

# Registration of a Claim of Builders Lien

**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 5 and General Filing Letter.
  - a. Include the nine-digit Parcel Identifier Number (PID) and legal description of the land.
  - b. Ensure each item on the Form 5 and General Filing Letter is complete.
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

You can find the legal description and parcel identifier on the title and on your property tax assessment notice for the land.

A copy of the *Builders Lien Act* is available [here](#).

Information on the *Builders Lien Act* and forms may also be obtained from the public library.

## Fees

1. There is no registration fee.
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](mailto: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](http://landtransparency.ca)

# Checklist

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

- Completed Form 5 and General Filing Letter.
  - Include the nine-digit Parcel Identifier Number (PID) and legal description of the land.
  - Ensure each item on the Form 5 and General Filing Letter is complete.
- 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.

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DO NOT WRITE ABOVE THIS LINE – LAND TITLE USE ONLY

Date: 20

To: Registrar  
Land Title and Survey Authority of BC

Please receive herewith the following document(s) for filing:

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Fee Payable: NIL

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Signature

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Builders Lien Act  
**FORM 5**  
(sections 15, 16, 18)

**CLAIM OF LIEN**

I, \_\_\_\_\_ [claimant] of  
\_\_\_\_\_ [address], British Columbia,

[if claim is made by an agent, insert here "agent of the lien claimant"] state that:

1. \_\_\_\_\_ [claimant] of  
\_\_\_\_\_ [address], British Columbia,

claims a lien against the following land:

*[Insert legal description here or, if a lien is claimed under section 16 against more than one parcel of land, insert the legal description of all parcels of land against which the lien is claimed. If insufficient space is provided, attach a schedule. If the claim of lien is to be filed in the gold commissioner's office, insert the name of the mineral title, its tenure number and the name of the mining division.]*

2. A general description of the work done or material supplied, or to be done or supplied, or both, is as follows:

3. The person who engaged the lien claimant, or to whom the lien claimant supplied material, and who is or will become indebted to the lien claimant is:

4. The sum of \$ \_\_\_\_\_ is or will become due and owing to \_\_\_\_\_  
on \_\_\_\_\_ [month, day, year].

5. The lien claimant's address for service is:

Dated: this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signed: \_\_\_\_\_

**Note:** Section 45 of the *Builders Lien Act* provides as follows:

45 (1) A person who knowingly files or causes an agent to file a claim of lien containing a false statement commits an offence.

(2) A person who commits an offence under subsection (1) is liable to a fine not exceeding the greater of \$2,000 and the amount by which the stated claim exceeds the actual claim.



## 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

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**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:**