

**BC OnLine**

**British Columbia Assessment System  
User's Guide**

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# Typographic Conventions

Typographic conventions are used with the following meanings:

Screen names and field names are capitalized. For example:

In the Transaction screen, move to the Search field.

Buttons and other “clickable” items appear in bold. For example:

Click **Submit**.

Required input (that you enter exactly as shown) appears in Courier font. For example:

Type: BC OnLine

Variable input (that you provide) appears in italic Courier font. For example:

Type your *Password*

System messages (and other screen output) appear in bold Courier font. For example:

**PASSWORD CHANGE COMPLETED**

Tips, Notes, Important Notes, Cautions, and Warnings appear as shown below:

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## **Tip**

A way to make your work easier.

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## **Note**

Further information about the current subject.

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## **Important**

An emphatic note about the current subject.

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## **Caution**

An important point that could prevent an inconvenience.

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## **Warning**

An important point that could prevent a financial loss, or loss of data.

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## Folio Tag

The Folio Tag is a 15-character field on each BC OnLine search screen. You can enter a name, number, or alphanumeric to “tag” each search you do. This tag will be printed on your BC OnLine statement. If you pass the cost of BC OnLine searches to your clients, or if your firm has multiple cost centres using the same BC OnLine account, this may help you with your office accounting.

There is no charge for using the Folio Tag. If you don’t use it, the folio field on the statement will be blank.

To use the Folio tag, click the Folio field in the upper left-hand corner of the search screen, before you start a search. Type any combination of numbers or letters (up to 15).

When you do multiple transactions using the same folio tag, your statement will group these under each tag you used.

---

### **Note**

The Folio field will hold the tag you type there until you either change it or delete it. The field does not clear after every search. You must type over the previous folio tag or use the space bar to blank it out each time you begin doing work for a different client. The Folio field is always blank each time you sign on to BC OnLine.

---

If you don’t need to use folio tags, just leave the Folio field blank.

# BC Assessment System Overview

The British Columbia Assessment system contains records of non-confidential assessment information for all real property in the province. The information you find through BC OnLine is often more up-to-date than information you can find by contacting a municipality. These records combine the most current ownership information with the most recently published assessment information, including:

- roll number
- property address
- mailing address
- legal description
- PID (Parcel Identifier) number
- names and addresses of additional owners (if any)
- land and building values
- total and previous actual value
- land use
- ALR (Agricultural Land Reserve) status
- list of property sales (if any)
- number of bedrooms and bathrooms.

People search the BC Assessment system for various reasons. Some only wish to find a PID number to use in searching the Land Title System; others are interested in property ownership; others require detailed assessment information.

To address these different requirements, the system provides three different reports which you can request. Each report has a different level of detail and a different cost, ranging from the Owner Location Report, to the Assessment Roll Report, and the Assessment Inventory Report.

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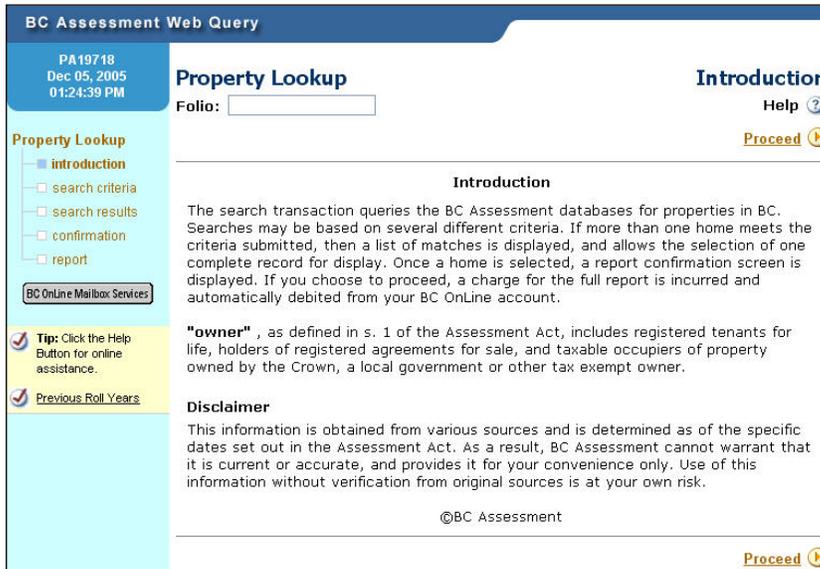
## Tip

If you don't need to find out the assessed value, you can select the least expensive report, which is the Owner Location Report.

---

# Introduction Screen

When you enter the BC Assessment system, you will see the Introduction screen, which briefly describes some of the system's features.



The blue sidebar at the left of the screen shows you a map of your progress through the property lookup, along with useful tips and links. The BC OnLine Mailbox Services button takes you to your BC OnLine mailbox.

Click **Proceed** to continue to the Search Criteria screen.

# Search for Properties

On the Search Criteria screen, select the type of report you want. Optionally, you can change the roll year and narrow your search by selecting an area and jurisdiction. You then complete one of the searches, and press the appropriate search button.

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## Note

Deleted folios are not available on the BC Assessment system. If you require information on a deleted folio, please contact your local BC Assessment area office.

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In the *Available Reports* section of the screen, you can select one of three report types.

Which report you choose determines the cost of the search and the level of detail in the resulting report. The default is "Assessment Roll Report" but you can change this by selecting one of the other reports. For details on the contents of each report, refer to:

- Owner Location Report (see page 23)
- Assessment Roll Report (see page 24)
- Assessment Inventory Report (see page 25).

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## Note

The report type is reset to the default "Assessment Roll Report" after every search.

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In the *Search Criteria* section of the screen, you can fill in details about your search. The Roll Year, Area and Jurisdiction fields always appear. The default search screen lets you search by address or owner name. A secondary search screen lets you search by PID, roll number, or other less frequently used search methods.

## Roll Year

The Roll Year field lets you search assessment information from the current or previous

roll year. To view information from the current roll year, just leave the Roll Year field set to the default value. To view information from a previous roll year, select it from the list.

### Area

Use the Area and Jurisdiction lookup lists to fill in a specific area and jurisdiction for your search. If you select **all areas** your search will cover all areas in the province. If you want to restrict your search to a specific area, select it from the lookup list. Each Area has a two-digit area code and a name.



### Jurisdiction

If you want to further restrict your search to a specific jurisdiction within an area, select it from the lookup list. Each Jurisdiction has a three-digit jurisdiction code and a name. If you select **all jurisdictions** your search will cover all jurisdictions in the specified area.

The most common searches are Address Search and Name Search. These are the default searches that appear when you first enter the Search Criteria screen. The link at the bottom of the screen acts as a toggle between default and secondary search fields.

Click Search by Title #/Roll #/PID/Mfr. Home/Mfr. Park/Lands Branch for other (secondary) searches (see page 13).

Click Search by Address or Name again to return to the default searches from the secondary searches (see page 7).

You can click **Return** if you want to return to the previous screen.

## *Search by Address or Name*

The most common searches are Address Search and Name Search. These are the default searches that appear when you first enter the Search Criteria screen. The following topics give detailed instructions on these searches.

- Search by Street Address (see page 8)
- Search by Owner Name (see page 10)

The Search by Title #/Roll #/PID/Mfr. Home/Mfr. Park/Lands Branch link acts as a toggle between the default and secondary search screens (see page 13).

## Search by Street Address

You might perform this search if you know a property's civic address (e.g., 1537 Hillside Avenue, Victoria) and you want to find the property's PID number or legal description.

On the Search Criteria screen, under Available Reports, choose one of the three report types (based on the level of detail you require). See Report Types on page 22.

### Roll Year

Leave at default value, or select the previous roll year from the lookup list. For historical information refer to Previous Roll Years (see page 26).

### Area (optional)

If you want to restrict your search to a specific area, select it from the lookup list. If you select **all areas** your search will cover all areas in the province.

### Jurisdiction (optional)

If you want to further restrict your search to a specific jurisdiction within an area, select it from the lookup list. If you select **all jurisdictions** your search will cover all jurisdictions in the specified area.

The Address Search section contains five fields:

### Street #

Type the property's first (or only) *street number* (up to six digits). If you are unsure of a street number, or if you have trouble locating a property, you can widen the search using an asterisk \* as a wild card to signify "anything." For example, if you type 153\* the system will list all properties with addresses that begin with 153.

---

### Tip

Use a wild card in the Street # field only if you have trouble finding a property.

---

### To

If the property comprises several addresses, type the exact *street number* at the other end of the property's range (up to six digits). For example, if the property you seek comprises several street numbers, from 1537 Hillside to 1539 Hillside, you could enter 1537 in the Street Number field and 1539 in the To field. Use the To field only if you know the exact address.

### Unit #

If applicable, type the property's *unit number* (up to six digits).

### Street Name

Type as much of the property's *street name* as you feel is appropriate (up to 18 characters), always followed by an asterisk.

---

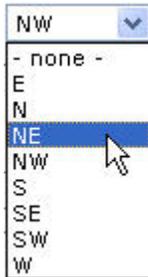
**Tip**

If the address was entered into the system as “Hillside Avenue” and you specify “Hillside Ave” as the street name search criteria, the system will not find the property. To solve this problem, you should *always* use an asterisk character \* as a wild card to signify “anything.” For example, you could type HILLSIDE\* (or even HILL\*).

---

**Dir**

Lets you add a direction to a street name, if necessary.



For example, to specify West Broadway, you would select W from the Direction lookup list.

Click **Address Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

You can click **Return** if you want to return to the previous screen without searching.

## Search by Owner Name

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### **Important**

If you are searching for an individual, use the Surname and First Name fields. If you are searching for a company, use the Free Form Name field.

---

On the Search Criteria screen, under Available Reports, choose one of the three report types (based on the level of detail you require). See Report Types on page 22.

### **Roll Year**

Leave at default value, or select the previous roll year from the lookup list. For historical information refer to Previous Roll Years (see page 26).

### **Area** (optional)

If you want to restrict your search to a specific area, select it from the lookup list. If you select **all areas** your search will cover all areas in the province.

### **Jurisdiction** (optional)

If you want to further restrict your search to a specific jurisdiction within an area, select it from the lookup list. If you select **all jurisdictions** your search will cover all jurisdictions in the specified area.

To perform this search, type in the property owner's full or partial surname and first name, each followed by an asterisk. The area code and jurisdiction are both optional.

---

### **Tip**

To search the entire province, leave both the Area and the Jurisdiction set to the default **all**. Note that, with very common owner names, this search might find too many properties, and you will have to specify more of the owner's name (e.g., type SMITH, JONATHAN D\* rather than SMITH, J\*).

---

The way you fill in the Name Search fields depends on whether the owner is an individual or an organization:

- If the Owner is an Individual (see page 11)
- If the Owner is an Organization (see page 12)

### ***If the Owner is an Individual***

If the owner is an individual, fill in the Surname and First Name fields and leave the Free Form Name field blank.

<b>Surname:</b>	<input type="text" value="jones"/>	<input type="button" value="Name Search"/>
<b>First Name:</b>	<input type="text" value="mi*"/>	
<b>Free Form Name:</b>	<input type="text"/>	

#### **Surname**

The owner's full or partial *surname* followed by an asterisk if necessary.

---

#### **Tip**

If the owner's surname was entered into the system as “LANGE” and you specify “LANG” as the surname search criteria, the system will not find the property. If you are unsure of a surname's spelling, or if you have trouble locating a property, try widening the search by using the asterisk character \* as a wild card to signify “anything.” For example, you could type LANG\* and the system would list all properties containing surnames that begin with LANG. Use a wild card in the Surname field only if you have trouble finding a property.

---

#### **First Name**

The owner's full or partial *first name* (up to 14 characters), always followed by an asterisk.

---

#### **Tip**

If the owner's first name was entered into the system as “Mike” and you specify “Michael” as name search criteria, the system might not find the property. To solve this problem, always end the first name with an asterisk character \* as a wild card to signify “anything.” For example, you could type MI\*.

---

Click **Name Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

You can click **Return** if you want to return to the previous screen without searching.

### ***If the Owner is an Organization***

If the owner is an organization, fill in the Free Form Name field and leave the Surname and First Name fields blank.

<b>Surname:</b>	<input type="text"/>	<input type="button" value="Name Search"/>
<b>First Name:</b>	<input type="text"/>	
<b>Free Form Name:</b>	<input type="text" value="smith holdings*"/>	

### **Free Form**

If the property is not owned by an individual, type the *partial name* (up to 34 characters) of the business or institution that owns the property, always followed by an asterisk.

---

#### **Tip**

If the organization's name was entered into the system as "Smith Holdings" and you specify "Smith Holdings Ltd" as name search criteria, the system might not find the property. To solve this problem, always end the organization name with an asterisk character \* as a wild card to signify "anything." For example, you could type Smith Holdings\*.

---

Click **Name Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

You can click **Return** if you want to return to the previous screen without searching.

## *Search by Title #/Roll #/PID/Mfr. Home/Mfr. Park/Lands Branch*

The two most common searches are Address and Name Search on the default Search Criteria screen. To search by one of the secondary search methods, click the **Search by Title #/Roll #/PID/Mfr. Home/Mfr. Park/Lands Branch** link at the bottom of the default Search Criteria screen.

Each of the following topics gives detailed instructions on searching for BC Assessment records using one of the secondary search methods:

- Search by Land Title PID (see page 14)
- Search by Title Number (see page 15)
- Search by Roll Number (see page 16)
- Search by Manufactured Home Registry Number (see page 17)
- Search by Manufactured Home Park Name (see page 18)
- Search by Lands Branch File Number (see page 19)

Click Search by Address or Name to return to the default searches from the secondary searches (see page 7).

## Search by Land Title PID

In the bottom of the default search screen, click the **Search by Land Title/Roll Number/Manufactured Home** link. This will take you to the secondary search screen.

In the *Available Reports* section, choose one of the three report types (based on the level of detail you require). See Report Types on page 22.

### Roll Year

Leave at default value, or select the previous roll year from the lookup list. For historical information refer to Previous Roll Years (see page 26).

### Area (optional)

If you want to restrict your search to a specific area, select it from the lookup list. If you select **all areas** your search will cover all areas in the province. Because PIDs are unique, the Area setting shouldn't matter.

### Jurisdiction (optional)

If you want to further restrict your search to a specific jurisdiction within an area, select it from the lookup list. If you select **all jurisdictions** your search will cover all jurisdictions in the specified area. Because PIDs are unique, the Jurisdiction setting shouldn't matter.

---

### Note

The “wild card” feature does not apply here. You must type the complete PID exactly as it is stored in the BC Assessment database, or the system will not find the property. Enter the PID as a 9 digit number, with or without dashes. For example, you could enter 123456789 or 123-456-789.

---

### Land Title PID Number

Type the *PID (Parcel Identifier) number*. This number is available in the Land Title System.

Click **PID Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

You can click **Return** if you want to return to the previous screen without searching.

Click Search by Address or Name to return to the default searches from the secondary searches (see page 7).

## Search by Title Number

In the bottom of the default search screen, click the **Search by Title #/Roll #/PID/Mfr. Home/Mfr. Park/Lands Branch** link. This will take you to the secondary search screen.

In the *Available Reports* section, choose one of the three report types (based on the level of detail you require). See Report Types on page 22.

### **Roll Year**

Leave at default value, or select the previous roll year from the lookup list. For historical information refer to Previous Roll Years (see page 26).

### **Area** (optional)

If you want to restrict your search to a specific area, select it from the lookup list. If you select **all areas** your search will cover all areas in the province.

### **Jurisdiction** (optional)

If you want to further restrict your search to a specific jurisdiction within an area, select it from the lookup list. If you select **all jurisdictions** your search will cover all jurisdictions in the specified area.

### **Title #**

Type the *Title number*. This is the property's title number from the Land Title System.

Click **Title # Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

You can click **Return** if you want to return to the previous screen without searching.

Click Search by Address or Name to return to the default searches from the secondary searches (see page 7).

## Search by Roll Number

In the bottom of the default search screen, click the **Search by Land Title/Roll Number/Manufactured Home** link. This will take you to the secondary search screen.

In the *Available Reports* section, choose one of the three report types (based on the level of detail you require). See Report Types on page 22.

### **Roll Year**

Leave at default value, or select the previous roll year from the lookup list. For historical information refer to Previous Roll Years (see page 26).

### **Area** (required)

Select an area from the lookup list.

### **Jurisdiction** (required)

Select a jurisdiction from the lookup list.

### **Roll Number**

Type the *BC Assessment Roll number* (up to 20 alphanumeric characters).

Click **Roll # Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

You can click **Return** if you want to return to the previous screen without searching.

Click Search by Address or Name to return to the default searches from the secondary searches (see page 7).

## Search by Manufactured Home Registry Number

In the bottom of the default search screen, click the **Search by Title #/Roll #/PID/Mfr. Home/Mfr. Park/Lands Branch** link. This will take you to the secondary search screen.

In the *Available Reports* section, choose one of the three report types (based on the level of detail you require). See Report Types on page 22.

### **Roll Year**

Leave at default value, or select the previous roll year from the lookup list. For historical information refer to Previous Roll Years (see page 26).

### **Area** (required)

Select an area from the lookup list.

### **Jurisdiction** (required)

Select a jurisdiction from the lookup list.

### **Manufactured Home Registry #**

Type the *Manufactured Home Registration number* (up to eight alphanumeric characters). This number is available from the Manufactured Home Registry.

Click **Mfr. Home Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

You can click **Return** if you want to return to the previous screen without searching.

Click Search by Address or Name to return to the default searches from the secondary searches (see page 7).

## Search by Manufactured Home Park Name

In the bottom of the default search screen, click the **Search by Land Title/Roll Number/Manufactured Home** link. This will take you to the secondary search screen.

In the *Available Reports* section, choose one of the three report types (based on the level of detail you require). See Report Types on page 22.

### Roll Year

Leave at default value, or select the previous roll year from the lookup list. For historical information refer to Previous Roll Years (see page 26).

### Area (required)

Leave this set to **all areas** and enter the area number in the Manufactured Home Park Name below.

### Jurisdiction (required)

Leave this set to **all areas** and enter the jurisdiction number in the Manufactured Home Park Name below.

### Manufactured Home Park Name

Type the *Area Number* and *Jurisdiction Number* followed by a space, then type the *Manufactured Home Park name*. For example, if you were searching for the Shady Grove Manufactured Home Park in Area 01, Jurisdiction 308, you would enter 01308 Shady Grove Manufactured Home Park.

---

#### Tip

If the manufactured home park name was entered into the system as Shady Grove Manufactured Home Park Ltd, and you enter Shady Grove Manufactured Home Park, the system will not find the property. To solve this problem, always end the name with an asterisk character \* as a wild card. For example, type Shady Grove\* (fewer characters are better).

---

Click **Park Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

---

#### Caution

The Manufactured Home Park search finds the Manufactured Home Park's assessment record, but it does not list the Manufactured Homes in the park.

---

You can click **Return** if you want to return to the previous screen without searching.

Click Search by Address or Name to return to the default searches from the secondary searches (see page 7).

## Search by Lands Branch File Number

In the bottom of the default search screen, click the **Search by Title #/Roll #/PID/Mfr. Home/Mfr. Park/Lands Branch** link. This will take you to the secondary search screen.

In the *Available Reports* section, choose one of the three report types (based on the level of detail you require). See Report Types on page 22.

### **Roll Year**

Leave at default value, or select the previous roll year from the lookup list. For historical information refer to Previous Roll Years (see page 26).

### **Area** (optional)

If you want to restrict your search to a specific area, select it from the lookup list.

### **Jurisdiction** (optional)

If you want to further restrict your search to a specific jurisdiction within an area, select it from the lookup list.

### **Lands Branch File Number**

Type the *Lands Branch File number* (up to 10 alphanumeric characters).

Click **Lands Branch Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

You can click **Return** if you want to return to the previous screen without searching.

Click Search by Address or Name to return to the default searches from the secondary searches (see page 7).

## Select a Property from the Search Results

If one or more properties match your search criteria, the system will list the candidates in the Search Results screen, so you can choose the one you want.

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### Tip

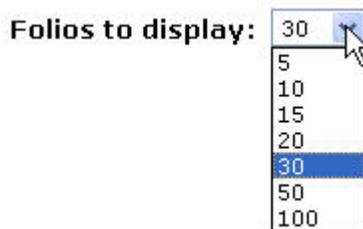
If no properties match your search criteria, the system will display a message: **No results for this search.**

---

To choose a property, click on the Street Address link and continue to the Confirmation Screen. See Confirm the Report Billing Transaction on page 21.

For large search results, the system generates pages of 30 properties each (by default).

Use the **Folios to display** selection list to change the default number of properties generated on each page.



Use the selector at the bottom of the screen to choose a page that you want to view.



Click the arrows to move forward or backward one page, or click a number to view a particular page.

## Confirm the Report Billing Transaction

The Confirmation Screen displays the date and time the report was generated, and the name of the BC OnLine account which will be debited. It also displays the roll year, jurisdiction, owner name and street.

If this is the report you wanted, click **Confirm**. Your BC OnLine account will be debited and the report will display. For details on the contents of each report see Report Types on page 22.

If this is not the report you wanted, you can click **Return** to return to the previous screen and select a different property. Your BC OnLine account will not be debited.

Click **Cancel** if you want to cancel the search and return to the Search Criteria screen. Your BC OnLine account will not be debited.

# Report Types

The topics below explain what is included in each type of report.

- Owner Location Report (see page 23)
- Assessment Roll Report (see page 24)
- Assessment Inventory Report (see page 25).

## Owner Location Report

The Owner Location Report is the simplest of the three available reports. You might use this transaction to find a PID number from a civic address, so you can search for a property in the Land Title System. This report contains:

- PID (Parcel Identifier) Number
- Document number
- Lands Branch File number (if it exists)
- legal description
- names and addresses of additional owners (if any).

Click **Print** to print the report.

---

### Important

Make sure to use the **Print** button on the Report screen (do not use your browser's print button).



When you click **Print**, the report will go straight to your printer. You may also retrieve your search result from the BC OnLine Mailbox Services button on the left side of the screen. From here you can also email the search result.

---

After printing, you can click **New Search** to return to the Search Criteria screen where you can Search for Properties (see page 5), or you can click the green **Active Session** tab in the BC OnLine banner to return to the BC OnLine main menu.

## Assessment Roll Report

The Assessment Roll Report is more detailed than the Owner Location Report, but not as detailed as the Assessment Inventory Report. You might use this transaction if complete assessment information is important to you. This report contains all the information that is contained in the Owner Location Report, and also includes:

- property class
- value of the land
- value of the improvements
- total actual value
- previous actual value
- manual class
- actual use
- land use
- tenure
- ALR (Agricultural Land Reserve) code
- dimensions (imperial or metric)
- a list of up to three previous sales.

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### Note

Some older sales, generally prior to the formation of BC Assessment in 1974, may show a default sale date of **11 Nov 11**. This default date can indicate that sales data collected from the respective taxing jurisdiction might not be accurate or complete. We recommend that in such cases, you check the Land Titles system to confirm the sales details.

---

Click **Print** to print the report.

---

### Important

Make sure to use the **Print** button on the Report screen (do not use your browser's print button).



When you click **Print**, the report will go straight to your printer. You may also retrieve your search result from the BC OnLine Mailbox Services button on the left side of the screen. From here you can also email the search result.

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After printing, you can click **New Search** to return to the Search Criteria screen where you can Search for Properties (see page 5), or you can click the green **Active Session** tab in the BC OnLine banner to return to the BC OnLine main menu.

## Assessment Inventory Report

The Assessment Inventory Report produces the most detailed of the three reports. You might use this transaction if a physical description of a residential property is important to you.

---

### Note

This report is for residential properties only. It does not apply to commercial properties.

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The Assessment Inventory Report contains all the information that is contained in the Owner Location Report and the Assessment Roll Report, and also includes:

- description of property
- year built
- effective year
- total finished area
- number of stories
- number of bathrooms
- number of bedrooms
- whether there is a pool
- type of foundation
- capacity of garage or carport
- whether there are additional buildings.

When you choose this report, you will see the Limitations of Use Agreement screen. This screen asks you to agree to certain conditions before the system will display or print the information. If you do not agree to the conditions shown on the screen, click **Cancel** to back out of the transaction. If you agree to the conditions, click **Confirm** to continue.

Click **Print** to print the report.

---

### Important

Make sure to use the **Print** button on the Report screen (do not use your browser's print button).



When you click **Print**, the report will go straight to your printer. You may also retrieve your search result from the BC OnLine Mailbox Services button on the left side of the screen. From here you can also email the search result.

---

After printing, you can click **New Search** to return to the Search Criteria screen where you can Search for Properties (see page 5), or you can click the green **Active Session** tab in the BC OnLine banner to return to the BC OnLine main menu.

## Previous Roll Years

The BC Assessment database contains current data, with actual values going back to 2003.

You can select data from the current or previous roll year by selecting from the Roll Year lookup list on the Search Criteria screen. See Search for Properties on page 5.

Historic assessment information is available on microfiche at your local BC Assessment Office. For historical research, you may also contact a search agent.

---

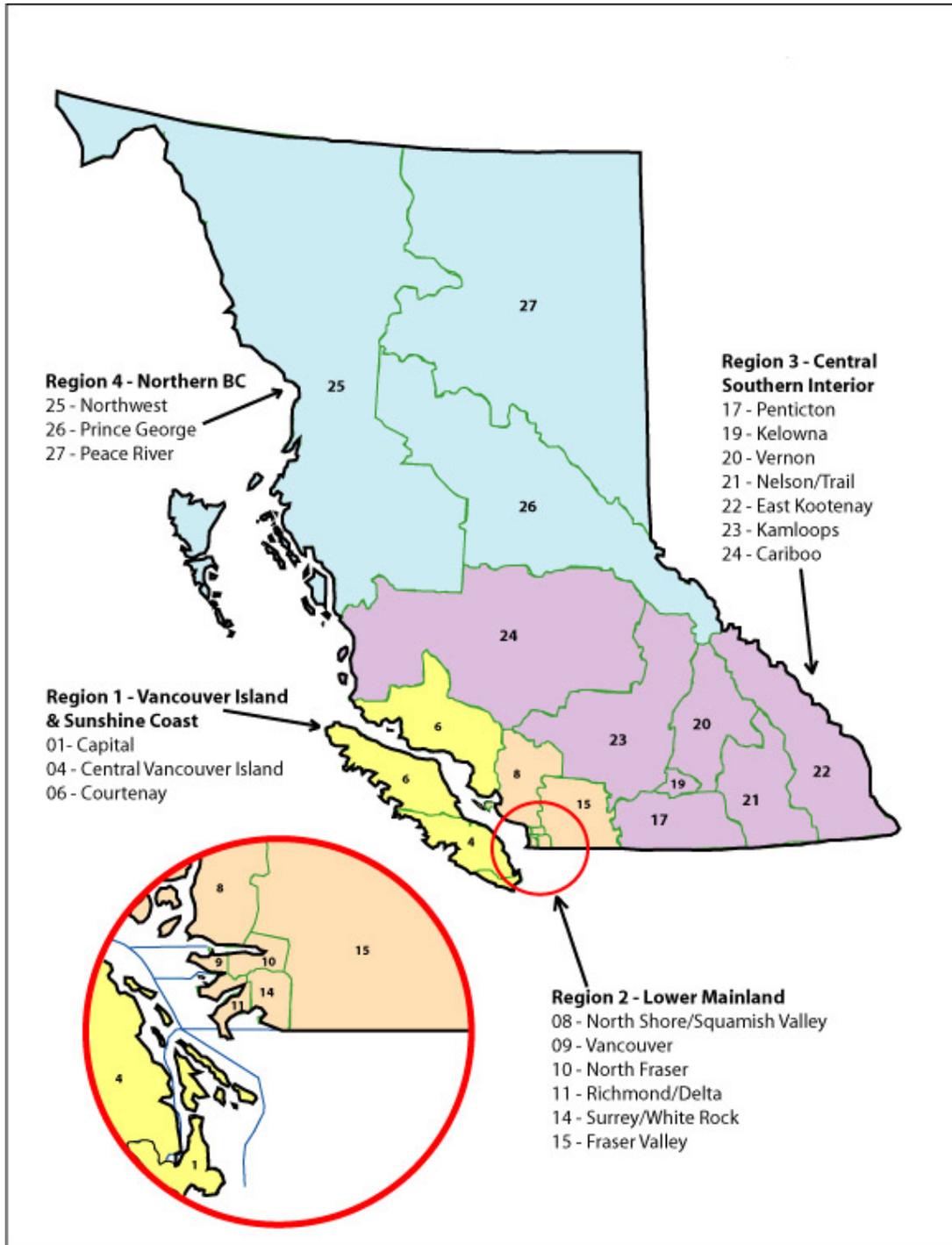
### **Tip**

BC Assessment office locations can be found via the BC Online banner at the top of the screen. Click **Links** to see a list of BC Online Partners and Associates. Click the link to BC Assessment and then click Area Offices on the BC Assessment web page.

---

# Map of Assessment Areas

The following map shows area codes for all assessment areas in British Columbia. These codes are subject to change.



## **Assessment Areas and Jurisdiction Codes**

A current list of all BC Assessment Areas and Jurisdictions can be found on BC Assessment's web site:

<http://www.bcassessment.ca/Services-products/area-office-counter-services/Assessment-area-jurisdiction-list>

# BC Assessment Mailing Address

British Columbia Assessment  
102-3350 Douglas Street  
Victoria, B.C. V8Z 7X9

## Glossary of Terms

Some of the special terms used in the BC Assessment system are defined here:

### **Actual Value**

For the majority of properties on the assessment roll, actual value is simply market value as of a specific date. Market value is the price the property might reasonably be expected to realize when sold by a willing vendor to a willing purchaser after adequate time and exposure on the market. The valuation date for assessment purposes is July 1 of the year preceding the publication of the roll. For example, the valuation date for the 2006 assessment roll is July 1, 2005.

### **Area**

The province is divided into 19 provincial assessment areas and a number of First Nations assessment areas. For example, Greater Victoria is Area 01, and First Nations Kelowna is Area 49.

### **Block**

Survey of crown land where a portion of a district lot has been assigned under the Land Act to an individual.

### **District Lot**

Usually used where odd pockets of land were developed, or where land was developed one part at a time (piecemeal basis) such as mountain valleys and the Alaska highway. The size of the area covered by district lots varies substantially (e.g., in the Kootenays, they cover vast areas of land).

### **Folio**

A collection of data, identified by a roll number, that consists of ownership, value identification, and other information required for assessment purposes. The data in a folio usually describes one parcel and any improvements on that parcel. Do not confuse with Folio Tag (see page 2).

### **Jurisdiction**

Areas are divided into jurisdictions. Typically, a jurisdiction is a municipality or a rural district. For example, the city of Victoria is Area 01, Jurisdiction 234.

### **Lot**

Part of the Fixed Legal Description. Defined on a subdivision plan and forming the initial part of the legal description (e.g., LOT 1/PLAN 1234/COWICHAN DISTRICT).

**PID Number**

The Parcel Identifier number is a unique number assigned to a property by the Land Title Office.

**Parcel**

A number used to identify any lot, block, or other area in which land is held, or into which land is subdivided (see *Land Titles Act*).

**Plan**

A survey diagram showing the delineation of property into smaller parcels or consolidation from smaller parcels into one property. Plans are registered in one of the seven Land Title Offices in the province, where the Land Title Registry assigns each plan a separate number to distinguish it from other plans. Plan numbers can be numeric or a combination of numeric and alpha characters.

**Roll Number**

The Roll Number is a unique number which is assigned to each property by BC Assessment.

**Roll Year**

The year that appears in the Roll Year field is the “current” roll year. You can select the previous year from the lookup list.

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