Property Title Review Questions

A pre-listing worksheet for Nanaimo homeowners.

How do I check registered interests before selling?

Use the parcel identifier (PID) to get a current B.C. title search. Obtain the documents and plans behind any entries that matter. Ask your conveyancer which entries can stay, which must be dealt with and what needs attention before listing or closing.

Property address _____

Parcel identifier (PID) _____

1 Confirm the property and who can sign

- ☐ Use the address to look up the PID, then match the title's PID and legal description to the property. Note the title search date and check whether a second parcel is included.
- ☐ Confirm registered owners and who has authority to sign. Ask your lawyer what is needed if an estate, company or power of attorney is involved.

2 Read the entries with the underlying documents

- ☐ List the charge, legal notation or pending application. Obtain the registered document, any referenced plan, and relevant amendments. A title entry does not explain the complete terms or where the interest applies.
- ☐ For an easement or statutory right of way, ask who benefits, what access or activity is allowed, which area is affected and who maintains it.
- ☐ For a covenant, ask what it limits or requires. Could it affect existing use, new construction, an addition or a buyer's plans? Compare the registered plan and wording with the property.

3 Plan what stays and what gets cleared

- ☐ Ask your conveyancer what must be discharged or resolved, how that will happen, and which entries may remain under the sale contract. Flag liens, judgments or litigation early; do not assume they are routine mortgage payouts.

Registered Interest Review Sheet

Use one copy per entry. Keep the supporting document and plan with your notes.

Registration number / type of interest

Title search date

Document and plan reference

Area affected / who benefits

Questions for your conveyancer

- [ ] Does this affect use, access, maintenance, financing, the seller's ability to transfer title or what I can tell buyers?
- [ ] Does it stay under the contract, or must it be discharged or resolved? What is the required timing and who will handle it?
- [ ] Does the search show pending applications? Should I order an updated title search before agreeing to terms or completing the sale?

Next action / owner / target date

Separate check for a newer or owner-built home: A title search does not verify BC Housing registration, warranty or permission to sell. Check the New Homes Registry and ask BC Housing to verify missing or unclear records. Confirm any Owner Builder Disclosure Notice and sale restrictions before marketing.

Official sources

LTSA: Search for a title
LTSA: Find information on a title
BCFSA: Land Title and Survey Authority guidance
BC Housing: Buying or selling an owner-built home