

# Tips for Completing Land Title Forms

Updated July 2023

## GENERAL

- Abbreviations **SL** and **SP** should not be used for **strata lot** or **strata plan** in legal description;
- **Partial** interests are not to be shown with party names. Must be shown with legal in Item 2;
- **Unequal** interests are not to be expressed as percentages. Must be expressed as fractions with lowest common denominator; and
- Certificate of Pending Litigation must be released or Land Title form must indicate "subject to CPL # \_\_\_\_\_". **Note:** The "subject to" rule also applies to CBL-CPL's.

## FORM A (Transfer)

- Reference to "In Trust" or to Transferor's capacity as Executor/Administrator (including document number) must be shown in *Item 4 - Transferor(s)* and in *Item 7 - Execution(s)*;
- Incorporation or registration number must be shown for a corporation in *Item 4-Transferor(s)* (even if it does not appear on the title);
- If the corporation is not a BC Company, or is not extra-provincially registered, a Declaration with a Certificate of Status for the company must be submitted;
- When transferring less than the whole interest, the undivided interest being transferred should be entered in the "Enter Undivided Interest" field below the legal description field; and
- When completing the **Transferee** section, individuals' names and occupations must be completed with full given name(s) and family name, and occupation.

## FORM B (Mortgage)

- Information respecting joint tenancy must match the immediately preceding document. If the Form A Transfer does not show "Joint Tenants", then the Mortgage cannot show "Joint Tenants";
- One joint tenant cannot mortgage his interest without first severing the joint tenancy;
- Reference to "In Trust" or to Borrower's capacity as Executor/Administrator (including document number) must be shown in *Item 3 - Borrower(s)* and in *Item 12 - Execution(s)*;
- Occupations must be included for Lenders who are **individuals**;
- Incorporation number for a company should be entered in the designated Incorporation Number field, not next to the company name;
- Additional information for Lender (e.g. "Chartered Bank under the Bank Act" or "In Trust see #\_\_\_\_") should not be entered in the Lender field. This information should be entered in the field below the Lender field and may flow into the Street Address field;
- When completing the **Lender** section, individuals' names and occupations must be entered with full given name(s), family name and occupation. If there is insufficient space in the Lender section, enter the information on a Form E Schedule; and
- In *Item 8 - Interest Mortgaged* where the OTHER box has been selected, the history of the charge being mortgaged should be set out completely.

## FORM C (Charge)

- On an easement or restrictive covenant, the PID number and complete legal description of the dominant lands must be included in Item 3 under "Additional Information"; and
- **Modification of mortgage** must be signed by both parties.

**FORM C (Release)**

- For a **release of mortgage**, the derivative charges (modifications and previous assignments) should be included under "Additional Information" in Item 3;
- On a Release of easement or restrictive covenant, the PID number and complete legal description of the dominant lands must be included in Item 3 under "Additional Information"; and
- **Surrender of lease** must be signed by both parties. Alternately, the applicant may sign "On behalf of the Lessor" in Item 1.

**EXECUTION (FORMS A, B, C) and FORM D (Executions Continued)**

- For a corporation, the name of the corporation "by its authorized signatory" must be shown;
- Name of authorized signatory must be typed beneath the signature line;
- Initials only for an authorized signatory are not acceptable; at least one given name must be shown;
- Initials only for an Officer are not acceptable; at least one given name must be shown; and
- Reference to "In Trust" or to party's capacity as Executor/Administrator must be shown with the party name.

**FORM E (Schedule)**

- Item headings must match the Item heading on the statutory form;
- Item numbers must be shown with the item heading; and
- Item headings must be listed in the same order as on the statutory form.

**DECLARATION FORM**

- When attaching a document to a Declaration Form (e.g. a Trust Document, a *Strata Property Act* Form E, etc.), you must attach a scan of the **original** supporting document, not a copy of it.

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