

Rural Property Tax Search User Guide

**Last Updated
June 2022**

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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 message might appear, prompting you to contact the appropriate Surveyor of Taxes office:

- If the folio is undergoing collection activity you will see:
Please call Receivables Management Office at 1-866-566-3066 or 250-387-6727.
- If the folio is undergoing changes such as boundary extensions, apportionment, etc., you will see:
Please call Property Taxation Branch at 1-888-355-2700 or 250-387-0555 and ask to be transferred to the Business Operations.

Access Rural Property Tax Search

After logging in to BC OnLine's landing page, find the **Rural Property Tax Search** tile and click on the 'Go to Rural Property Tax Search' link:

Rural Property Tax Search

Search property tax records for rural properties or leased crown land in B.C. (excluding municipal properties and Indigenous lands). Here you can find the following for a property:

- Tax amounts over the last 10 years.
- Tax-paid status.
- Legal description.

[Learn more about Rural Property Tax Search](#) 

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



Rural Property Tax Search

 **NORMAN VIRGIL OSBORN** Billing Folio

FR TEST ACCOUNT

Search

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

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 seven search methods is briefly described below.

Billing Folio

The Billing folio is unrelated to BCA folio. Conveyancers use this field to identify which case/client purchases are made for. The Billing folio 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. If you don't need to use folio tags, just leave the billing folio field blank.

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).

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.

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

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

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 an error message in stating “Search returned over the maximum number of results. Refine search criteria to see fewer matches. Your account has not been charged”. The example below shows a Current Owner Name Search for "Crown".

RPT Tax Search

BCOntline

Rural Property Tax Search

Billing Folio

Search

Parcel Identifier

Owner Name

Manufactured Home

Property Folio

Certificate of Title

Crown Land File

Reset

Search

View History

! Search returned over the maximum number of results. Refine search criteria to see fewer matches. Your account has not been charged

This means that your search criteria is too general and needs more specific in order to bring up your desired search or matches. Once the search has been refined to produce fewer matches, your search results will display a list of multiple matches for the same criteria. Your BC OnLine account will not be charged until you select one result from the list.

Rural Property Tax Search

Billing Folio

Multiple Results Hide History Filter

Property Folio	Name	Address	
	CROWN		Purchase

If there are too many choices, you can use a *filter* to sort the list in a number of helpful ways.

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

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.

The screenshot displays the 'RPT Tax Search' interface. At the top, there is a dark blue header with the text 'RPT Tax Search' and a light blue sub-header with the BCOnline logo. Below this is a section titled 'Rural Property Tax Search' which includes a user profile icon and a 'Billing Folio' input field. A 'Search' section follows, containing several input fields: 'Parcel Identifier', 'Owner Name', 'Manufactured Home', 'Property Folio', 'Certificate of Title', and 'Crown Land File'. The 'Property Folio' field contains the value '754 005600.000'. Below the input fields are three buttons: 'Reset', 'View History', and 'Search'. The 'Search' button and the 'Property Folio' input field are circled in red.

The Results screen displays the Tax Folio details.

Tax Certificate

This tax certificate is issued under section 22 and 48 of the *Taxation (Rural Area) Act* and is the Surveyor of Taxes tax clearance certificate for all purposes including subdivision approvals under section 83 of the *Land Title Act*. Adjustments to the tax account balance may occur at any time throughout the year due to late payment penalties, interest, supplementary assessments, balance transfers, refunds or debts added to the account where authorized by legislation such as regional district utility fees.

This certificate reflects the records of the Surveyor of Taxes as of the date of issue.

Results Effective

Folio Information

Folio Number	<input type="text" value="754 005600.000"/>	Parcel Identifier	<input type="text"/>
Certificate of Title	<input type="text" value="705427"/>	Crown Lands File	<input type="text" value="6402693"/>
Tax Year	<input type="text" value="2022"/>	Manufactured Home	<input type="text"/>
Property Address	<input type="text" value="SITE-1 COLLINS LAKE BASE CAMP BC"/>		Status <input type="text" value="Active"/>
		Jurisdiction	<input type="text" value="754"/>

Tax Summary

Tax Year	Gross Taxes	Penalty	Interest	HOG Granted	Other	Balance
2022	175.03	0.00	0.00	0.00	0.00	0.00
2021	123.81	0.00	0.00	0.00	0.00	0.00
2020	103.95	0.00	0.00	0.00	0.00	0.00
2019	137.49	0.00	0.00	0.00	0.00	0.00
2018	144.89	0.00	0.00	0.00	0.00	0.00
2017	161.28	0.00	0.00	0.00	0.00	0.00

6 Rows

Current Balance

Forecast Balance As Of

Disclaimer - Forecasting will only include balance at Search Date

Legal Description

Land District	<input type="text" value="14"/>	Lot	<input type="text"/>
Plan	<input type="text"/>	Block	<input type="text"/>
District Lot	<input type="text"/>	Township	<input type="text"/>
Section	<input type="text"/>	Range/Meridian	<input type="text"/>
Legal Description	<input type="text" value="Range 5, Coast Range 5 Land District, Portion SITE 1, ALL THAT UCL ON THE NORTH SHORE OF COLLINS LAKE BEING ONE OF TWO HUNTING SECONDARY CAMPS, CONTAINING 0.25 HA +/-, Lease/Permit/Licence # 636330"/>		

Property Address

Street	City	Province	Postal Code
<input type="text" value="SITE-1 COLLINS LAKE BASE CAMP"/>	<input type="text"/>	<input type="text" value="BC"/>	<input type="text"/>

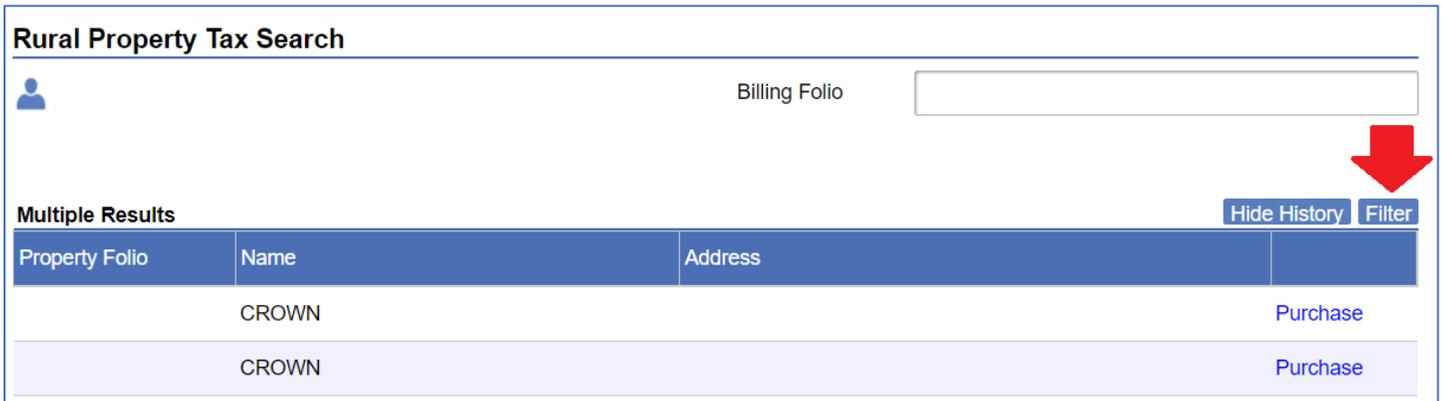
The Tax Folio details will also automatically be sent to the email address associated with your account.

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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.



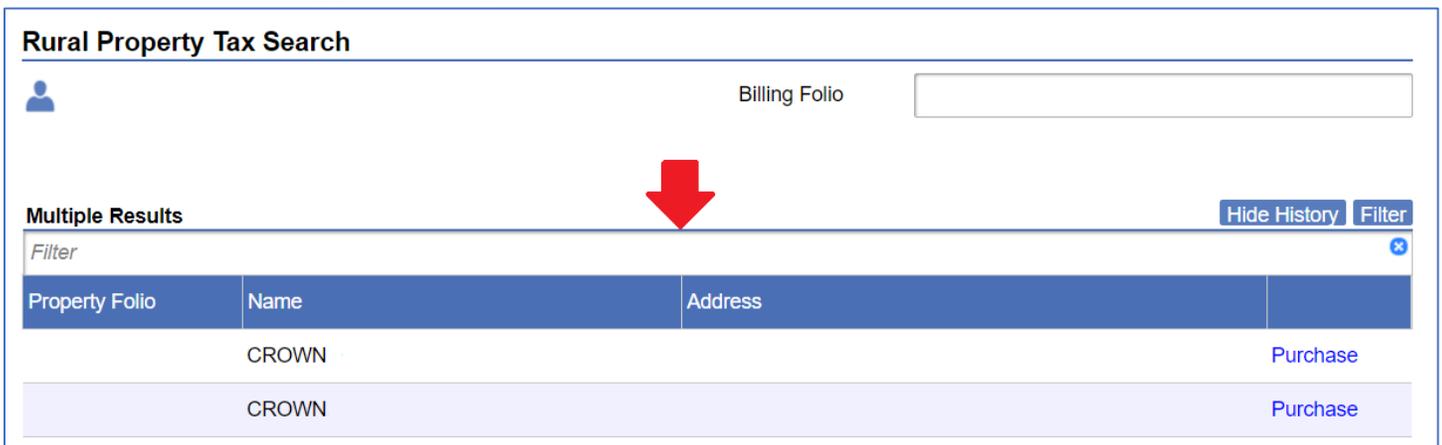
Rural Property Tax Search

 Billing Folio

Multiple Results Hide History **Filter**

Property Folio	Name	Address	
	CROWN		Purchase
	CROWN		Purchase

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



Rural Property Tax Search

 Billing Folio

Multiple Results Hide History **Filter**

Filter

Property Folio	Name	Address	
	CROWN		Purchase
	CROWN		Purchase

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.

Search Messages

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

RPT Tax Search

BCOnline

Rural Property Tax Search

 Billing Folio

Search

Parcel Identifier Property Folio
Owner Name Certificate of Title
Manufactured Home Crown Land File

! No search 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:

RPT Tax Search

BCOnline

Rural Property Tax Search

 Billing Folio

Search

Parcel Identifier Property Folio
Owner Name Certificate of Title
Manufactured Home Crown Land File

Forfeited Property - Please call Property Taxation Branch at 1-888-355-2700 or 250-387-0555 and ask to be transferred to Business Operations. Your account has not been charged.

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

RPT Tax Search

BCOnline

Rural Property Tax Search

 Billing Folio

Search

Parcel Identifier	<input type="text"/>	Property Folio	754 005600.000
Owner Name	crown		<input type="text"/>
Manufactured Home	<input type="text"/>	Crown Land File	<input type="text"/>

Choose only one search criteria
Format: 999 999999.999