

BC OnLine

**Rural Property Tax Search
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:

Tip

A way to make your work easier.

Note

Further information about the current subject.

Important

An emphatic note about the current subject.

Caution

An important point that could prevent an inconvenience.

Warning

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

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.

Rural Property Tax Search Overview

The Rural Property Tax Search lets you search for *property folios*. These are the property tax records for all rural properties in British Columbia. Rural property tax records are maintained by the Surveyor of Taxes, and are constantly updated.

Rural property tax records do *not* include:

- property tax records for municipal properties. These can be obtained by contacting the appropriate municipality's town hall, or by choosing *Tax Certificates Online* in BC OnLine's Main Menu (for participating municipalities).
- property tax records for Indian lands where the Indian band is the taxing jurisdiction. These can be obtained from the appropriate Indian band office.
- information on charges levied by a Regional District or an Improvement District, such as water charges. During the period from January through April, the account balance may include an unpaid utility charge transferred from the Regional District. Contact the Regional District first to find out if they have transferred a charge to the property owner's tax account.
- the assessed value of the folio. You can use BC OnLine to search the British Columbia Assessment database for this information.

A folio might not display due to the complexity of that particular account. When this happens, you will not be able to view the property folio's tax information. One of several messages might appear, prompting you to contact the appropriate Surveyor of Taxes office:

- If the folio is undergoing collection activity you will see:
CONTACT THE COLLECTIONS SECTION AT 250-387-0613
- If the folio is undergoing changes such as boundary extensions, apportionment, etc., you will see:
CONTACT THE SURVEYOR OF TAXES AT 250-387-0555

Access Rural Property Tax Search

On BC OnLine's Main Menu, select **Rural Property Tax**, then click **Submit**.

The screenshot shows the 'Main Menu' interface. At the top, it displays user information: 'For: [PH91871] [SAMPLES.LAW CORP.]', 'Account Balance: \$860.45', and the date/time 'Nov 18, 2016 10:14:07 AM'. Below this are navigation buttons: 'Main Menu' (highlighted in orange), 'Change Account', 'Help?', and a 'Folio:' input field. A 'Submit' button is highlighted with a yellow arrow. The 'Select an Application:' section lists various services with radio buttons. 'Rural Property Tax' is circled in red. At the bottom of this section, another 'Submit' button is circled in red.

The Rural Property Tax Search screen has six search fields. Use **any one** of these fields per search.

The 'RURAL PROPERTY TAX SEARCH' screen prompts the user to 'Please choose ONE search option below:'. It features six search fields arranged in two columns. The left column includes 'Folio Number', 'Current Owner Name', and 'Manufactured Home'. The right column includes 'Parcel Identifier' (with a tooltip showing 'Format: 999 999999.999 Certificate of Title'), and 'Crown Land File'. A 'Search' button is centered at the bottom.

Note

Input fields are equipped with "masks" so you don't need to worry about dashes, spaces, brackets, etc. The system automatically takes care of such formatting.

Search Methods

Each of the six search methods is briefly described below.

Folio Number

This is one of the best search methods. You need to know the property's *Jurisdiction Number* and *BC Assessment Folio Number*, both of which can be found in correspondence from the Surveyor of Taxes (e.g., Tax Notice).

For example, **754** is the three-digit Jurisdiction Number for Bulkley Valley, and **003513.000** is a unique BC Assessment Folio Number. You would enter both of these numbers in the Folio Number field with a space between them, like this:

754 003513.000

The BC Assessment Folio Number takes the form nnnnnn.nnn (six digits, one decimal, three digits). In the example above, note that leading zeroes were added to ensure that the first part has six digits.

Click **Search**. If the property tax folio is available, a fee will be charged to your BC OnLine account and you will go to the Search Methods (see page 8).

Parcel Identifier

This is one the best search methods. You need to know the property's Parcel Identifier (PID), which can be found on the Certificate of Title. It uniquely identifies a parcel of land and remains the same even when the land is sold. PIDs are nine digits long. You can find PID numbers in the Land Title Registry, unless the land has been subdivided or resurveyed (in which case, you will need to obtain the legal description of the parent property). If a property's *civic address* is all you have, use it to search the BC Assessment database. This way, you can find the PID number, then use it in a Parcel Identifier Search.

Click **Search**. If the property tax folio is available, a fee will be charged to your BC OnLine account and you will go to the Results Screen (see page 8).

Current Owner Name

This is not recommended as a search method. Name searches are not conclusive, as the property might have sold recently, or the owner might also own several other properties. These possibilities lower your chances of finding a specific property folio. If the owner name is all you have, try going into the Land Title Registry and looking up the Certificate of Title by name. This way, you can find the PID number, then use it in a Parcel Identifier Search.

To perform a Current Owner Name Search, enter as much of the name as you feel is appropriate, in the form: LASTNAME, FIRSTNAME (note the comma after the last name).

Tip

The less you enter, the more names your search will find. For example: WILLIAMS would find everyone named Williams (far too many from which to select). WILLIAMS, MIKE would find Mike Williams, but would not find Michael Williams. WILLIAMS, MI would find everyone named Williams whose first name begins with MI (Michael, Michelle, Mike, Mildred, and so on).

Click **Search**. You will go to the Multiple Results Screen (see page 7).

Certificate of Title Number

This method is not conclusive, as a Certificate of Title can be cancelled at any time (when a property is sold, the Certificate of Title number changes, but the PID number remains the same). Whenever possible, use the Folio Number Search or Parcel Identifier Search.

If the Certificate of Title number is all you have, the Surveyor of Taxes recommends that you use it to search the Land Title Registry. This way, you can find the PID number, then use it in a Parcel Identifier Search.

Manufactured Home

Use this search only if the Manufactured Home is on land that is owned by someone other than the Manufactured Home owner (e.g., if the Manufactured Home is on a rented pad in a trailer park). The Manufactured Home number is available from the Manufactured Home Registry.

Do not use this search if the owner of the Manufactured Home also owns the land on which the Manufactured Home is located. In this case, the Manufactured Home is treated as a house and is assessed along with the land. For such properties, use the Folio Number Search or the Parcel Identifier Search.

Crown Land File Number

This search is performed by representatives of the Ministry of Environment, Lands and Parks.

Multiple Results Screen

If your search finds more than one result, you will see the Multiple Results Screen. Your BC OnLine account will not be charged until you select one result from the list. The example below shows a Current Owner Name Search for "Crown". If there are too many choices, you can use a *filter* to sort the list in a number of helpful ways (see Filters on page 9).

RURAL PROPERTY TAX SEARCH

Please choose ONE search option below:

Folio Number	<input type="text"/>	Parcel Identifier	<input type="text"/>
Current Owner Name	<input type="text" value="crown"/>	Certificate of Title	<input type="text"/>
Manufactured Home	<input type="text"/>	Crown Land File	<input type="text"/>

The Multiple Results Screen displays all of the tax folios that match your search criteria. Select the one you want, then click **Submit**.

Search Criteria Entered: crown

MULTIPLE RESULTS

Rural Property Folio	Status	Name	Select
754 046408.789	Active	CROWN PROVINCIAL	<input type="radio"/>
754 005600.000	Active	CROWN PROVINCIAL	<input type="radio"/>
754 007122.500	Active	CROWN PROVINCIAL	<input type="radio"/>
754 003817.100	Active	CROWN PROVINCIAL	<input type="radio"/>
754 007134.000	Active	CROWN PROVINCIAL	<input type="radio"/>
754 003726.100	Active	CROWN PROVINCIAL	<input type="radio"/>
754 003750.500	Active	CROWN PROVINCIAL	<input type="radio"/>
754 006100.500	Active	CROWN PROVINCIAL	<input checked="" type="radio"/>
754 001544.100	Active	CROWN PROVINCIAL	<input type="radio"/>
754 006207.600	Active	CROWN PROVINCIAL	<input type="radio"/>
754 007131.190	Active	CROWN FEDERAL	<input type="radio"/>
754 007131.190	Active	CROWN PROVINCIAL	<input type="radio"/>
754 003804.100	Active	CROWN PROVINCIAL	<input type="radio"/>
754 001401.000	Active	CROWN PROVINCIAL	<input type="radio"/>
754 003676.500	Active	CROWN PROVINCIAL	<input type="radio"/>
754 005785.900	Active	CROWN PROVINCIAL	<input type="radio"/>
754 007131.200	Active	CROWN PROVINCIAL	<input type="radio"/>
754 001911.702	Active	CROWN PROVINCIAL	<input type="radio"/>
754 007616.100	Active	CROWN PROVINCIAL	<input type="radio"/>
754 005772.765	Active	CROWN PROVINCIAL	<input type="radio"/>
754 007131.000	Active	CROWN PROVINCIAL	<input type="radio"/>
754 001002.100	Active	CROWN PROVINCIAL	<input type="radio"/>
754 006269.300	Active	CROWN PROVINCIAL	<input type="radio"/>
754 001393.300	Active	CROWN FEDERAL	<input type="radio"/>
754 002308.100	Active	CROWN PROVINCIAL	<input type="radio"/>

25 Rows

Results Screen

When your search finds a single result, or when you select a single result from the Multiple Results Screen, your BC OnLine account will be charged and you will see the Results Screen. The example below shows a Folio Number Search.

RURAL PROPERTY TAX SEARCH

Please choose ONE search option below:

Folio Number	<input type="text" value="754 003513.000"/>	Parcel Identifier	<input type="text"/>
Current Owner Name	<input type="text"/>	Certificate of Title	<input type="text"/>
Manufactured Home	<input type="text"/>	Crown Land File	<input type="text"/>

The Results screen displays the Tax Folio details.

RESULTS

Search Date: 23-Sep-2016 11:42:16

FOLIO INFORMATION

Folio Number	754 003513.000	Parcel Identifier	007-722-371
Certificate of Title	PP2404	Crown Lands File	13212313
Tax Year	2015	Manufactured Home	1231213
Property Address		Status	Active
		Jurisdiction	754

LEGAL DESCRIPTION

Land District	14	Lot	41
Plan	PRP1076	Block	2
District Lot		Township	1A
Section	2	Range/Meridian	
Legal Description	Lot 41, Block 2, Plan PRP1076, Section 2, Township 1A, Range 5, Coast Range 5 Land District		

HOME OWNER GRANT

Regular Home Owner Grant	0.00
Additional Home Owner Grant	0.00

TAX SUMMARY

Tax Year	Gross Taxes	Penalty	Interest	Balance	HOG Granted
2015	0.00	0.00	0.00	0.00	

OWNERS

Name	Street	City	Province	Postal Code
BC TRANSPORTATION FINANCING	PO BOX 9850 STN PROV GOVT	VICTORIA	BC	V8W9T5

Filters

To reduce the number of folios in a Multiple Results screen, you can use a set of *filters*. Filters can make it easier to find the Tax Folio you want. (Please note that a successful filter can take some planning and tweaking.)

1. If the filter input field does not appear at the top of the Multiple Selection list, click the **Filter** button that appears in the top right-hand corner of all list screens.



The screenshot shows a search interface with a search criteria field containing 'crown'. Below it is a table titled 'MULTIPLE RESULTS' with columns: Rural Property Folio, Status, Name, and Select. The table contains three rows of data. A red arrow points to a 'Filter' button in the top right corner of the table area.

Rural Property Folio	Status	Name	Select
754 046408.789	Active	CROWN PROVINCIAL	<input type="radio"/>
754 005600.000	Active	CROWN PROVINCIAL	<input type="radio"/>
754 007122.500	Active	CROWN PROVINCIAL	<input type="radio"/>

2. The filter field appears when you click the Filter button.



The screenshot shows the same search interface as above, but now a filter input field is visible at the top of the table area, highlighted in green. A red arrow points to this field. The 'Filter' button is still visible in the top right corner.

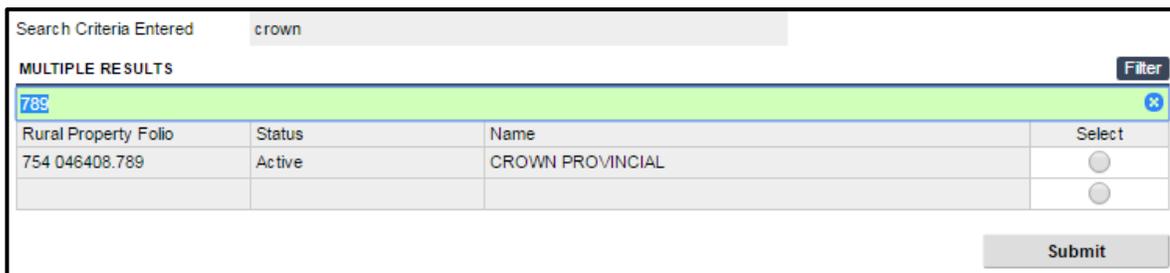
Rural Property Folio	Status	Name	Select
754 046408.789	Active	CROWN PROVINCIAL	<input type="radio"/>
754 005600.000	Active	CROWN PROVINCIAL	<input type="radio"/>

Enter your filter criteria, select a column heading (i.e., Rural Property Folio, Status, or Name), and enter one of the following *operands*:

- equals (=)
- does not equal (<>)
- greater than (>)
- less than (<)
- greater than or equal to (>=)
- less than or equal to (<=)

Simple Filter

You can create a simple filter by typing a word in the Filter field. The data is filtered to show only items containing the word you type. For example, the filter typed in the following screenshot would display all items containing the numbers 789.



The screenshot shows the search interface with the search criteria 'crown'. The filter input field now contains '789'. The table below shows only one row of data, which is highlighted in green. A 'Submit' button is visible at the bottom right.

Rural Property Folio	Status	Name	Select
754 046408.789	Active	CROWN PROVINCIAL	<input type="radio"/>

Search Messages

If you entered no criteria and clicked the Search button, you will see this message:

RURAL PROPERTY TAX SEARCH

Please choose ONE search option below:

Folio Number	<input type="text"/>	Parcel Identifier	<input type="text"/>
Current Owner Name	<input type="text"/>	Certificate of Title	<input type="text"/>
Manufactured Home	<input type="text"/>	Crown Land File	<input type="text"/>

No Criteria Entered. Your account has not been charged

If you entered criteria that is a blocked number and clicked the Search button, you will see this message:

RURAL PROPERTY TAX SEARCH

Please choose ONE search option below:

Folio Number	<input type="text" value="754 029270.000"/>	Parcel Identifier	<input type="text"/>
Current Owner Name	<input type="text"/>	Certificate of Title	<input type="text"/>
Manufactured Home	<input type="text"/>	Crown Land File	<input type="text"/>

FS4- Please contact collections at (387-0613). Your account has not been charged

If you entered multiple criteria and clicked the Search button, you will see this message:

RURAL PROPERTY TAX SEARCH

Please choose ONE search option below:

Folio Number	<input type="text" value="754 029270.000"/>	Parcel Identifier	<input type="text" value="N44906"/>
Current Owner Name	<input type="text"/>	Certificate of Title	<input type="text"/>
Manufactured Home	<input type="text"/>	Crown Land File	<input type="text"/>

Choose only one search criteria
Format: 999 999999.999