

Change of Address

This is a guide to help you prepare your application.

It is important to be aware that legislation defines the LTSA's role and limits how we can answer your questions. For example, our staff is not allowed to provide legal advice or help fill out forms.

Only after you submit your application to the LTSA, can we advise on the correctness and accuracy of your application's information.

If you need more help than we can provide, please contact a legal professional.

Instructions:

Please type or print clearly in dark ink on all forms.

1. Complete Form 15 or write a letter that includes:
 - a. The new address, including province and postal code.
 - b. The full names of all owners who are changing their address, written exactly as they appear on title.
 - c. The legal description, including the nine-digit parcel identifier number (PID).
 - d. The signature of all of the owners who are changing their address and date that the application was signed.
2. If you require confirmation of registration, please complete the Request for State of Title Certificate.
3. Submit your application by mail to:
Land Title and Survey Authority of British Columbia
Suite 500 – 11 Eighth Street, New Westminster, BC V3M 3N7

If writing a letter use standard 8.5" x 11" paper.

To confirm the exact name(s) on the title, consider registering for a myLTSA Explorer account and doing a [title search](#).

Fees

1. There is no fee to change your address.
2. If you have requested a State of Title Certificate, pay \$15.04 for each title.

Please include payment by cheque or money order in Canadian funds.

To cover LTSA application registration fees, please make cheque or money order payable to "LTSA of BC".

For more information

Email: customerservice@ltsa.ca

Phone: 604-630-9630 from the Greater Vancouver area OR
1-877-577-LTSA (5872) from elsewhere in BC, Canada and the US.
Office hours are 9:00am to 3:00pm

Mail: Land Title and Survey Authority of British Columbia
Suite 500 – 11 Eighth Street, New Westminster, BC V3M 3N7

The Land Owner Transparency Registry



Beginning November 30, 2020, the *Land Owner Transparency Act* (LOTA) requires that when an application is made to register an interest in land, as defined in LOTA, in BC's land title register, a transparency declaration must be filed to the LOTA Administrator by the transferee(s). A transferee that is a reporting body must also complete and file a transparency report setting out information about the reporting body and interest holders. We recommend you consult a legal professional to understand your obligations. More information is available at landtransparency.ca

Checklist

Before you submit your application, ensure you have the following:

- Completed Form 15 or a letter that includes:
 - The new address, including province and postal code.
 - The full names of all owners who are changing their address, written exactly as they appear on title.
 - The legal description, including the nine-digit parcel identifier number (PID).
 - The signature of all owners who are changing their address and date that the application was signed.

- Request for State of Title Certificate form (if you require confirmation of registration) and payment of \$15.04 for each title.

Registration Process

What happens when you submit your land title documents to the LTSA?

Identification of Documentation

To identify your documents, the cashier will stamp your document with the date, time and a pending application number.



Successful Registration

If your document meets the basic requirements of the *Land Title Act* and related statutes, it will be registered and recorded with the application number effective on the date and time originally stamped on your document. If you would like confirmation of registration, you may order a State of Title Certificate using the enclosed form.

Unsuccessful Registration

If your application does not meet basic *Land Title Act* requirements, a Notice Declining to Register (Defect Notice) will be mailed to the address in Item 1 of your application. This Defect Notice will describe the reason for the defect and may suggest what is needed to meet the requirements of the appropriate *Land Title Act* or related statutes. An additional fee of up to \$15.04 may be required when you return your documents to the Land Title Office.



Recourse for Applicants

If you receive a Defect Notice, please be aware of the stated time limits for resubmission. If the requirements are not met within the time indicated, your application may be cancelled.

Land Title Act
Form 15
(section 149(2))

NOTICE OF CHANGE OF ADDRESS

TO: Registrar of Land Titles
 LTSA Land Title Office

.....own(s)
 <enter given name(s) last name or corporate name as they appear on title above > the fee simple or a charge
 on the following land(s). My address has changed to: <enter new address below>

Parcel Identifier (PID)	Legal Description of Land	Title or Charge Number (if available)

Date:

 <enter month/day/year>

Owner Signature *[print owner name and phone number below, where applicable enter the signatory name of the corporation]*

Owner Signature *[print owner name and phone number below, where applicable enter the signatory name of the corporation]*

FEE: Nil

- NOTE:**
1. One form may combine fees simple and charges.
 2. If a receipt for this form is desired, this form should be accompanied by an extra copy.



Land Title and Survey Authority of British Columbia State of Title Certificate Request Form

This form is for the order of a State of Title Certificate in paper format.

Fee: \$15.04 per State of Title Certificate payable to the Land Title and Survey Authority of British Columbia

State of Title Certificate is required for the following lands:
(Insert Parcel Identifier number (PID) and Legal Description here)

Applicant Name:

Mailing Address:

OPTIONAL

Related application number:

Agent:

LTO Client Number: