

# 2023

## FEE SCHEDULE

Effective March 1, 2023



99 SIXTH STREET  
NEW WESTMINSTER, BC V3L 5H8  
604-659-8600

840 HOWE STREET - SUITE 100  
VANCOUVER, BC V6Z 2L2  
604-659-8700

1207 DOUGLAS STREET - SUITE 512  
VICTORIA, BC V8W 2E7  
250-405-6000

[wcts.com](http://wcts.com) | [info@wcts.com](mailto:info@wcts.com)

## QUALITY

- Accurate, reliable service
- Service-oriented
- Knowledgeable

## SERVICE

- E-Filing
- PTT Disbursements
- Prepare Land Forms
- Access to Notaries Public for digital signature
- Online service forms
- No mileage charges
- No fuel surcharges
- Email included in most fees
- Pickup/Delivery - FREE to clients on scheduled routes

## COMMITMENT

- We are a *service-oriented firm*, committed to providing you with the **BEST** possible service. Please advise us of your specific needs, and we will do everything possible to meet them
- Committed to meeting YOUR deadlines



# Common Fees

unless otherwise specified

New Westminster  
604-659-8600

Vancouver  
604-659-8700

Victoria  
250-405-6000

## Register/File

Pre/Post	\$20.00
Prepare forms (min.)	\$27.00
Amend document (min.)	\$27.00
Meet (min.)	\$26.00

## Disburse Funds

Disbursement Fee	\$11.00
PTT, or other disbursement over \$500-\$1,000,000, (per \$1,000 - min \$20.00/max \$400.00 plus interest and fees if applicable)	\$5.50
PTT, or disbursement over \$1,000,000, (plus interest, and fees if applicable)	\$600.00

## Delivery

To-from another agent	\$28.00
Within local Registry	\$28.00
Office not on run (see PS area fees, min.)	\$66.00
Client not listed on run (if possible, each way)	\$55.00
Return by regular mail (min.)	\$14.00
Return by regular mail (over 500g + postage)	\$20.00

## Courier

(plus disbursements)

Vancouver/Victoria (each way)	\$25.00
Arrange local or overnight courier (min.)	\$20.00
Special pick-up in Vancouver core (min.)	\$26.00

## General Services

Hold	\$13.50
Priority Service (per service)	\$40.00
Rush (min.)	\$35.00
Certified Copy	\$41.00
Counter/Attend/Inspection (min.)	\$29.00
Hourly Rate (Research/Consulting/etc) (billed in 15 minute increments)	\$240.00
Waiting Time (per 15 minute increments)	\$60.00

## Communications

Document Scan (includes email)	\$10.00
Fax (first 12 pages, then .50/page)	\$10.00
Email	NO CHARGE
Phone	NO CHARGE

## Out-of-Area

### Handling fee for files utilizing our agent network

(plus courier disbursements and subcontracting fees): All  
Departments , except Process Serving (see PS page)

British Columbia	\$65.00
Rest of Canada	\$85.00
USA (min.)	\$120.00
International (min.)	\$130.00



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## E-Filing

All Court Registries ----- \$29.00

## Supreme Court Filing

New Westminster, Vancouver & Victoria ----- \$29.00

Probate ----- \$40.00

Abbotsford & Chilliwack ----- \$75.00

Create Binder–Includes Binders & Tabs (min) ----- \$35.00

2nd Counter/Filing (same file) ----- \$23.00

## Provincial–Small Claims & Family

New Westminster, Vancouver & Victoria ----- \$35.00

Abbotsford & Chilliwack ----- \$75.00

Surrey ----- \$55.00

Other–Metro Vancouver ----- \$45.00

2nd Counter/Filing (same file) ----- \$23.00

## Other Court Filing

Court of Appeal ----- \$38.00

Federal/Tax Court ----- \$50.00

## Bulk Fees

Filing Notice of Change of Address for Service  
(max 10 under 1 workorder) ----- \$31.50

## Search\*

Per name ----- \$32.00

Each additional name ----- \$24.00

Obtain Copies from Registry\* ----- \$32.00

Clerks' Notes ----- \$31.00

Criminal-Supreme Court (minimum) ----- \$45.00

Criminal-Provincial Court (minimum) ----- \$45.00

\*Hourly rate may be applied to large files

## Other Fees

Rush (minimum) ----- \$33.00

Prepare Forms (minimum) ----- \$27.00

Counter/Attend/Disburse in Registry ----- \$29.00

Correct/Amend ----- \$27.00

Backing Sheet ----- \$14.00

Certified Copy ----- \$41.00

Document Scan ----- \$10.00

Disbursement Fee ----- \$11.00



# Process Serving

New Westminster  
604-659-8600

Vancouver  
604-659-8700

Victoria  
250-405-6000

## THE FLAT RATE PROCESS SERVING PLAN

### 6 ATTEMPTS, NO MILEAGE OR FUEL SURCHARGES!

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

### ALL SINGLE PERSONAL SERVICES

(Or Attempted Services)

## \$115

Downtown Vancouver Core & New Westminster

## \$155

Coquitlam, Port Coquitlam, Port Moody, Delta, White Rock, Surrey, Langley (addresses west of 216th Street), & Maple Ridge (addresses west of 232nd Street)

## \$135

Outside Vancouver Core, Burnaby, North Vancouver, West Vancouver & Richmond

## Please call for quote

Bowen Island, Lions Bay & Other Areas

\*The Flat Rate Process Serving Plan includes up to 6 attempts for the fee shown above. An additional 3 attempts can be requested for 50% of original fee.

### Court Ordered Service

## \$55

Service in accordance with Court Order by email, regular mail, registered mail (plus disbursements) or facsimile.

### Vancouver & New Westminster

## \$65

Law Firms, BC Financial Services Authority, Registered Company Offices, Municipal and Provincial Government Offices, etc.

### Other Local Service Areas

## \$75

Law Firms, Registered Company Offices, ICBC, all Federal, Municipal & Provincial Government Offices, etc.

### Out-of-Area

Handling fee utilizing our agent network (plus courier and subcontracting fees)

Victoria	\$60.00
Rest of BC	\$65.00
Rest of Canada	\$85.00
USA	\$160.00
International	\$240.00
Prepare AOS/COS	\$40.00

### Additional Party / Action

(SERVED AT THE SAME TIME)

Additional Party (each)	\$43.00
Additional Action (each)	\$25.00

### Affidavits

Affidavit of Service (sworn, min.)	\$46.00
Affidavit of Attempted Service (sworn, min.)	\$61.00
Affidavit Notarization (plus exhibit fees)	\$35.00
Affidavits (30 days or more after service, min.)	\$70.00
Certificate of Service	\$38.50

### Locate

From directories, phone calls, etc.	\$50.00
By physically attending (min.)	\$50.00

### Skip Tracing

Skip Trace locate in BC (min., plus disb.)	\$345.00
Skip Trace attempt & AOA (min., plus disb.)	\$192.50

### Miscellaneous

Cancel & Return (min.)	\$27.50
Conduct Money (per \$100)	\$33.00
File Affidavit (if requested on service invoice)	\$29.00
Rush (minimum-service or affidavit)	\$30.00
Wait time (per 15 minutes)	\$60.00

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### E-Filing

Registration (per document)	\$29.00
Declaration/PTT	\$20.00
Form F declaration	NO CHARGE
Release	\$20.00
CPL (if WCTS prepares e-form)	\$71.50
STC filed separately	\$33.00
Prepare Form	\$34.50
Strata Forms	\$48.50

### Paper Filing

Registration (requires exemption letter)	\$44.00
STC Query / Title Correction	\$20.00
Deliver Duplicate Title or Certificate of Charge	\$44.00

### Plans

Subdivision Plan/Strata Plan (min.)	\$115.00
Explanatory/Reference Plan (min.)	\$100.00

### Search

Computer	\$25.50
Strata Plan General Index	\$11.00
Manual (cancelled title)	\$34.50
Name (per name searched)	\$27.50
Legal/Assessment	\$22.00
Tax Information	\$27.50
Absolute Titles (min. - hard copies)	\$34.50
Historical/Environmental (per hour)	\$240.00
Site Registry (waste management)	
Index	\$25.00
Synopsis Report	\$25.00
Detail Report	\$25.00
Crown Land/Gator (min.)	\$45.00

### Copy

Imaged document/Imaged plan	\$24.00
Manual document	\$35.00
Manual Plan/Strata Plan	\$35.00
Certified Copy	\$41.00

### Disburse Funds

Disbursement Fee	\$11.00
PTT, or other disbursement over \$500-\$1,000,000, (per \$1,000 - min \$20.00/max \$400.00 plus interest and fees if applicable)	\$5.50
PTT, or disbursement over \$1,000,000, (plus interest, and fees if applicable)	\$600.00

### Other Fees

Pre/Post	\$18.50
Prepare forms (min.)	\$34.50
Amend document (min.)	\$27.00
Miscellaneous Forms	\$20.00
Meet (min.)	\$26.00
Hold	\$13.50
Counter/Attend/Inspection (min.)	\$29.00
Rejection	\$16.00
Submit Withdrawal Letter	NO CHARGE
Rush (min.)	\$35.00
Hourly Rate (Research/Consulting/etc) (billed in 15 minute increments)	\$240.00
Document Scan (includes email)	\$10.00
Fax (first 12 pages, then .50/page)	\$10.00



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## Corporate

BC Search Summary	\$38.00
Certificate of Good Standing/Status/Letter Under Seal	\$41.00
Name Reservation	\$45.00
Partnership Search	\$38.00
Federal Search	\$50.00
Other Jurisdiction (online) (min.)	\$63.00
Photocopy	\$32.00
Registration	
Incorporation/Registration	\$71.50
Annual Reports, Notice of Directors or Officers	\$30.00
Miscellaneous Filings	\$40.00

## Manufactured Homes

Search	\$38.00
Combined MHR/PPR Search	\$46.50
Combined MHR/PPR Pre-Search	\$35.00
Registration	\$71.50

## Motor Vehicles

Licence Plate, Registration, VIN for Current Owner	\$55.00
Vehicle Name Search	\$55.00
Certified 'As At', Vehicle History	\$55.00

## Personal Property

Search	\$38.00
Registration	
Financing/Financing Charge Statement	\$57.50
Renewal	\$37.50
Total Discharge	\$37.50
Remote entry of collateral (per line after first 5)	\$4.00

## Vital Statistics

Birth, Death, Marriage Certificate, or Wills Notice	
Search	\$63.00
Wills Notice Filing	\$63.00

## Miscellaneous

Bank of Canada Search	\$50.00
Bank of Canada Registration	\$80.00
Bankruptcy (Federal)	\$45.00
Additional Name	\$23.00
Court Bailiff (per Bailiff)	\$50.00
Disclosure Documents	\$80.00
Indian Land Registry	\$80.00
Residential Tenancy	\$85.00

## Other Fees

Disbursement Fee	\$11.00
Document Scan	\$10.00
Fax (first 12 pages, then .50/page)	\$10.00
Pre/Post	\$20.00
Prepare forms (min.)	\$27.00
Amend document (min.)	\$27.00
Meet (min.)	\$26.00
Hold	\$13.50
Priority Service (per service)	\$40.00
Rush (min.)	\$35.00
Certified Copy	\$41.00
Counter/Attend/Inspection (min.)	\$29.00
Hourly Rate (Research/Consulting/etc) (billed in 15 minute increments)	\$240.00

## Other Services - \$80.00

Aircraft Search  
 Authentication - Order in Council Office  
 BC Archives  
 BC Financial Services Authority  
 BC Gazette  
 BC Human Rights Tribunal  
 BC Provincial Taxation  
 BC Securities Commission  
 Canada Revenue Agency  
 Corporate Seal  
 Crown Publications  
 Department of Fisheries and Oceans  
 Employment Standards  
 Mineral Titles  
 Ministry of Finance  
 Official Receiver  
 Surveyor General  
 Other Not Listed - Call for quote



# TERMS AND CONDITIONS

## DICLAIMERS AND LIMITATIONS OF LIABILITY

### We are a service-oriented firm.

PLEASE ADVISE US OF YOUR SPECIFIC NEEDS AND WE WILL DO EVERYTHING POSSIBLE TO MEET THEM.

If you have a concern, please tell us immediately so we can deal with it promptly. We will do everything we can to assist in resolving it.

### FEES

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

### URGENT FILES

Please be specific about the time requirements – Rush, Urgent and ASAP can be ambiguous. If you are sending something urgent by courier, please advise us in advance so we can monitor its arrival. If you are sending us a large, time-consuming file, especially towards the end of the day, tell us so that we can schedule our staffing to give it the priority it requires.

### CREDIT POLICY

All disbursements are made on the condition that we will be reimbursed promptly. All disbursements over \$500 per invoice, are made on the understanding that they are covered by funds held in trust, and that in all instances, remittance will follow immediately. These disbursements are considered overdue if not received the next business day. All disbursements are conditional upon accounts being in good standing and complying with West Coast account and credit requirements.

As most accounts involve disbursements, accounts are due upon presentation of our statement and are overdue if not paid in 30 days. Overdue accounts are subject to a service charge of 2% per month (26.83% per annum) from the date of the invoice. A service charge of \$35 will be applied to all NSF cheques.

### LEGAL ADVICE DISCLAIMER

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

### DATABASE AND LEGAL DESCRIPTION DISCLAIMER

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

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

### THIRD PARTY DISCLAIMER AND OTHER DISCLAIMERS

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

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

### INSURANCE

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

Terms & Conditions and Limitations of Liability are subject to change without notice. For the most current policies and more details, please visit our website at [www.wcts.com](http://www.wcts.com).