

## INSTRUCTIONS

- Find out if you qualify for the newly built home exemption or a refund of the additional property transfer tax on our [website](#).
- Complete this form to apply for a refund after the one-year anniversary and within 18 months from the date you registered the property at the Land Title Office.
- Print, sign and scan the form (along with any attachments) and send electronically using our [online service](#) or email it to [PTTENQ@gov.bc.ca](mailto:PTTENQ@gov.bc.ca)
- If you need more space to complete the form, attach additional pages.
- The information provided on this form may be shared for the purposes of administering the Property Transfer Tax Act and the Land Tax Deferment Act.

**Freedom of Information and Protection of Privacy Act (FOIPPA)** – The personal information on this form is collected for the purpose of administering the Property Transfer Tax Act under the authority of section 26(a) of the FOIPPA. Questions about the collection or use of this information can be directed to the Director, Property Transfer Tax, PO Box 9427 Stn Prov Govt, Victoria, B.C. V8W 9V1 (telephone: Victoria at 236-478-1593 or toll-free at 1-888-841-0090).

REGISTRATION DATE
PARCEL IDENTIFIER NUMBER (PID)
CERTIFICATE OF TITLE NUMBER
TAX PAID

### PART A – PURCHASER / TRANSFEREE

Number of purchasers acquiring an interest in the property with this transaction \_\_\_\_\_

 If you require more space and have attached pages, check (✓) here 

<b>PURCHASER 1</b> — LAST NAME		GIVEN NAME(S)
DATE OF BIRTH YYYY / MM / DD	SOCIAL INSURANCE NUMBER	Percentage interest being acquired _____ %
<b>PURCHASER 2</b> — LAST NAME		GIVEN NAME(S)
DATE OF BIRTH YYYY / MM / DD	SOCIAL INSURANCE NUMBER	Percentage interest being acquired _____ %
<b>ADDRESS OF PROPERTY PURCHASED</b> (include street, city, and province)		POSTAL / ZIP CODE

### PART B – PROPERTY TRANSFER TAX CALCULATION

1. Fair market value of entire property \$ \_\_\_\_\_ B1
  - 1a. Fair market value of the interest being acquired in this transaction \$ \_\_\_\_\_ B1a
2. Tax at 1% of the first \$200,000 reported on Line B1a and 2% on the remainder \$ \_\_\_\_\_ B2
3. If the size of the entire property is equal to or **less than 0.5 hectares**, and all of the improvements are residential, multiply the percentage interest in the property acquired by those eligible to claim the newly built home tax exemption by the tax on B2.
 

\_\_\_\_\_ % X B2 \$ \_\_\_\_\_ = \$ \_\_\_\_\_ B3
4. If the size of the entire property is **larger than 0.5 hectares**, or if some of the improvements are not residential, **complete section D** below
 

Principal residence value (from D10)	\$ _____	X B2	\$ _____	=	\$ _____	B4
Fair market value (from B1a)	\$ _____					
5. If the fair market value of the entire property is greater than the qualifying value (QV) but less than the QV + \$50,000 (see our [website](#) for more information)
 

B3 or B4 \$ \_\_\_\_\_ X (QV + 50,000 – B1) / 50,000 = \$ \_\_\_\_\_ B5
6. **Property transfer tax payable** (use one of the following four calculations, as applicable):  
 (B2 minus B3), or (B2 minus B4), or (B2 minus B5) or (if entries in both B4 and B5, then B2 minus B5) \$ \_\_\_\_\_ B6

**PART C – ADDITIONAL INFORMATION**

1. Is the property larger than 0.5 hectares (1.24 acres)? YES  NO  If **YES**, indicate size (specify hectares or acres): \_\_\_\_\_
2. Is there more than one improvement on the property (for example, 2 houses, or house and mobile home etc.)? YES  NO  If **YES**, how many? \_\_\_\_\_
3. a. Do the improvements contain a commercial portion? YES  NO   
 b. If you answered **YES** to 3a, will it continue to be used as commercial? YES  NO  UNKNOWN

**PART D – PROPORTIONAL PRINCIPAL RESIDENCE CALCULATION**

Where the property is larger than 0.5 hectares (1.24 acres), or the improvements are not entirely residential, complete this section.

- |   |   |
|---|---|
| 1. Value of improvements \$ _____ D1  | 6. Value of residential improvement \$ _____ D6   |
| 2. Value of land \$ _____ D2  | 7. Land value portion eligible (from D5) \$ _____ D7  |
| 3. Fair market value of entire property (D1 plus D2 to equal B1) \$ _____ D3  | 8. Residential property value (D6 plus D7) \$ _____ D8  |
| 4. Size of property in hectares _____ D4<br>- to convert square feet to hectares, multiply by 0.0000093<br>- to convert acres to hectares, divide by 2.471                          | 9. Total percentage ownership being transferred to those claiming the newly built home tax exemption _____ % D9 |
| 5. If property is larger than 0.5 hectares, then perform the following proportional land exemption calculation<br><br>\$ _____ (from D2) ÷ _____ (from D4) X 0.5 = _____ (to D7) D5 | 10. <b>Principal residence value</b> (D9% of D8) \$ _____ (to B4) D10   |

**IMPORTANT – This portion of the return must be signed by ALL purchaser(s)/transferee(s)**

**I certify and declare that the information given in this application is complete and correct in all respects. I acknowledge that the penalties for tax avoidance or providing false information are the amount of unpaid tax, plus interest and a fine and/or up to two years' imprisonment.**

PURCHASER 1 – SIGNATURE  <b>X</b>	FULL LEGAL NAME	TELEPHONE NUMBER (DAYTIME)	DATE SIGNED YYYY / MM / DD
PURCHASER 2 – SIGNATURE  <b>X</b>	FULL LEGAL NAME	TELEPHONE NUMBER (DAYTIME)	DATE SIGNED YYYY / MM / DD

**CONSENT** – I consent that the information provided may be verified by accessing relevant records held by the Home Owner Grant Office, the Land Title and Survey Authority of British Columbia (LTSA), B.C. Assessment (BCA), the ministry responsible for the B.C. Provincial Nominee Program and other sources as required. Updated property information is provided to the LTSA, BCA and Canada Revenue Agency.