

Requesting access to a restricted asset

Introduction

Access to certain assets may be limited by restrictions in the court order that appointed you as committee of estate. Depending on the restrictions, you may need to get the approval of the Public Guardian and Trustee (PGT), or a court order to access these assets in any way. Accessing an asset means selling, transferring ownership, or using it to borrow against (for example, a mortgage).

You must demonstrate that accessing a restricted asset is in the best interest of the adult for whom you are committee.

The maximum amount of funds the PGT will approve is limited to the adult's current needs only. For example, if the request is to sell an asset to free up funds to pay for the adult's daily life, the PGT may approve the sale, however it does not mean that all funds from the sale will be available, but rather only the funds required for the current need.

Please note: An approval for the release of capital funds can be a single transaction or a series of periodic transactions that are structured to meet the client's specific needs (i.e., quarterly withdrawals).

How does this process work?

The request to access restricted assets process is:

- **The private committee** completes this form and mails or emails it to your committee review officer (or PCSAdmin@trustee.bc.ca) with supporting documents

Public Guardian and Trustee
Private Committee Services
700-808 West Hastings Street
Vancouver, B.C. V6C 3L3

- **The private committee services department** reviews the request and typically will call or email a response back to the private committee within 5 business days

Information you provide is for the purpose of requesting access to a restricted asset. Information is collected under the Freedom of Information and Protection of Privacy Act (FOIPPA) and other applicable legislation.

If you have any questions about the collection, use or disclosure of information, contact the PGT's Information and Privacy Officer, at 604-660-4444 or mail@trustee.bc.ca.

Adult and committee information

First name of the adult

Last name of the adult

File number

First name of the committee

Last name of the committee

Mobile phone

Landline phone

Alternate phone

Email

Request details

Describe details of the restricted asset

If the asset is a bank account or investment, please include the financial institution name and account number. If the asset is a property, please include the address.

Amount requesting (\$)

Please indicate reason for funds and then follow the instructions on page 3 that match your selection:

- A. An ongoing shortfall in the adult's income
- B. An important one-time expense
- C. Repaying a debt
- D. Transferring a restricted account balance to another financial institution
- E. Purchasing a non-financial asset such as a vehicle, medical equipment or household effects
- F. Obtaining a mortgage or home equity loan using restricted real property as security

Describe the background details about this request

If the asset is a bank account or investment, please send a statement showing the current balance.

If additional funds are required to fund:

A. An ongoing shortfall in the adult's income

Describe your long-term plan to meet the adult's needs and complete the Income and expenses section starting on page 4.

B. An important one-time expense

Attach an itemized estimate for the total expense, including, where applicable, a professional estimate to support the amount you're asking for.

C. Repaying a debt

Attach documentation confirming the debt belongs to the adult and the balance owed.

D. Transferring a restricted account balance to another financial institution

Confirmation that the ownership and any named beneficiaries of the account remain unchanged. For example, if you have the new account opened, please confirm that the beneficiary is the same.

Yes

No

E. Purchasing a non-financial asset such as a vehicle, medical equipment or household effects

Please confirm that the asset will be registered in the adult's name (if relevant).

Yes

No

F. Obtaining a mortgage or home equity loan using restricted real property as security

Describe the long-term plan for managing the payments (sale of assets, family support, etc. and complete the Income and expenses section starting on page page 4.

Homemaker, caregiver, therapy

Description	Amount(\$)

Total

Dependant's or spousal allowance

Description	Amount (\$)

Total

Utility payments

Description	Amount (\$)

Total

Property maintenance/renovations

Description	Amount (\$)

Total

Property insurance/taxes

Description	Amount(\$)

Total

Legal fees

Description	Amount (\$)

Total

Income taxes

Description	Amount (\$)

Total

Accounting fees

Description	Amount (\$)

Total

Bank service charges

Description	Amount(\$)

Total

Interest expenses

Description	Amount (\$)

Total

Investment expenses

Description	Amount (\$)

Total

Optional fee paid to the private committee from the prior period

Description	Amount (\$)

Total

Bonding fees

Description	Amount (\$)

Total

Contact the Public Guardian and Trustee

Private Committee Services

700-808 West Hastings Street
Vancouver, B.C. V6C 3L3

Phone 604-660-1500
Email PCSadmin@trustee.bc.ca
Website www.trustee.bc.ca

Toll free calling

Toll free calling is available through Service BC.
After dialing the appropriate number for your area (see below)
request to be transferred to the Public Guardian and Trustee.

Vancouver 604-660-2421
Victoria 250-387-6121
Other areas in B.C. 1-800-663-7867

PGT hours of operation

Monday to Friday 8:30am to 4:30pm