

INSTRUCTIONS FOR COMPLETING THE SURVIVING JOINT TENANT MANUAL PROPERTY TRANSFER TAX RETURN

under the Property Transfer Tax Act

GENERAL INFORMATION

Complete this manual tax return if you are an individual joint tenant and are transferring property from a deceased joint tenant. This return should not be used by trusts or corporations.

Note: If you are a foreign national who is transferring an interest in a residential property located within a specified area, you are still liable for the additional property transfer tax (ATT). The ATT must be paid to the Land Title and Survey Authority of British Columbia (LTSA) when you submit this return, even if you are exempt from the general property transfer tax as a surviving joint tenant.

Follow the instructions carefully as your return may not be processed if:

- the return is incomplete, or
- the ATT (if applicable) is not paid when the return is submitted.

All property transfer tax returns are subject to audit to ensure all required information is provided and taxes are paid in full.

COMPLETING YOUR SURVIVING JOINT TENANT MANUAL PROPERTY TRANSFER TAX RETURN

Part A – Survivor/Transferee Information

Complete each field in this section. The percentage of interest acquired is the interest you will receive from the deceased through the transfer. For example, if there are two joint tenants and one dies, the surviving joint tenant receives a 50% interest.

You must provide your Social Insurance Number (SIN) if you are a Canadian citizen or permanent resident. If you are not a Canadian citizen or permanent resident, provide either a SIN or an Individual Tax Number (ITN). An ITN is a nine-digit identification number provided by the Canada Revenue Agency to non-resident individuals who cannot get a SIN.

If there are more than two transferees, attach another return with their details.

Part B – Primary Contact Information (Optional)

Only complete this section if you do not want correspondence to be sent to the address entered in Part A. If you complete this section, all correspondence from us will be sent to this address.

Part C – Deceased/Transferor Information

Complete each field in this section. If there is more than one transferor being removed from the property title, attach another tax return with the additional transferor's information.

Part D – Description of Property and Transfer

Complete each field in this section. The percentage of interest being transferred refers to the total interest being transferred to all surviving joint tenants from the deceased. For example, if two surviving joint tenants each received a 16.67% interest from the deceased, the percentage of interest being transferred would be 33.34% (16.67% + 16.67%).

Property details such as the parcel identifier (PID) and legal description can be found on your BC Assessment or Annual Property Tax Notice. If the transfer includes multiple properties, attach another return with the additional information.

Part E – Fair Market Value and Additional Property Transfer Tax Calculation

Provide the fair market value (FMV) of the entire property. FMV is the amount that would be paid by a willing purchaser to a willing seller for a property (land and improvements) in the open market on the date of registration.

As transfers to surviving joint tenants are non-open market, the FMV may be determined by a recent independent appraisal or the most recent BC Assessment valuation, which is a value at July 1 of the previous year.

Do not use the BC Assessment value if, from their valuation date to the time you register the transfer, changes have been made to the property (e.g. rezoning, new construction, etc.), or market conditions have significantly changed. Further, do not use the BC Assessment value if it includes farm land (class 9).

If the ATT applies, calculate the tax amount payable. The ATT rate is 20% on the proportionate share of the FMV of the residential property. For example, if the total FMV of the property is \$500,000 and the surviving joint tenant who is subject to ATT received a 50% interest, they would pay \$50,000 in ATT $[(\$500,000 \times 50\%) \times 20\% = \$50,000]$.

If ATT applies, attach a cheque, bank draft or money order payable to the Minister of Finance.

Part F – Certification

Each transferee should complete their own certification. Attach another return if required. If the tax return is not signed and dated, the LTSA may not accept it.

SUBMIT YOUR APPLICATION

Submit your completed return with payment (if applicable):

By Mail:

LTSA Land Title Office
Anvil Office Tower
Suite 500-11 Eighth Street
New Westminster, BC V3M 3N7

In Person:

Visit your nearest Land Title and Survey Authority of British Columbia office. Locations can be found at ltsa.ca/contact-us

Keep a photocopy for your records.

NEED MORE INFO?

If you have any questions about your eligibility for this exemption or who can use this manual tax return, visit our website or contact us:

Online: gov.bc.ca/propertytransfertax

Toll free: 1-888-355-2700

Email: PTTENQ@gov.bc.ca

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INSTRUCTIONS

- For help completing this form, see the instructions on **Page 1** and the **Property Transfer Tax Return Guide** found on our website.
- If you have additional transferees or transferors, attach another return.
- Print, sign and submit this form to Land Title and Survey Authority of British Columbia (LTSA). See the instructions on **Page 1**.
- All transactions will be audited.

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, BC V8W 9V1 (telephone: Victoria at 250-387-0555 or toll-free at 1-888-355-2700).

PART A – SURVIVOR / TRANSFEREE INFORMATION

TRANSFEREE 1			Percentage interest acquired _____ %	
LAST NAME		GIVEN NAME(S)		
DATE OF BIRTH YYYY / MM / DD	SOCIAL INSURANCE NUMBER	TELEPHONE NUMBER	EMAIL ADDRESS (optional)	
MAILING ADDRESS (include street or PO box, city, province/state/territory and country)				POSTAL / ZIP CODE
On the date of registration, are you a Canadian citizen or a permanent resident as defined in the Immigration and Refugee Protection Act (Canada)? YES <input type="checkbox"/> NO <input type="checkbox"/>				

ADDITIONAL TRANSFEREE INFORMATION FOR NON-CANADIAN OR NON-PERMANENT RESIDENT

If you are a confirmed BC Provincial Nominee (PN), provide your BC PN certificate number	BC PN CERTIFICATE NUMBER	Are you claiming a BC PN exemption?	YES <input type="checkbox"/> NO <input type="checkbox"/>	INDIVIDUAL TAX NUMBER
COUNTRY OF CITIZENSHIP (list all)				

TRANSFEREE 2			Percentage interest acquired _____ %	
LAST NAME		GIVEN NAME(S)		
DATE OF BIRTH YYYY / MM / DD	SOCIAL INSURANCE NUMBER	TELEPHONE NUMBER	EMAIL ADDRESS (optional)	
MAILING ADDRESS (include street or PO box, city, province/state/territory and country)				POSTAL / ZIP CODE
On the date of registration, are you a Canadian citizen or a permanent resident as defined in the Immigration and Refugee Protection Act (Canada)? YES <input type="checkbox"/> NO <input type="checkbox"/>				

ADDITIONAL TRANSFEREE INFORMATION FOR NON-CANADIAN OR NON-PERMANENT RESIDENT

If you are a confirmed BC Provincial Nominee (PN), provide your BC PN certificate number	BC PN CERTIFICATE NUMBER	Are you claiming a BC PN exemption?	YES <input type="checkbox"/> NO <input type="checkbox"/>	INDIVIDUAL TAX NUMBER
COUNTRY OF CITIZENSHIP (list all)				

PART B – PRIMARY CONTACT INFORMATION (if different than above)

LAST NAME		GIVEN NAME(S)		TELEPHONE NUMBER	EMAIL ADDRESS (optional)
MAILING ADDRESS (include street or PO box, city, province/state/territory and country)					POSTAL / ZIP CODE

PART C – DECEASED/TRANSFEROR INFORMATION

If you require more information, see the [Property Transfer Tax Return Guide](#) on our website.

Did you confirm the residency status of the deceased? YES NO

As defined under the [Income Tax Act \(Canada\)](#), the deceased was a: RESIDENT OF CANADA NON-RESIDENT OF CANADA

LAST NAME	GIVEN NAME(S)
ADDRESS PRIOR TO DEATH (include street or PO box, city, province/state/territory and country)	
POSTAL / ZIP CODE	

PART D – DESCRIPTION OF PROPERTY AND TRANSFER

DATE TRANSACTION WAS COMPLETED YYYY / MM / DD	TRANSFER OF	Percentage of interest being transferred _____%
PROPERTY TYPE	TRANSACTION TYPE	PARCEL IDENTIFIER NUMBER (PID)
LEGAL DESCRIPTION		
CIVIC ADDRESS OF PROPERTY (include municipality)		

PART E – FAIR MARKET VALUE AND ADDITIONAL PROPERTY TRANSFER TAX CALCULATION

FAIR MARKET VALUE (FMV) OF ENTIRE PROPERTY \$

IF ADDITIONAL PROPERTY TRANSFER TAX (ATT) APPLIES TO THE TRANSFEREE(S), COMPLETE THE FOLLOWING:

ATT PAYABLE \$ **Attach a cheque, bank draft or money order for this amount, payable to the Minister of Finance.**
 [(FMV of residential property X % of ownership transferred subject to ATT) x 20%]

PART F – CERTIFICATION

IMPORTANT – This portion of the return must be signed by each survivor/transferee.

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

SURVIVOR/TRANSFEREE 1 – SIGNATURE X	FULL LEGAL NAME	DATE SIGNED YYYY / MM / DD
SURVIVOR/TRANSFEREE 2 – SIGNATURE X	FULL LEGAL NAME	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), BC Assessment (BCA), the ministry responsible for the BC Provincial Nominee Program and other sources as required. Updated property information is provided to the LTSA, BCA and Canada Revenue Agency.