="checkbox"/> <i>Expropriation Act</i> Form 2 and where applicable <input type="checkbox"/> Written instrument in form and substance capable of registration as a charge This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Family Relations Act</i> Charge	<input type="checkbox"/> Originally signed prescribed paper forms
Foreclosure of Lease	<input type="checkbox"/> Court certified copy of the court order
Foreclosure of Mortgage	
Foreclosure of Right to Purchase	
<i>Forest Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the Minister or regional or district manager appointed by the by the Minister of Forests, Lands and Natural Resource Operations
Heritage Status Notice	<input type="checkbox"/> Letter form signed under the authority of the

	minister
<i>Hospital Act</i> Notice	<input type="checkbox"/> Where applicable, a letter signed under the direction or authority of the chief inspector under the <i>Hospital Act</i> or <input type="checkbox"/> Where applicable, letter signed under the direction or authority of the minister responsible for the <i>Hospital Act</i>
<i>Hotel Room Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Hotel Room Tax Act</i> Lien form issued by the Ministry of Finance
<i>Human Resource Facility Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the Minister
<i>Industrial Operation Compensation Act</i> Agreement	<input type="checkbox"/> An original of the agreement pursuant to the <i>Industrial Operation Compensation Act</i> from the Minister of Environment Lands and Parks or the minister responsible for the administration of the Minister of Forests, Lands and Natural Resource Operations
Injunction	<input type="checkbox"/> Court certified copy of the court order This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Insurance Premium Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Insurance Premium Tax Act</i> Lien form issued by the Ministry of Finance
Judgment	<input type="checkbox"/> Certificate or where applicable <input type="checkbox"/> Court certified copy of the court order or <input type="checkbox"/> For a renewal of judgment, attach an image of the original registered judgment; apply for a renewal in the additional information field
<i>Land (Spouse Protection) Act</i> Charge	<input type="checkbox"/> Originally signed paper <i>Land (Spouse Protection) Act</i> prescribed forms A and B
Land Tax Deferment Act Agreement	<input type="checkbox"/> Land Tax Deferment Act Regulation BC Reg. 57/98 prescribed Forms or where applicable <input type="checkbox"/> Land Tax Deferment Act Regulation BC Reg. 57/98 special agreement
Land Tax Deferment Act Agreement, Modification	<input type="checkbox"/> Form 4 <i>Land Tax Deferment Act</i>
Land Use Contract (Amended by Bylaw)	<input type="checkbox"/> Certificate template reproduced in the Land Title Practice Manual from the local government
Legal Profession Act	<input type="checkbox"/> Judicial evidence such as a declaration of the court as to the existence of the charge

Life Estate – Reserved in Form A	<input type="checkbox"/> No attachment, describe reservation contained in Form A as e.g. 1 number less than this application
<i>Logging Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Logging Tax Act</i> Lien form issued by the Ministry of Finance
<i>Mineral Tax Act</i> Lien	<input type="checkbox"/> the originally signed <i>Mineral Tax Act</i> Lien form issued by the Ministry of Finance
<i>Mines Act</i> Charge	<input type="checkbox"/> Notice of debt, in prescribed form
<i>Motor Fuel Tax Act</i> Charge	<input type="checkbox"/> Originally signed <i>Motor Fuel Tax Act</i> form issued by the Ministry of Finance
Mountain Resort Improvement District – Establishment	<input type="checkbox"/> Copy of letters patent certified by the Ministry of Municipal Affairs or other appropriate government official (s.732 Local Government Act)
Municipal Government Notice	<input type="checkbox"/> Originally signed notice in Municipal letterhead or <input type="checkbox"/> Certificate templates reproduced in the Land Title Practice Manual for the following: Contravention of Building Requirements Development Variance Permit Heritage Designation Heritage Status Notice Housing Agreement Notice Local Government Act, Restrictions on Dealings Notice of Contaminated Land Notice of Housing Agreement Notice of Permit Notice of Tax Exemption Resort Municipality of Whistler Act or <input type="checkbox"/> Heritage Designation Bylaw or <input type="checkbox"/> Notice of Appropriation Bylaw
Notice of Contaminated Land, LTA s.392 – Provincial	<input type="checkbox"/> Letter signed by or on behalf of the waste management director appointed under the <i>Environmental Management Act</i>
Notice of Interest <i>Builders Lien Act</i>	<input type="checkbox"/> Originally signed paper <i>Builders Lien Act</i> Form 1
Notice of Tax Sale	<input type="checkbox"/> <i>Local Government Act</i> – originally signed notice in Municipal letterhead or Certificate template reproduced in the Land Title Practice Manual
<i>Personal Property Security Act</i> , Court Order	<input type="checkbox"/> Court certified copy of the Court Order

<i>Personal Property Security Act</i> , Notice of Extension	<input type="checkbox"/> Originally signed paper prescribed <i>Personal Property Security Act</i> form
<i>Personal Property Security Act</i> , Notice	
<i>Personal Property Security Act</i> , Notice Expires	
<i>Personal Property Security Act</i> , Notice of Assignment	<input type="checkbox"/> <i>Personal Property Security Act</i> Form 2
Petition to Cancel Plan Part 8 LTA	<input type="checkbox"/> Initial Petition to Registrar s.123 LTA and where applicable <input type="checkbox"/> Subsequent documents related to the service and hearing s.125 and s.126 LTA attached to a declaration and submitted with any additional fees required This transaction will receive preliminary examination prior to receiving immediate application number, date and time
<i>Petroleum and Natural Gas Act</i> Order	<input type="checkbox"/> a copy of the order of the Mediation and Arbitration Board, certified by the Board, authorizing the entry, occupancy or use or <input type="checkbox"/> a copy of the order of the Mediation and Arbitration Board, certified by the Board, assigning the order
Possibility of Reverter	<input type="checkbox"/> Describe as one number less than the Form A in the additional information and attach a copy of the document creating the Possibility of Reverter
Postponement Agreement (Form 24)	<input type="checkbox"/> <i>Land Title Act</i> Form 24
Power of Attorney	<input type="checkbox"/> Originally signed paper Power of Attorney and where applicable, <input type="checkbox"/> proof of the attorney's age or <input type="checkbox"/> Certified copy, accompanied by applicable evidence, pursuant to s.51 LTA
PPSA – Demand for Notice of Amendment, Extension or Cancellation	<input type="checkbox"/> True copy of the demand and <input type="checkbox"/> Affidavit from the person who gave the demand
<i>Property Transfer Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Property Transfer Tax Act</i> Lien issued by the Ministry of Finance

Provisional Indefeasible Title	<input type="checkbox"/> Proof of loss or destruction by statutory declaration from the registered owner(s) and, where applicable, <input type="checkbox"/> From the party(ies) whose hands the duplicate indefeasible title has passed through and, where applicable <input type="checkbox"/> Subsequent Proof of advertising may be attached to a corrective declaration and submitted following the initial application This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Public Health Act</i> Notice	<input type="checkbox"/> Originally signed letter pursuant to the <i>Public Health Act</i> by a Public Health Officer on Ministry letter head
<i>Range Act</i> Notice	<input type="checkbox"/> Letter under the direction or authority of the Minister or regional or district manager appointed under the Ministry of Forests and Range Act
Removal of Inappropriate Personal Information	<input type="checkbox"/> statutory declaration
Representation Agreement	<input type="checkbox"/> Originally signed paper Representation Agreement or when applicable <input type="checkbox"/> Certified copy of a Representation Agreement and <input type="checkbox"/> Form 1, Certificate of Representative or Alternate Representative <input type="checkbox"/> Form 2, Consultation Certificate and where applicable <input type="checkbox"/> Form 3, Certificate of Monitor <input type="checkbox"/> Form 4, Certificate of Person signing for the adult <input type="checkbox"/> Form 5, Certificate of Witness
Resort Associations Act Area – Establishment	<input type="checkbox"/> certificate issued by the Registrar of Companies (s.9 Resort Associations Act)
Resort Municipality of Whistler-Certificate of Levy	<input type="checkbox"/> Certificate of Levy
Resumption Statutory Right of Way	<input type="checkbox"/> An original order of the Lieutenant Governor in Council
Right of Entry	<input type="checkbox"/> Describe as one number less than Crown Grant or Form A in additional information
Scheme of Replotting	<input type="checkbox"/> Certified copy of resolution of Council and copies of plans referred to in Local Government Act s.989(2)(a)

<i>Securities Act Charge</i>	<input type="checkbox"/> Notice in letter form signed by British Columbia Securities Commission This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Securities Act Charge, Modification</i>	<input type="checkbox"/> Copy of the modification in letter form signed by British Columbia Securities Commission <input type="checkbox"/> This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Social Service Tax Act Lien</i>	<input type="checkbox"/> Originally signed <i>Social Service Tax Act Lien</i> issued by the Ministry of Finance
Special Survey, Land Title Act Order	<input type="checkbox"/> Order under Part 23 <i>Land Title Act</i>
Special Survey, <i>Land Title Act</i> Supplemental Order	<input type="checkbox"/> Supplemental Order under Part 23 <i>Land Title Act</i>
Statutory Building Scheme	<input type="checkbox"/> Originally signed paper Declaration of Building <i>Scheme Land Title Act</i> Form 35
<i>Strata Property Act Lien</i>	<input type="checkbox"/> Originally signed paper <i>Strata Property Act</i> Form G
<i>Surveyor's Report – Special Survey</i>	<input type="checkbox"/> Surveyor's report
<i>Taxation (Rural Area) Act Lien</i>	<input type="checkbox"/> Originally signed Taxation (Rural Area) Act Lien form issued by the Collector
<i>Timber Reservation</i>	<input type="checkbox"/> Copy of Crown Grant or Form A containing the reservation
<i>Tobacco Tax Act Lien</i>	<input type="checkbox"/> Originally signed Tobacco Tax Act Lien form issued by the Ministry of Finance
<i>Transfer of Mortgage (Form 27)</i>	<input type="checkbox"/> Land Title Act Form 27
<i>Transmission to Executor/Administrator – Lease</i>	<input type="checkbox"/> Court certified Grant of Probate or Letters of Administration, court certified declaration and disclosure statement that correctly describes the charge affected and where applicable <input type="checkbox"/> A certified copy of the court order presuming death
<i>Transmission to Executor/Administrator – Charge (No PTT)</i>	
<i>Transmission to Executor/Administrator – Right to Purchase</i>	
<i>Transmission to Surviving Joint Tenant – Lease</i>	
Transmission to Surviving Joint Tenant – Life Estate	<input type="checkbox"/> Original Certificate issued by Vital Statistics or <input type="checkbox"/> If the certificate is issued outside BC, the appropriate governmental authority or <input type="checkbox"/> Court certified copy of letters probate or administration
Transmission to Surviving Joint Tenant – (No PTT)	
Transmission to Surviving Joint Tenant – Right to Purchase	
Transmission to Trustee in Bankruptcy	<input type="checkbox"/> Court certified copy of the Court Order or

	Assignment
Transmission to Trustee in Bankruptcy (No PTT	<input type="checkbox"/> Court certified copy of the Court Order or Assignment
Treaty First Nation Debt	<input type="checkbox"/> letter form executed under part 5 LTA
Undersurface and Other Exc & Reservations	<input type="checkbox"/> Original Crown Grant issued by the Surveyor General
Undersurface Rights – Reserved in Form A	<input type="checkbox"/> No attachment, describe reservation contained in Form A as e.g. 1 number less than this application or <input type="checkbox"/> Copy of instrument containing the additional charge
Vesting Order of Lease	<input type="checkbox"/> Court certified copy of the Court Order
Vesting Order of Mortgage	
Vesting Order of Right to Purchase	
ELECTRONIC FORM 17 CANCELLATION OF CHARGE OR NOTATION	Attach an image of the following approved supporting documents
Affordable Housing Agreement	<input type="checkbox"/> Letter form signed by authorized signatory for BC Housing Management Commission
<i>Agricultural Credit Act</i> Charge	<input type="checkbox"/> Certificate from Minister of Agriculture and Lands
Agricultural Land Reserve – Exclusion	<input type="checkbox"/> Letter form, signed by authorized signatory on behalf of the <i>Agricultural Land Commission Act</i>
Assignment of Rents (in Paper Form C Original)	<input type="checkbox"/> Originally signed paper <i>Land Title Act</i> Form C Discharge of Mortgage which includes an Assignment of Rents
Builders Lien (by Court Order)	<input type="checkbox"/> Court certified copy of court order
Caveat	<input type="checkbox"/> Originally signed Land Title Act Form 39 or <input type="checkbox"/> Letter signed by the caveator with officer certification
Certificate of Pending Litigation	<input type="checkbox"/> Originally signed letter from Solicitor or petitioner where the action is neither discontinued nor dismissed, copy of the Notice of Change of Solicitor where applicable or <input type="checkbox"/> Court certified copy of court order or <input type="checkbox"/> Certificate of the court
Certificate of Pending Litigation – <i>Builders Lien Act</i>	<input type="checkbox"/> Court certified copy of the court order and certificate
Charge (by Court Order)	<input type="checkbox"/> Court certified copy of the court order and, if applicable, certificate

Charge by Court Order (With PTT)	<input type="checkbox"/> Court certified copy of the court order)
Charge by Effluxion of Time	<input type="checkbox"/> Apply to cancel a charge which has expired, other than a Claim of Builders Lien. Complete the Charge No. field and state the nature of the charge to be cancelled in additional information e.g. Lease by Effluxion of time or <input type="checkbox"/> Where a supporting document is required attach the image of the originally signed supporting document e.g. a statutory declaration
Claim of Builders Lien (by Court Order)	<input type="checkbox"/> Court certified copy of the certificate of the registrar of the court
Claim of Builders Lien by Effluxion of Time	<input type="checkbox"/> Attachment may not be required
Claim of Builders Lien Notice to Commence an Action	<input type="checkbox"/> Originally signed statutory declaration, Form 6 <i>Builders Lien Act</i>
Court Order – Family Relations Act	<input type="checkbox"/> Court certified copy of the court order
Court Order – <i>Family Maintenance Enforcement Act</i>	
<i>Cremation, Interment and Funeral Services Act</i>	<input type="checkbox"/> Letter signed by the Director under <i>Cremation, Interment and Funeral Services Act</i>
Crown Debt	<input type="checkbox"/> Attach an image of the appropriate supporting documentation from the Crown required under the specific legislation
<i>Escheat Act</i> – Cancellation of Mortgage	<input type="checkbox"/> Statutory declaration signed by the former director or officer of the dissolved company and if required <input type="checkbox"/> Letter of non objection from the Attorney General
<i>Expropriation Act</i> – Abandoned (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 7 <input type="checkbox"/> This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Expropriation Act</i> – Cancellation (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 6 <input type="checkbox"/> This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Family Relations Act</i> Charge	<input type="checkbox"/> Originally signed prescribed <i>Family Relations Act</i> form Notice of Cancellation Form C or E or <input type="checkbox"/> Court certified copy of the court order
<i>Family Relations Act</i> Charge (Postponement)	

<i>Forest Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the Minister or regional or district manager appointed by the Minister of Forests, Lands and Natural Resource Operations
Heritage Status Notice	<input type="checkbox"/> Letter form signed by or on behalf of the minister responsible for the <i>Heritage Conservation Act</i> .
<i>Hospital Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the chief inspector under the <i>Hospital Act</i> or by the minister responsible for the <i>Hospital Act</i>
<i>Human Resource Facility Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the minister responsible for the <i>Human Resource Facility Act</i> .
<i>Industrial Operation Compensation Act</i> Agreement	<input type="checkbox"/> Letter signed by the Minister of Environment Lands and Parks or the minister responsible for the administration of the Minister of Forests, Lands and Natural Resource Operations on Ministry letter head
Injunction	<input type="checkbox"/> Court certified copy of the court order
Judgment (by Court Order or Certificate)	<input type="checkbox"/> Court certified copy of the court order or <input type="checkbox"/> Acknowledgment of Payment in Form 50
<i>Land (Spouse Protection) Act</i> Charge	<input type="checkbox"/> Original LSPA Form C Abandonment or the original Court Certified copy of certificate of divorce or decree of nullity of the court and <i>Land (Spouse Protection) Act</i> Form D.
<i>Land Tax Deferment Act</i> Agreement	<input type="checkbox"/> Notice of Satisfaction
Land Use Contract	<input type="checkbox"/> Municipal Certified bylaw
Lease (Breach of Terms)	<input type="checkbox"/> supporting document Statutory Declaration, proof of service, Note: Registrar's Order will be appended by LTO
Life Estate (with Death Certificate)	<input type="checkbox"/> Original Certificate issued by the appropriate governmental authority
Modification	<input type="checkbox"/> Concurrent with cancellation of the related charge in an attached supporting document
Mortgage (in Paper Form C Original)	<input type="checkbox"/> Originally signed paper <i>Land Title Act</i> Form C Discharge of Mortgage
Mountain Resort Improvement District – Dissolved	<input type="checkbox"/> dissolution order of the Lieutenant Governor in Council (s.735 Local Government Act)

Municipal Government Notice	<input type="checkbox"/> Originally signed letter on Municipal letterhead or <input type="checkbox"/> Modified Certificate templates reproduced in the Land Title Practice Manual for the following: Contravention of Building Requirements Development Variance Permit Heritage Designation Heritage Status Notice Housing Agreement Notice Local Government Act, Restrictions on Dealings Notice of Appropriation Notice of Contaminated Land Notice of Housing Agreement Notice of Permit Notice of Tax Exemption Resort Municipality of Whistler Act or <input type="checkbox"/> Heritage Designation Bylaw or <input type="checkbox"/> Court certified copy of the Court Order
Notation by Effluxion of Time	<input type="checkbox"/> No attachment e.g. <i>Wills Variation Act</i>
Notice of Contaminated Land, <i>Land Title Act</i> s.392	<input type="checkbox"/> Letter signed by or on behalf of the waste management director appointed under the Environmental Management Act
Notice of Interest, <i>Builders Lien Act</i>	<input type="checkbox"/> Originally signed paper letter
Notice of Tax Sale Redemption	<input type="checkbox"/> <i>Local Government Act</i> – originally signed notice by the collector in Municipal letterhead or Certificate template reproduced in the Land Title Practice Manual
<i>Personal Properties Security Act</i> Notice	<input type="checkbox"/> Originally signed paper prescribed <i>Personal Property Security Act</i> Form
<i>Petroleum and Natural Gas Act</i> Order	<input type="checkbox"/> A copy of the order of the Mediation and Arbitration Board certified by the Board
Priority Agreement	<input type="checkbox"/> Concurrent with cancellation of the related charge in an attached supporting document
<i>Public Health Act</i> Notice	<input type="checkbox"/> Originally signed letter by a Public Health Officer on Ministry letter head
<i>Range Act</i> Notice	<input type="checkbox"/> Letter under the direction or authority of the Minister for or regional or district manager appointed by the Minister of Forests, Lands and Natural Resource

<i>Resort Associations Act</i> Area – Dissolved	<input type="checkbox"/> Proof from the appropriate Minister or Public Officer
Revocation of Power of Attorney/Representation Agreement	<p>For a Power of Attorney</p> <input type="checkbox"/> Revocation Form 8 or <input type="checkbox"/> Sufficient evidence to effect the revocation or <input type="checkbox"/> Expiration of time – no attachment – state by expiration of time in additional information <p>For a Representation Agreement</p> <input type="checkbox"/> Sufficient evidence in accordance with the Representation Agreement Act to effect the revocation
Right of Resumption Community Charter	<input type="checkbox"/> Letter from the corporate officer on municipal letterhead in accordance with the regulations.
Right to Purchase (by Court Order)	<input type="checkbox"/> Court certified copy of the court order
Scheme of Replotting	<input type="checkbox"/> Certified copy of resolution of Council
Securities Act Charge	<input type="checkbox"/> Revocation in letter form signed by British Columbia Securities Commission
Special Survey, <i>Land Title Act</i> Order	<input type="checkbox"/> Order in Council
<i>Strata Property Act</i> Lien	<input type="checkbox"/> Originally signed paper <i>Strata Property Act</i> Form H

For further information on EFS, visit www.ltsa.ca/efs or contact BC Online Help Desk toll free within B.C. at 1-800-663-6102 or in Victoria at 250-953-8200.