



Buying or Selling a Vehicle?

If you're the SELLER here is what you'll need to do:

- 1) Complete the seller's portion of the Transfer/Tax form with all the vehicle information including mileage, date of sale, previous vehicle history section, your name address & signature. Keep seller's copy for your records.
NOTE: Please ensure signatures of all the registered owners are on both the registration & Transfer form.
- 2) Give the completed & signed Transfer/Tax form & your computerized copy of the registration (bottom section) to the buyer.
- 3) If you should make an error on the transfer form, a new form must be completed, as ICBC will NOT accept an altered form.

If you're the Buyer here is what you'll need:

- 1) Bring the Transfer/ Tax form (fully completed by seller) & an original computerized copy of the registration form to **Brownridge & Company Insurance Services Inc.** (FOR YOUR OWN PROTECTION, MAKE SURE THE HISTORY & PREVIOUS DAMAGE SECTIONS HAVE BEEN COMPLETED).
Note: If the seller does not have the Computer Generated Vehicle Registration (APV250) the seller must first attend an Autoplan agent's office to replace the lost Computer Generated Vehicle Registration (APV250).
- 2) If the vehicle is a gift, **you must have a Consumer Taxation Branch (CTB) Gift of Designated Property Form. This form is mandatory for all gift tax exemptions.** If you are unable to provide acceptable documentation at the time of registration, we **CANNOT** process the transaction as a gift. To register the vehicle, you must pay 12 percent tax on the value of the vehicle. The CTB gift letter is available from our office for this purpose. You must retain the original CTB gift letter for 5 years as well as your stamped copy of the Transfer Form.
- 3) If you are transferring plates & insurance, bring your previous insurance papers to the brokerage. You may also need to bring in your licence plates. For further information please contact us at (250) 564-0002.
- 4) "BUYER BEWARE" You may consider checking for liens, previous vehicle damage & outstanding Notice & Order for Inspection, before any money exchanges hands or registration paperwork is completed.

Search for Encumbrances and Lien Checks:

Searches for liens may be done for \$11.61 at the Government Agent office.
(BC ACCESS CENTRE: 565-4488) (Price may change without notice)

Another option is: **Canada Search & Registry Corp.** www.CSRCorp.ca
Toll Free: 1-888-879-5436 Monday to Saturday – 9AM to 6PM

**THE TRANSFER/TAX FORM IS NOT VALID IF THE INFORMATION SHOWN
IS INCONSISTENT, CHANGED OR ALTERED.**