

Electronic Registration Procedures Guide

Ministry of Public and Business Service Delivery
and Procurement

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Electronic Registration Procedures Guide
Table of Contents

BACKGROUND	1
LEGISLATIVE FRAMEWORK	1
USE OF POLARIS® AND E-REG™ SYSTEM	1
PAPER DOCUMENTS REGISTRATION	2
SUBMISSION.....	2
Teraview	2
Corrections	3
REGISTRATION	3
Payment/Refund.....	3
Confirmation of Submission	4
REQUIREMENTS, TIPS, AND BEST PRACTICES	4
APPENDIX A	5
GENERAL REQUIREMENTS	10
PROPERTY	10
STATEMENTS	10
AUTHORIZATION OF DOCUMENTS	10
SIGNATORIES	10
REGISTRATION OF DOCUMENTS	10
Property	11
Statements	17
Optional or Additional Statements.....	19
Partnership Property	26
Limited Partnership Property.....	27
Limited Liability Company (LLC)	28
Registration of Documents	31
TRANSFERS.....	34
TRANSFER	34
Creation of New Easements and “Easement Only” Remark.....	35
Transfer by Religious Organization.....	38
Transfer by Partnership.....	38
Writ Statements for Firm Name.....	39
Transfer by Trustee in Bankruptcy	40
WRITS	40
Writs of Execution.....	40
Amendment of Statutory Covenants	44
Debts against deceased.....	44
Compliance with Inhibiting Order:	44
Land Transfer Tax	45
CHARGES.....	46
DEBENTURE/DEED OF TRUST AND MORTGAGE	46
FIXED AND FLOATING CHARGES	46
CHARGE	46
Other Statements	48
Authorization of Charge.....	48
Dealing with Fraction of Property	49
CHARGE BY RELIGIOUS ORGANIZATION	49
CHARGE BY PARTNERSHIP	50
Partnership Property	50
Limited Partnership	50
Chargee(s).....	51
Personal Representative (Estate Trustee) as Chargee	51

Electronic Registration Procedures Guide
Table of Contents

<i>Trustee of Registered Pension Fund as Chargee</i>	51
<i>Partnership as Chargee(s)</i>	52
<i>Limited Partnership as Chargee(s)</i>	52
<i>Charge Provisions</i>	52
<i>Amendment of Statutory Covenants</i>	53
NOTICE OF CHARGE OF LEASE	54
TRANSFER OF CHARGE.....	54
<i>Transfer of Charge subject to provisions for retransfer</i>	54
<i>Multiple Transfer of Charges</i>	54
<i>Transfer of Charge</i>	54
DISCHARGES	57
DISCHARGE OF CHARGE	57
<i>Source Instrument</i>	57
<i>When a chargee dies</i>	59
<i>Exceptions to the Above</i>	61
DISCHARGE OF AN INTEREST	62
TRANSFER UNDER POWER OF SALE	65
DISCHARGE OF A CHARGE REGISTERED PRIOR TO CHARGE GOING UNDER POWER OF SALE	65
DEBENTURE/DEED OF TRUST AND MORTGAGE	65
SALE BY CHARGEES UNDER A CHARGE OF LEASE.....	66
SALE BY CHARGEES UNDER A NOTICE OF CHARGE OF LEASE	66
POWER OF SALE UNDER COMMON EXPENSE LIEN – CONDOMINIUM.....	66
<i>Transfer Under Power of Sale</i>	66
<i>Entries that will Not be Deleted from the Parcel Register</i>	73
FORECLOSURE	76
<i>Prior Encumbrances</i>	76
<i>Subsequent Encumbrances</i>	77
<i>Encumbrances Registered after the Statement of Claim</i>	77
APPLICATION FORECLOSURE ORDER.....	79
<i>Other Statements</i>	80
EASEMENTS	82
CREATION OF EASEMENT	82
<i>Transfer of Easement</i>	82
<i>Easements in Gross</i>	83
TRANSFER OF EASEMENT	84
<i>Creation of Easements and “Easement Only” Remark</i>	85
RELEASE OF EASEMENT	88
<i>Transfer, Release and Abandonment</i>	88
DELETION OF EASEMENT – APPLICATION GENERAL.....	91
APPLICATION TO CHANGE NAME	94
APPLICATION TO CHANGE NAME – OWNER	94
APPLICATION TO CHANGE NAME – INSTRUMENT.....	94
<i>Application to Change Name</i>	94
COURT ORDERS	98
COMMON COURT ORDERS	98
<i>Court Order Discharging Charge</i>	98
<i>Court Order Appointing Receiver</i>	98
<i>Support Order</i>	98
<i>Application to Register Court Order</i>	99
<i>Application to Amend Based on Court Order</i>	100

Electronic Registration Procedures Guide
Table of Contents

<i>Deletion of a Court Order</i>	<i>101</i>
<i>Application for Vesting Order</i>	<i>101</i>
<i>Application For Restrictions Based On Court Order</i>	<i>103</i>
APPLICATION TO CONSOLIDATE PARCELS.....	105
APPLICATION CONSOLIDATION PARCELS.....	105
APPLICATION GENERAL.....	107
<i>Application General</i>	<i>107</i>
APPLICATION TO AMEND THE REGISTER	109
NOTICES.....	111
<i>Approval by Director of Titles</i>	<i>111</i>
<i>Expiration of notice.....</i>	<i>112</i>
<i>Deletion of notice of agreements.....</i>	<i>113</i>
SPECIFIC NOTICES	113
<i>Notice of Assignment of Rents – General</i>	<i>113</i>
<i>Notice of Life Lease.....</i>	<i>113</i>
<i>Notice of Agreement Amending/Extending Charge</i>	<i>114</i>
<i>Notice of Subdivision Agreement</i>	<i>114</i>
<i>Non-Disturbance Agreements.....</i>	<i>114</i>
<i>Notice of Lien for joint use agreements.....</i>	<i>114</i>
<i>Notices.....</i>	<i>114</i>
<i>Notice of Compliance/Partial Compliance with Subdivision Agreement</i>	<i>115</i>
<i>Notice of Right of First Refusal/Notice of Option to Purchase</i>	<i>116</i>
<i>Notice of Security Interest (NOSI).....</i>	<i>117</i>
<i>Notice of Change of Address for Service – No Fee Document.....</i>	<i>118</i>
LEASES	120
LEASES AND LAND TRANSFER TAX	120
<i>Notice of Life Lease.....</i>	<i>120</i>
LEASE OR INTEREST IN A LEASE	120
<i>Notice of a Lease or an Interest in a Lease</i>	<i>122</i>
<i>Notice of Assignment of Lessee's Interest in Lease</i>	<i>122</i>
<i>Notice of Assignment of Lessor's Interest in Lease</i>	<i>123</i>
<i>Notice of Assignment of Rents – General</i>	<i>123</i>
<i>Notice of Assignment of Rents – Specific</i>	<i>124</i>
<i>Notice of Sublease</i>	<i>125</i>
<i>Notice of Charge of Lease.....</i>	<i>125</i>
<i>Notice of Determination of Lease</i>	<i>126</i>
<i>Surrender of Lease.....</i>	<i>126</i>
<i>Deletion of Lease by Application General</i>	<i>126</i>
<i>Notice of Oil and Gas Lease</i>	<i>127</i>
<i>Application for Leasehold Parcel.....</i>	<i>127</i>
EXECUTIONS	129
INSTRUMENTS REQUIRING EXECUTION SEARCHES	129
<i>Automatic Writ Search.....</i>	<i>129</i>
<i>Writ Search by Registrant</i>	<i>129</i>
<i>Writ Search by Land Registry Office</i>	<i>130</i>
<i>Executions.....</i>	<i>130</i>
APPLICATION TO DELETE EXECUTIONS	132
POSTPONEMENT OF INTEREST.....	134
POSTPONEMENT OF INTEREST	134

Electronic Registration Procedures Guide
Table of Contents

GOVERNMENT ORDER/BY-LAW	137
REQUIREMENTS FOR ELECTRONIC REGISTRATION	137
GOVERNMENT ORDER/BY-LAW	137
CONSTRUCTION LIENS	139
CERTIFICATES OF ACTION.....	139
SHELTERING	139
<i>Rules for Sheltering</i>	140
APPLICATION TO DELETE CONSTRUCTION LIEN	140
APPLICATION GENERAL TO DELETE EXPIRED CONSTRUCTION LIEN.....	140
<i>Registration of Construction Lien</i>	140
APPLICATION TO DELETE CONSTRUCTION LIEN	142
CERTIFICATE OF LIEN UNDER THE <i>HOUSING DEVELOPMENT ACT</i>.....	144
REGISTERING A CERTIFICATE OF LIEN – <i>HOUSING DEVELOPMENT ACT</i>	144
DISCHARGING A CERTIFICATE OF LIEN – <i>HOUSING DEVELOPMENT ACT</i>	144
<i>Certificate of Lien – Housing Development Act</i>	144
APPLICATION DELETE HOUSING DEVELOPMENT LIEN – <i>HOUSING DEVELOPMENT ACT</i>	145
GENERAL LIENS AND CERTIFICATES	147
LIENS AND CERTIFICATES	147
RESTRICTIONS	149
ANNEXATION OF RESTRICTIVE COVENANTS TO LAND – (SECTION 119)	149
<i>Building Schemes</i>	149
RESTRICTIONS ON TRANSFERRING OR CHARGING LAND – (SECTION 118).....	149
DISCHARGE OF RESTRICTION (SECTION 118)	151
DISCHARGE OR COMPLIANCE OF RESTRICTIVE COVENANTS	151
<i>Application to Delete Restrictions</i>	152
NOTICE OF COMPLIANCE.....	153
MODIFICATION OF RESTRICTIVE COVENANTS	153
CAUTIONS	154
CAUTIONS UNDER THE <i>LAND TITLES ACT</i>	154
CAUTIONS UNDER THE <i>LOCAL ROADS BOARDS ACT</i>	155
CAUTIONS UNDER THE <i>ESTATES ADMINISTRATION ACT</i>	155
REQUIREMENTS OF ELECTRONIC REGISTRATION.....	155
<i>Caution</i>	155
<i>Caution–Agreement of Purchase and Sale (Section 71 of the LTA)</i>	156
<i>Caution–Land (Section 128 of the LTA)</i>	156
<i>Caution–Notice (Section 71 of the LTA)</i>	157
<i>Caution–Charge (Section 128 of the LTA)</i>	157
<i>Withdrawal of Caution</i>	158
BANKRUPTCY.....	160
TRUSTEE IN BANKRUPTCY.....	160
WRITS OF EXECUTION	160
NOTICE OF DISCLAIMER	161
SUBSTITUTE TRUSTEE	161
TRUSTEE STATEMENTS	161
<i>Application to Register Trustee in Bankruptcy–Owner</i>	161
<i>Application to Register Trustee in Bankruptcy–Instrument</i>	161
<i>Caution under Bankruptcy and Insolvency Act</i>	163
PLAN DOCUMENT	166

Electronic Registration Procedures Guide
Table of Contents

ELECTRONIC PLANS (EPLANS)	167
<i>Application–Deposit Plan</i>	168
<i>Application–Crown Land Reference Plan (No PIN)</i>	171
<i>Application–Register Plan (Not available to be used at this time)</i>	173
INHIBITING ORDERS	178
COMPLIANCE DOCUMENTS	178
<i>Application for Inhibiting Order–Land</i>	178
<i>Application for Inhibiting Order–Charge</i>	180
<i>Application to Delete Inhibiting Order</i>	181
ESTATES	183
VESTING – REAL PROPERTY	183
VESTING – PERSONAL PROPERTY	183
TESTACY – REAL PROPERTY	183
FIRST DEALINGS AFTER PROPERTY CONVERTED TO LAND TITLES – EXEMPTION FROM THE REQUIREMENT FOR CERTIFICATE OF APPOINTMENT OF ESTATE TRUSTEE	186
<i>Determining if the First Dealings Exemption is Available</i>	186
TESTACY – PERSONAL PROPERTY	191
INTESTACY – REAL PROPERTY	194
INTESTACY – PERSONAL PROPERTY	195
POWER OF ATTORNEY	195
REQUIREMENTS FOR ELECTRONIC REGISTRATION	195
<i>Transmission by Personal Representative</i>	195
<i>Transmission by Devisee/Heir-at-law</i>	196
<i>Transfer by Personal Representative</i>	196
<i>Death of Owner Applications</i>	196
<i>Transmission by Personal Representative–Land</i>	197
<i>Combined Survivorship/Transmission</i>	198
<i>Transmission by Personal Representative–Charge</i>	199
<i>Transmission by Devisee/Heir-at-law–Land</i>	200
CAUTIONS UNDER <i>ESTATES ADMINISTRATION ACT</i>	201
<i>Renewal of Caution – Estates Administration Act</i>	202
<i>Transfer by Personal Representative</i>	203
SURVIVORSHIP APPLICATION	206
TRANSFER REGISTERED PRIOR TO SURVIVORSHIP	206
SURVIVORSHIP APPLICATION–LAND	206
SURVIVORSHIP APPLICATION–CHARGE	207
<i>Survivorship Application</i>	207
POWER OF ATTORNEY	211
POWER OF ATTORNEY	211
<i>Registration of Power of Attorney</i>	211
<i>Searching Powers of Attorney and Revocations</i>	213
<i>Revocation of Power of Attorney</i>	213
<i>Documents Signed by Power of Attorney</i>	214
<i>Estate Trustee and Power of Attorney</i>	216
<i>Release of Spousal Rights</i>	216
APPLICATION FOR ABSOLUTE TITLE	217
LAND TITLES CONVERSION QUALIFIED TITLE TO ABSOLUTE TITLE	217
ABSOLUTE TITLE APPLICATION DOCUMENTS	218
<i>Notice of Application for Absolute Title</i>	218
<i>Application for Absolute Title</i>	219

Electronic Registration Procedures Guide
Table of Contents

CONDOMINIUM LIEN	221
NOTICE OF LIEN	221
PRIORITY OF COMMON EXPENSE LIEN	221
NOTICE TO BE SERVED	221
<i>Condominium Lien (Condominium Act 1998)</i>	222
DISCHARGE OF CONDOMINIUM LIEN	223
<i>Discharge of Condominium Lien</i>	223
CONDOMINIUM – NOTICE OF CHANGE OF ADDRESS	224
NOTICE OF CHANGE OF ADDRESS FOR SERVICE–CONDOMINIUM	224
<i>Deletion of Notice of Change of Address for Service–Condominium</i>	225
CONDOMINIUM BY-LAW	226
CONDOMINIUM BY-LAW (<i>CONDOMINIUM ACT 1998</i>)	226
PIN CORRECTION GUIDELINES: REQUIREMENTS AND FREQUENTLY ASKED QUESTIONS FOR DELETING AN INTEREST OR OTHERWISE AMENDING A PIN	229
DELETING AN INTEREST:	229
FREQUENTLY ASKED QUESTIONS AND ANSWERS	231

Background

The Province of Ontario was the first in the world to provide a remote electronic registration system for land titles documents. Documents in an automated land titles system are, with limited exceptions, created, submitted, registered, filed, and maintained in an electronic environment. These activities are performed using the e-reg™ system, part of the Teraview® gateway. Documents registered under the *Registry Act* continue to be created in paper form and submitted electronically.

In the past, clients had their documents reviewed by staff at a registration counter. This process was effective in reducing errors prior to a document beginning the registration process; it was also necessary because the land registration system was based on a manual registration and recording procedure. Document registration has become a much more efficient process with the introduction of POLARIS® (Province of Ontario Land Registration Information System), the automation of land titles records, and the conversion of registry records to an automated land titles system. Due to automated records, documents can now be created and registered electronically. The traditional check at the counter has been replaced with a check by the electronic system; it verifies much of the information contained in the electronic document.

The electronic registration system was introduced throughout the province, land registration division by land registration division. The system was originally tested in Middlesex County, where the land titles conversion process was also tested and introduced. As the system was rolled out in subsequent divisions, there was a transition period in which registrants were able to register title documents both electronically and in paper form. After the transition period, it became mandatory for all documents to be registered in the electronic registration system.

Legislative Framework

The *Land Registration Reform Act* was amended in 1994 to include an additional section to enable electronic registration of documents. To implement electronic registration under Part III of the Act, the Regulations under the Act, the *Land Titles Act*, and the *Registry Act* were substantially amended. Initially, electronic registration excluded plans and applied only to documents in designated land titles offices, but this has evolved over the years.

Part III of the Act removed all requirements for signatures and provided that the electronic form prevailed over any written versions, apart from a copy of the electronic form. Instead of relying on signatures, security is now maintained through controlled access to the registration function. Supporting evidence submitted in electronic form is deemed to comply with any requirement for evidence. In many cases, supporting documentation or evidence has been replaced by specific statements made by lawyers or other parties. Documents prepared and submitted by authorized users on behalf of other parties, are deemed to be documents of those parties.

Use of POLARIS® and e-reg™ System

The e-reg system is a gateway to the POLARIS system. It was designed to simplify the creation of land titles documents by reaching into the POLARIS database to retrieve or import existing data. For example, when a PIN (Property Identification Number) is entered, the description of the property will be automatically imported from POLARIS and prepopulated in the corresponding field in the electronic document. Depending on the type of document being registered, the owner's name may also be imported. Prepopulated data fields from POLARIS only assist in the creation of the document; all data should be verified to ensure that it is correct.

Paper Documents Registration

All paper registrations must be submitted for registration through Teraview (for Teraview® licensees) or OnLand (for non-Teraview® users). Paper documents to which this process applies include:

- Documents where the affected property is under the *Registry Act*
- Documents where the affected property is under the *Land Titles Act* but the data in the document is over the electronic registration system limits (e.g., number of PINs) and therefore cannot be registered electronically
- The document type is considered one of the exception document types that the Director of Titles has permitted or required to be registered in paper.

There are only a few limited paper documents that may continue to be delivered in hard copy to the Land Registry Office. If a document exceeds the file size of 23.5 MB, we ask that you please contact ServiceOntario at 1-888-278-0001 to arrange for registration of your document. Additionally, Condominium Declarations and Descriptions, related amendments, and ancillary documents (regardless of file size), and some survey plans remain excluded from the electronic portals process at this time.

Submission

All paper documents (unless they are one of the few limited exceptions set out in the paragraph above) must be submitted in PDF by way of Teraview for Teraview users, and OnLand for those users not authorized to submit documents via Teraview. Documents that can be submitted electronically may not be submitted in paper format. If the paper document required preapproval, provide the preapproval number in the additional information section of the submission form.

Note: Selecting the wrong document type will lead to the document being cancelled and the need to resubmit the correct type.

Please see [Appendix A](#) at the end of this module for more information on **selecting the correct document type**.

If a paper document contains 1,000 or more PINs, it must be submitted in a single request. Also, a request with multiple documents must contain less than 1,000 PINs in total. If you have a large dealing with multiple documents over 1,000 PINs, e.g., condominium by-laws, please contact ServiceOntario at 1-888-278-0001 to make arrangements prior to submission. As a best practice, it is wise to have condominium by-laws registered well in advance of closings, as these documents require additional time for processing.

Teraview

Select New Instrument type – Paper Registration Request and complete the applicable fields.

Select the statement below and import the paper document to be submitted for registration. Users can submit 5 documents along with supporting materials within one request:

30000 The document to be registered is: [import complete document]

If supporting material(s) such as an execution certificate needs to be submitted, select the statement(s) below and import the material:

30001 Supporting material 1, if any [import complete document, e.g., writ certificate]

30002 Supporting material 2, if any [import complete document]

30003 Supporting material 3, if any [import complete document]

30004 Supporting material 4, if any [import complete document]

30005 Supporting material 5, if any [import complete document]

Signatories

A Paper Registration Request is created and electronically signed for completeness by a Teraview account holder acting on behalf of the submitter.

Corrections

If a document requires corrections, LRO staff will contact the customer using the contact information provided on the Paper Registration Request. The document will be returned via the Return for Correction feature in Teraview. In this regard, clients should be available for contacting after making a submission.

Corrections to the document must be made by the customer. **Under no circumstances will LRO staff make any amendments to the documents.**

Once the amendments to the document have been made, the amended document will be returned to the LRO staff via Teraview.

Registration

If documents need to be registered together, ensure they are included as attachments in a single Teraview submission. Each submission in Teraview is to be considered as a folder in which all documents that need to be concurrently registered are to be included as attachments. So, for example, if a Transfer/Deed of Land, a Charge/Mortgage of Land, and a Discharge of Charge are being submitted together for concurrent registration in sequence, then they should be registered as three attachments in one single Teraview submission folder.

Submitting one discrete Teraview registration for each document may result in unintended consequences if one of the documents is registrable and another is not.

Note: If a registration number of a submitted document needs to be inserted into a subsequent document, the subsequent document must not be submitted until the user has received the registration number of the prior document and inserted the number into the subsequent document. **LRO staff will not insert this number for the user** and will not return such documents as a correction.

Staff will confirm the last registration number if the request is included within the Paper Registration Request. If the number on the PIN(s) does not match the last number provided, staff will contact the customer prior to registration.

If required, **execution certificates provided must be current at the date of submission.**

Upon successful registration of the document(s), a scanned copy of the stamped registration(s) will be emailed to the customer using the email address provided on the Paper Registration Request.

Payment/Refund

Payment for paper submissions will use the current Teraview ERBA functionality. Refunds will follow the current process.

Confirmation of Submission

Upon a successful submission, the submitter will receive two file numbers. One with the prefix UU which is for the individual paper documents included in the request, and the other with the prefix VV which is for the Paper Registration Request. For reference purposes we recommend you take note of both file numbers.

Note: These numbers ARE NOT the registration numbers of the paper documents.

Requirements, Tips, and Best Practices

The submission of paper documents through Teraview requires scanning and digital submission. Below are some requirements, tips, and best practices for submitting paper documents through Teraview:

- **Remove the instruction pages from the land transfer tax affidavit** before submission. These instruction pages are included for your information but are not to form part of the registered instrument.
- **Do not include the acknowledgement and direction forms** in your submission. Acknowledgements and directions are for your files only and never form part of the registered instrument.
- Ensure that you are **selecting the correct POLARIS form** (e.g., Transfer/Deed of Land, Charge/Mortgage of Land, Discharge of Charge, or Document General).
- Ensure that the **POLARIS form is completed in full**, both in substance and in form, including, without limitation:
 - numbering all of the pages,
 - checking all of the appropriate boxes,
 - inserting a proper legal description, and
 - signing the POLARIS form in pen. The POLARIS form must have “wet signatures” and may not be signed by any electronic signature technology.
- If a paper document required pre-approval, **provide the pre-approval number** in the additional information section of the submission form.
- Double check the Land Transfer Tax amount before submission.
- **Ensure that you select the correct property system (i.e., Registry or Land Titles).** Although most paper documents being submitted through Teraview are Registry documents, there are a few limited Land Titles documents that can still be submitted in paper (and these paper Land Titles documents can also be submitted through Teraview). There is a different fee depending on which property system the document is being registered in.
- **Ensure that you are readily available** to discuss and update your documents following your submission. You will be contacted if there are any problems with your submission and you must be available to discuss these problems when contacted.
- Print the POLARIS form on legal-size paper, sign it, then scan it as a legal-size document. Scanning a letter-sized (or other size) paper document and saving it digitally as a legal-size image may distort the image.
- Ensure that the PDF scan of your document and all supporting material(s) (as required) is completely clear and legible.
- Licensed Teraview users must use Teraview. Although there is a similar functionality in OnLand to submit a paper document for registration, the OnLand paper registration functionality is different and should not be used by licensed Teraview users.
- Instruments that are otherwise registrable electronically in Teraview cannot be registered as paper documents by using this functionality in Teraview.

- The failure to follow these requirements, tips and best practices may delay the processing of your Teraview submission and may result in the rejection of your Teraview submission altogether.

Appendix A

	Document Type	LT - Land Titles R - Registry B - Both	Notes
A	Acknowledgement	R	Doc. Gen.
	Agreement	R	Doc. Gen.
	Agreement Of Purchase And Sale	R	Doc. Gen.
	Agreement Re Right Of Way	R	Doc. Gen.
	Agreement To Lease	R	Doc. Gen.
	Amalgamation Of Corporation	R	Doc. Gen.
	Annex Restrictive Covenants S.118 – Charge	LT	
	Application (General)	LT	Doc. Gen.
	Application (General) (No Pin Land Titles)	LT	Doc. Gen.
	Application Bylaw Deeming Plan Not A Plan	LT	
	Application Bylaw To Establish Public Highways	LT	
	Application Consolidation Parcels	LT	Doc. Gen.
	Application Delete Execution	LT	Doc. Gen.
	Application Delete Housing Development Lien	B	
	Application For Leasehold Parcel	LT	Doc. Gen.
	Application For Restrictions Based On Court Order	LT	Doc. Gen.
	Application For Vesting Order	LT	
	Application Foreclosure Order	LT	
	Application To Amend Based On Court Order	LT	Doc. Gen.
	Application To Annex Restrictive Covenants S.118 – Land	LT	
	Application To Annex Restrictive Covenants S.119	LT	Doc. Gen.
	Application To Change Name – Instrument	LT	Doc. Gen.
	Application To Change Name – Owners	LT	Doc. Gen.
	Application To Delete Construction Lien	B	
	Application To Delete Inhibiting Order	LT	
	Application To Delete Restrictions	LT	
	Application To Register Bylaw	B	
	Application To Register Court Order	LT	Doc. Gen.

Electronic Registration Procedures Guide
Paper Documents Registration Module

	Document Type	LT - Land Titles R - Registry B - Both	Notes
	Application To Register Government Order	LT	Doc. Gen.
	Application Trustee In Bankruptcy – Instrument	LT	Doc. Gen.
	Application Trustee In Bankruptcy – Owner	LT	Doc. Gen.
	Articles Of Dissolution (General Register)	R	No PIN Doc.
	Assignment For General Benefit Of Creditors	R	
	Assignment Of Lease	R	
	Assignment – General	R	
B	Bylaw (No Pin)	R	
	Bylaw To Exempt From Part Lot Control	B	
C	Cancellation Of Designation Of Matrimonial Home	B	
	Caution Of Agreement Of Purchase And Sale	LT	
	Caution – Charge	LT	
	Caution – Charge (<i>Bankruptcy & Insolvency Act</i>)	LT	
	Caution – Land	LT	
	Caution – Land (<i>Bankruptcy & Insolvency Act</i>)	LT	
	Caution – Land (<i>Estates Administration Act</i>)	B	
	Caution – Notice	LT	
	Certificate	B	
	Certificate (General Register)	R	e.g., Certificate of Appointment with or without a Will–No PIN Doc.
	Certificate Of Appointment	R	
	Certificate Of Lien – <i>Housing Development Act</i>	B	
	Certificate Tax Arrears	B	
	Certificate Tax Arrears Cancellation	B	
	Change Of Name (General Register)	R	
	Change Of Name Of Corporation	R	
	Change Of Name Of Corporation (General Register)	R	
	Charge By Partnership	LT	
	Charge By Religious Organization	LT	
	Charge Of Lease (Mortgage)	R	
	Charge/Mortgage	B	
	Compliance Of Subdivision Agreement	LT	

Electronic Registration Procedures Guide
Paper Documents Registration Module

	Document Type	LT - Land Titles R - Registry B - Both	Notes
	Condominium Amendment	B	
	Condominium Bylaw (<i>Condominium Act 1998</i>)	B	If multiple bylaws and over 1,000 PINs – see note under above “Submission” section for instructions
	Condominium Lien (<i>Condominium Act 1998</i>)	B	
	Confirmation By Resealing Of Appointment	R	
	Construction Lien	B	
	Court Order	R	e.g., Vesting Order
	Court Order (General Register)	R	e.g., Court Order–No PIN Doc.
	Crown Lease	B	
	Crown Patent	B	
D	Debenture	R	
	Declaration S.25	R	
	Deed Of Trust And Mortgage	R	
	Deed Poll	B	
	Deposit	R	e.g., Declarations, Death Certificate, Non-Converts & Power of Sale
	Designation Matrimonial Home	B	
	Discharge	R	
	Discharge Of An Interest	LT	
	Discharge Of Charge	B	
	Discharge Of Condominium Lien	B	
	Discharge Of Debenture	R	
	Disclaimer	R	
	Document (General) (No Pin Land Titles)	LT	e.g., Application to be entered as owner–No PIN Doc.
	Document (General) (No Pin Registry)	R	e.g., Application to be entered as owner–No PIN Doc.
L	Lease	R	
	Letters Patent (General Register)	R	
	Lien	B	
N	Notice	B	e.g., Notice of Claim
	Notice Lien <i>Municipal & School Tax Credit Act</i>	B	

Electronic Registration Procedures Guide
Paper Documents Registration Module

	Document Type	LT - Land Titles R - Registry B - Both	Notes
	Notice Of Agreement	R	
	Notice Of Agreement Of Purchase And Sale	R	
	Notice Of Assignment Of Lessee Interest In Lease	B	
	Notice Of Assignment Of Lessor Interest In Lease	LT	
	Notice Of Assignment Of Rents – General	LT	
	Notice Of Assignment Of Rents – Specific	LT	
	Notice Of Change Of Address For Service – Condo	LT	
	Notice Of Change Of Address For Service – Instrument	LT	
	Notice Of Change Of Address For Service – Owners	LT	
	Notice Of Charge Of Lease	LT	
	Notice Of Determination/Surrender Of Lease	LT	
	Notice Of Lease	B	
	Notice Of Oil And Gas Leases	LT	
	Notice Of Option To Lease	R	
	Notice Of Option To Purchase	B	
	Notice Of Security Interest	B	
	Notice Of Subdivision Agreement	LT	
	Notice Of Sublease	B	
O	Option To Purchase	R	
	Order	B	e.g., Government Order
	Order In Council	B	
	Order In Council (General Register)	R	No PIN Doc.
P	Partial Compliance Of Subdivision Agreement	LT	
	Postponement Of Interest	B	
	Power Of Attorney	LT	
	Power Of Attorney Registry	R	
Q	Quit Claim – Non Transfer	R	Doc. Gen.
	Quit Claim – Transfer	R	
R	Release	R	
	Renew – Caution	LT	
	Restrictive Covenant	R	
	Restrictive Covenants Application To Annex S.119	LT	

Electronic Registration Procedures Guide
Paper Documents Registration Module

	Document Type	LT - Land Titles R - Registry B - Both	Notes
	Revocation Of Power Of Attorney	LT	
	Revocation Power Of Attorney Registry	R	
S	Seizure Of Charge (Mortgage)	B	
	Sublease	R	
	Supplemental Deed Of Trust And Mortgage	R	
	Supplementary Letters Patent (General Register)	R	
	Surrender	R	
	Survivorship Application – Charge	LT	Doc. Gen.
	Survivorship Application – Land	LT	Doc. Gen.
T	Transfer	B	
	Transfer By Partnership	LT	
	Transfer By Personal Representative	LT	
	Transfer By Religious Organization	B	
	Transfer By Trustee In Bankruptcy	B	
	Transfer Easement	B	
	Transfer Of Charge	B	
	Transfer Release & Abandonment	B	
	Transfer: Power Of Sale	B	
	Transmission By Personal Representative – Charge	LT	
	Transmission By Personal Representative – Land	LT	
	Transmission Devisee/Heir At Law – Land	LT	Doc. Gen.
W	Will	R	
	Will (General Register)	R	No PIN Doc.
	Withdrawal Of Caution	LT	
	Withdrawal Of Caution (R)	R	

General Requirements

This module is common to all documents registered in the Land Registration System under the *Land Titles Act*. It is divided into five sections:

Property

- Property Identification Number (PIN)
- Source by PIN or by Instrument Number
- Description
- Interest/Estate
- Parties – Adding and Removing

Statements

- Use of Statements
- Prohibited Statements
- Statements
- Statement Numbers
- Optional or Additional Statements
- Importing
- *Family Law Act* and Age Statements

Authorization of Documents

- Accounts
- Authorization of Public Guardian and Trustee
- Authorization of Power of Attorney – Individual and Corporation
- Authorization by a Corporation
- Authorization by the Crown
- Authorization by a Municipality
- Authorization by Religious Organization
- Authorization by Partnership

Signatories

Registration of Documents

- Document Creation
- Document Preparation
- Combined Documents
- Writs of Execution
- Document must affect an interest in land
- Registration of Documents

Every document registered electronically in Teraview must meet some of these requirements. Each module of this manual will reference this chapter for detailed instructions on how to complete these sections.

Property

All documents relate to property except the Power of Attorney group. The only document type for which there is no property requirement is the Power of Attorney group. These documents are registered in a different database and are not related to property.

Property Identification Number (PIN)

Every document requires a legal description. When properties are automated or have been converted to the Land Titles System, they are each assigned a unique Property Identification Number (PIN). The PIN contains the legal description of the property.

There are three ways to identify the property or properties when a document is prepared for electronic registration:

- by entry of a PIN
- by entry of an instrument number
- by creating from a parcel register (while performing a PIN search)

The term used for this action is 'sourcing'. This manual will describe how each specific type of electronic document should be sourced, either from a PIN, an active instrument, or from a parcel register. In addition, there are safeguards built into the system, which only allow the document to be sourced by one or the other, based on the type of document being registered.

Sourcing by PIN or Instrument Number

If a document is being sourced by a PIN, each PIN against which the document is to be registered must be entered in the PIN field. The property description for each PIN will then be imported from the property record stored in POLARIS.

If a document is being sourced by an instrument, 'Sourced Instrument' must be selected, and the instrument number entered in the appropriate field. The instrument type and its registration date as well as a list of PIN(s) currently associated with that instrument will be displayed. PIN(s) against which the new document is to be registered must be selected. An indicator of whether or not the interest affects all of the PIN, a portion of the PIN, or none of the PIN appears; the appropriate selection must be made for each PIN as the system defaults to None where there is the option to choose from All, Partial, or None.

Generally speaking, if a document is related to another document it is sourced by an instrument (e.g., Transfer of Charge, application to change the name of a chargee), whereas a document that deals with an interest in land is sourced by the PIN (e.g., Transfer, Charge, Lease). Depending upon the type of document being created, the system will request either source by PIN(s) or a source by instrument.

Sourcing from a Work in Progress Document

Certain document types will allow registrants to pre-populate the property and party information into a new document from an existing Work in Progress (WIP) document rather than from the PIN. PIN(s) identified as 'easement only' in the WIP document will not be pre-populated into the new document. This functionality is only available on document types that source by a PIN, e.g., Transfers, Charges,

and does not include documents that source from another document, e.g., Discharge of Charge. See list below for the document types that will allow sourcing from an existing WIP Document.

When two or more documents are being registered on the same PIN and the current description is being amended, the registrant can manually amend the description on one of the documents and then pre-populate the amended description into the remaining documents. For certain document types, the Party(ies)To Name, Person/Company Indicator and address for service from the WIP document will be pre-populated into the Party From on the new document. The PIN status and property owner checks will not be done at the time of creation of a document that was pre-populated from a WIP Document. These checks will occur when the document is submitted for registration.

To choose which option to use to pre-populate information into a new document the registrant will select the Create New button and the document type, or choose the Create from Existing option in the dropdown menu of the WIP Document. Once the information is pre-populated into a document from a WIP Document no information will be pre-populated from the PIN(s). If the information is pre-populated into a document from the PIN(s), then no information will be pre-populated from a WIP Document. A document can only be pre-populated with the information from one WIP Document, but the same WIP Document can be used to pre-populate the information into multiple documents. The documents do not have to be registered at the same time.

Only one option can be selected for creating a new document. Once a document has been pre-populated from a WIP Document, additional PIN(s) can be added. When a PIN(s) is added, the property information will be pre-populated from the PIN(s) into the Properties branch. For certain document types the information will be pre-populated into the Party From branch. PIN(s) can also be removed. The property information will be removed, and the registrant may need to amend or remove the Party From information.

After a new document has been created from a WIP, any changes to the WIP Document will not be reflected in the new document. If the new document needs to reflect the changes, the information will either need to be manually entered into the new document or the document will need to be cancelled and a new document created from the WIP Document.

There are two options available when creating new documents using an existing WIP Document to import the description and parties' information:

1. Create New Form window

The first option is from the Create New Form window. When clicking Create New, a list of documents is displayed. When a document is double clicked from the Create New Instrument window, by default this will create a new document and the information will be pre-populated from the PIN once entered. Once a document is created by selecting the Create button in Create New Instrument window, it cannot be changed to pre-populate information from a WIP document.

2. Instrument in Progress window

The second option is from the Instrument in Progress window. Once an existing WIP Document has been selected the Create From Existing option will be available. When Create From Existing is selected a Create From Existing Form window will open. This window will only display the document types listed below that allows pre-populating information from an existing WIP Document. Select the document type for the new document and the information from the WIP Document highlighted in the Instrument in Progress window will be pre-populated into the document. This option will not be available if multiple documents have been highlighted in the Instrument in Progress window.

When a WIP document is selected to pre-populate information into a new document, for each PIN in the WIP Document the following information will be pre-populated into the new document:

i. Properties Branch

- PIN(s)
- Status
- Address, if any
- Short Description

If supported by the document being created, the Easement Only indicator will be available for each PIN.

ii. Properties Details

- Interest/Estate (if none in the WIP, default to Fee Simple)
- Current registered description as shown in the WIP Document
- Reason for Change, if any (If Create From Existing WIP Document does not have the same reason for change indicator available, then default to Re-Description)
- Amended current registered description, if any
- Municipal address, if any

iii. Party From Branch

- If a new document being created allows for two parties and the WIP Document allows for two parties then the Party(ies) From in the new document will be pre-populated with the Party(ies)To Name, Person/Company Indicator and address for service from the WIP document.
- If the new document allows for two parties and the WIP Document allows for one party, then no information will be pre-populated into the Party From.
- If new document allows for only one party, then no information is pre-populated into the Party From.

Documents that allow for sourcing from Work in Progress

- Application (General)
- Application Bylaw Deeming Plan Not A Plan
- Application Bylaw To Establish Public Highways
- Application Consolidation Parcels
- Application Delete Execution
- Application–Deposit Plan
- Application For Absolute Title
- Application For Inhibiting Order–Land
- Application For Restrictions Based On Court Order
- Application For Vesting Order
- Application To Amend Based On Court Order
- Application To Annex Restrictive Covenants S.118
- Application To Annex Restrictive Covenants S.119
- Application To Change Name–Owners
- Application To Register Bylaw

- Application To Register Court Order
- Application To Register Government Order
- Application Trustee In Bankruptcy–Owner
- Caution–Land
- Caution–Notice
- Caution Of Agreement Of Purchase And Sale
- Caution–Land (*Bankruptcy & Insolvency Act*)
- Caution–Land (*Estates Administration Act*)
- Certificate
- Certificate Of Lien–*Housing Development Act*
- Charge/Mortgage
- Charge By Partnership
- Charge By Religious Organization
- Condominium Bylaw (*Condominium Act 1998*)
- Condominium Lien (*Condominium Act 1998*)
- Construction Lien
- Lien
- Notice
- Notice Of Assignment Of Rents–General
- Notice Of Change Of Address For Service–Condo
- Notice Of Change Of Address For Service–Owners
- Notice Of Lease
- Notice Of Oil And Gas Leases
- Notice Of Option To Purchase
- Notice Of Security Interest
- Notice Of Subdivision Agreement
- Plan Document
- Survivorship Application–Land
- Transfer
- Transfer By Partnership
- Transfer By Personal Representative
- Transfer By Religious Organization
- Transfer By Trustee In Bankruptcy
- Transfer Easement
- Transfer Release & Abandonment
- Transmission By Personal Representative–Land
- Transmission Devisee/Heir At Law–Land

3. Create New Form from Parcel Register

When performing a PIN search, users can select to create a document from the search parcel register results screen by selecting, Create New Instrument. Once a document has been pre-populated from a parcel register, additional PIN(s) can be added. When a PIN(s) is added, the property information will be pre-populated from the PIN(s) into the Properties branch. For certain document types the information will be pre-populated into the Party From branch. PIN(s) can also be removed. The property information will be removed, and the registrant may need to amend or remove the Party From information.

Description

Legal descriptions brought forward from the POLARIS system must be verified to ensure that information is correct. For instance, the municipal address is based on information obtained from other documents and may not always be correct. It should be checked and, if necessary, amended. If this information is not updated in a document, it may impact the results of a Search by Address.

In some cases, the legal description in the document may need to be changed. The electronic registration system recognizes particular reasons for changes to be made to the description field of a document. They are contained in the Reason for Change field. Refer to the table below for an explanation of the codes and when they may be used. All legal descriptions must comply with Regulation 43/96 and in some cases a reference plan may be required.

Creation of New Easements and Easement Only Remark

Notification of an easement can be placed on a parcel register, at the time of receipt, for those lands (known as easement only lands). Electronic documents that create new dominant and/or servient easements over other lands may include the dominant /servient PIN(s) and an indicator to identify the PIN(s) are for Easement Only purposes. This optional functionality allows the registrant to identify the easement only lands in the document creating the easement and upon receipt, the document will be automatically added to the instrument list of these PIN(s). The system will also add the document remark New Easement Only to this entry. Upon certification of the creating document, the easement will be reflected in the thumbnail description of all the PIN(s) and the document and remark will be removed from the instrument list of the easement only PIN(s).

The identification of easement only lands is done by selecting the Easement Only indicator during the creation of an easement in the document types identified below. The Easement Only indicator is located in the Properties section beside the PIN and must be selected before the document is pre-populated with the Transferor/Party From information.

If the Easement Only indicator is selected, a PIN for the easement only lands must also be included with the document. The Easement Only indicator is only selected when the easement is being created over another PIN. When the Easement Only indicator is selected, the Properties section will pre-populate the PIN information, and it will be identified For Easement Purposes Only. This information cannot be amended. In accordance with [Bulletin No. 2005-02](#), the registrant is required to enter a registerable description of both the dominant and servient lands pursuant to [O.Reg. 43/96](#). The procedures outlined in Section 2.2 of that Bulletin must be followed.

- When easements are created in a Transfer of Easement, the document is registered against the servient lands and appears only in the instrument list of those servient PIN(s). Upon certification the easement is reflected in the parcel thumbnail description of both the dominant and servient lands. There is no notice of the easement on the dominant lands between receipt of the document and certification.
- When easements are reserved or granted in a transfer of land and the easement is being created over another PIN owned by the grantor in favour of the lands being transferred, the servient PIN will not reflect the easement until it is abstracted in the thumbnail description at the time of certification. Likewise, if the easement is created over the transferred lands in favour of another PIN owned by the grantor the dominant PIN will not reflect the easement until it is abstracted in the thumbnail description at the time of certification. There is no notice of the easement on the easement only lands between receipt of the document and certification.

The following is a list of electronic documents where the Easement Only Indicator is available:

- Application (General)
- Application For Absolute Title

Electronic Registration Procedures Guide
General Requirements Module

- Application Foreclosure Order
- Application For Restrictions Based On Court Order
- Application For Vesting Order
- Application To Amend Based On Court Order
- Application to Register Court Order
- Certificate
- Transfer
- Transfer By Partnership
- Transfer By Personal Representative
- Transfer By Religious Organization
- Transfer By Trustee In Bankruptcy
- Transfer Easement

Reason for Change code	To be used when	In the following documents
Add Easement	An easement / right is being added to a description	Transfer Transfer by Religious Organization Transfer by Partnership Transfer of Easement Application to Amend the Register based on a Court Order
Redescription	A document needs to be given a new description (redescription) or right to enter	Available for all documents except Application–Deposit Plan
Remove Easement	An easement is being removed from a description	Transfer, Release and Abandonment Application to Amend the Register based on a Court Order
Split	A description must be split or severed	Application General Transfer Transfer by Religious Organization Transfer by Partnership Transfer by Personal Representative Application to Amend the Register based on a Court Order Application Vesting Order Transfer under Power of Sale Transfer by Trustee in Bankruptcy Application for Leasehold Parcel
Affects Part of Property	A document is registered against part of a property or parcel of land	Most documents with the exceptions of the Transfer type group and Application–Deposit Plan
Remove S/T interest	Outstanding interests are to be removed from the description of the document being registered (see note below)	Available for all documents except Application – Deposit Plan

Note: When properties are converted from Registry to Land Titles, outstanding interests such as debts, spousal interest and writs are referenced in the property description field. These interests do not technically form part of the legal description. In some cases, a client may wish to remove such a reference when registering a document against a PIN with an outstanding interest. This can be done by selecting "Remove S/T interest"; however, this will only amend the description of the document being registered and will not remove the interest from the title description. A separate Application—General to amend the register is required to delete the interest from the title, accompanied by evidence satisfactory to the Land Registrar. This application should be made prior to the registration of the electronic document.

Examples of instances where a document may contain a Redescription are: 1) where a reference plan has been deposited, which describes the whole of the PIN, or 2) where the description on a condominium unit includes a reference to the underlying geographics.

Interest/Estate

Where an interest/estate is available for selection on a document it will default to Fee Simple and can be changed. The only applicable selections are as follows:

- Easement
- Fee Simple
- Fee Simple—Mining Rights
- Fee Simple—Surface Rights
- Fee Simple with New Easement
- Leasehold
- Life Estate Remainder in Fee
- Other

Statements

Use of Statements

Historically, for documents such as transfers under power of sale, foreclosures, and transmissions of estates, affidavit evidence has been required in support of the registration to allow Land Registry Office staff to certify the document. Electronic registration is based on the use of prescribed statements that represent the same information formerly required on supporting affidavits. This concept has also been introduced for certain registrations in the paper environment under the Red Tape legislation. When the type of document to be registered is selected, the statements relevant to that type of document are displayed so that the document may be properly registered.

There are four types of statements available:

1. Information that forms part of a document. For example, in a Transfer, the statement that the transferor transfers the land. This type of statement is programmed into the electronic document and cannot be changed or removed.
2. Statements required to be made by the parties to the document but may vary depending on circumstances. These are displayed for the registrant's review and the appropriate one(s) must be selected (e.g., spousal statements).
3. Instrument type statements such as *Planning Act* statements, which are made once for that particular instrument.

4. Land Transfer Tax statements. See Ministry of Finance guides, Land Transfer Tax and the Registration of Conveyances of Land in Ontario and Land Transfer Tax and the Electronic Registration of Conveyances of Land in Ontario.

Note: In the system, uppercase lettering and in this manual, square brackets in a statement indicate that a Value must be entered. This Value could be an instrument number, name, date, or some other text. Bolded statements preceded by an asterisk (*) are law statements and instruments containing a law statement can only be signed for completeness by a lawyer. Statements in Italics are surveyor statements and can only be signed by a surveyor.

Prohibited Statements

The following (or similar) statements must not form part of the electronic document:

- the document is submitted for registration without a prior search of title
- all recitals in the document are true
- a vendor is not a non-resident for the purpose of the *Income Tax Act (Canada)*
- the property is being acquired in trust
- statements that attempt to limit liability by including information about services performed or advice given, or independent legal advice or risks assumed.

Statements

In the past required information was entered on a prescribed form or attached to documents as supplementary data or evidence. Now regulations require that this information be included in the form of a statement or series of statements.

Each document type has a unique statement or series of statements attached to it. These statements are described in the corresponding modules and sections of this manual. Optional statements are also available for many document types and they too, are described in detail in the manual. Two examples of optional (or additional) statements are the following:

61 Schedule: [insert text]

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

The system has assigned each statement a number. This number appears on-screen, beside the statement. The exceptions are the Writs clearing statements; these statements selected within certain ownership type documents' Party From/Applicant/Transferor's branch don't display statement numbers.

Statement Numbers

Some statements have been assigned more than one number. The statement number is assigned based upon the party who is authorizing the document. For example: If a corporation is a Party From, the authorizing statement would be Statement 10 "A person or persons with authority to bind the corporation has/have consented to the registration of this document." If a corporation is a Party To and an authorizing statement is required, Statement 3544 "A person or persons with authority to bind the corporation has/have consented to the registration of this document." must be selected.

Optional or Additional Statements

Schedule Statements

The most common optional statements are described below:

61 Schedule: [insert text]

This statement operates similarly to a blank field and is used to add more information to the document, such as terms of an agreement. Information may be keyed into this field or imported from a word-processing package.

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness. The solicitor identified in Statement 62 must be one of the lawyers to sign the document.

Land Titles Assurance Fund – Covenant

A Land Registrar may, from time to time, require any applicant for registration to indemnify The Land Titles Assurance Fund against loss by a covenant to His Majesty the King.

Covenants to Indemnify are to be duly signed and witnessed and the original imported into the instrument to which they relate using Statement 3640 (see below).

3640 Covenant to Indemnify the Land Titles Assurance Fund [import PDF covenant]

Supporting Evidence

92 This document is supported by evidence which is indexed at the Land Registry Office as index number [insert number].

This statement was used when a client provided evidence to the Land Registry Office prior to the registration of an electronic document and obtained an index number, which was later matched to the document. This statement was historically used only when a law statement was not selected. If this statement was used, Land Registry Office staff reviewed the evidence in conjunction with the document referencing the evidence and made a determination of the acceptability of the document. The evidence filed may be requested through search instrument function.

Note: Statements 61 and 3640 are available for all document types for selection and Statement 62 is available on all document types for selection except Application – Deposit Plan and Application – Register Plan, if necessary, even if not shown in a particular module.

No Dealings Indicator

In the POLARIS system, a No Dealings Indicator (NDI) is available. There are two types of NDIs: Manual or Document. A Manual NDI may be placed on a parcel for various reasons; for example, as a result of an investigation that the Land Registrar is performing on the property while a determination is made whether a Land Registrar's Caution needs to be registered on title to the property. It could also be as a result of the registration of one of the document types listed below, which would be an example of a Document NDI. Once a Document No Dealings Indicator has been placed on the property, it has the effect of preventing most, but not all registrations. As a result, the system has been designed in such a way that documents are allowed to be receipted, even when a Document No

Dealings Indicator is on title, when specific statements (see below) are selected, or when certain documents are registered. No document can be receipted if a sourced PIN contains a Manual NDI.

The type of registered document that places the No Dealings Indicator on title determines the type of document that is prevented from registration without first making one of the statements set out below. For example, if a Caution – Charge is registered on a parcel, the intent of the document is to restrict dealings with the Charge. Therefore, a Discharge of Charge is prevented unless one of the statements below is selected in the Discharge of Charge. If the parcel has a Caution – Land registered on it, the intent of the document is to restrict dealings with the land. However, another Caution – Land would not be restricted so as to allow for other interests to be protected; there is no need for one of the statements below for that document to be receipted.

In addition, for certain types of documents, a statement referenced below is not required to be selected for the registration to occur. One example is a Construction Lien. A Construction Lien is not prevented because of the statutory requirement to register within a specified time frame in order for the lien to be preserved.

The following list of document types are documents that cause the Document No Dealings Indicator to be placed on a property for which the selection of the statements referenced below may allow the registration of subsequent documents:

Document	displays on PIN as :
Annex Restrictive Covenants S.118–Charge	RESTRICTION – CH
Application For Inhibiting Order–Charge	APL INH ORDR-CHRG
Application For Inhibiting Order–Land	APL INH ORDR-LAND
Application For Restrictions Based On Court Order	RESTRICTIONS ORDER
Application To Annex Restrictive Covenants S.118	RESTRICTION-LAND
Caution–Charge	CAUTION-CHARGE
Caution–Charge (<i>Bankruptcy & Insolvency Act</i>)	CAUTION CH BKRUPT
Caution–Land	CAUTION-LAND
Caution–Land (<i>Bankruptcy & Insolvency Act</i>)	CAUTION LND BKRUPT
Caution–Land (<i>Estates Administration Act</i>)	CAU-L EST ADM ACT
Crown Lease (<i>Public Lands Act</i>)	CRWN LEASE PLA

Selection of one of the following statements will allow certain documents to be registered when a parcel register has an active Document No Dealings Indicator on the title. The bolded statements preceded by an asterisk (*) are law statements and instruments containing a law statement can only be signed for completeness by a lawyer:

***3755 In accordance with registration [insert number], the consent of [insert name] has been obtained for the registration of this document.**

***3756 The registration of this document is not prohibited by registration [insert number].**

3757 In accordance with registration [insert number], [insert name] has consented to the registration of this document. [import consent]

Note: If the consent is in the form of a Court Order, a law statement in Statement 62 must be included to indicate that the Court Order is in full force and effect.

***3726 [insert name], has consented to the registration of this document, subject to the continuance of registration number [insert number]**

***3733 Registration of this document is not prohibited by registration number [insert number], which prevents dealings against charge number [insert number].**

3741 This document is being registered pursuant to Inhibiting Order [insert number]

These statements will work in conjunction with each other in situations where, for example, a Restriction under S. 118 of the *Land Titles Act* has been registered on title and a new purchaser intends for that Restriction to continue. Statement 3755 would be selected to indicate that the consent of the party required by the Restriction has been granted and Statement 3726 would be selected to represent that the new purchaser consents to the continuance of the Restriction.

Land Registrar's Investigation

An additional indicator called a Land Registrar's Investigation (LRI) is available for staff to activate. There are two types of LRIs: Manual or Document. When a LRI indicator is placed on a property by any means, neither searching nor registration can take place on the property. The LRI indicator will ensure that no registration or search activity occurs on the property while the Land Registrar conducts an investigation and makes the determination whether an amendment is required on the PIN(s) or if a Land Registrar's Caution needs to be registered. Inquiries are to be directed to the Land Registry Office, submitted through OnLand.

The following list of document types are documents that cause the Land Registrar Indicator to be placed on a property and when this indicator is active by these documents, registration of subsequent documents is not allowed:

- Director Of Titles Caution
- LR's Caution

Law Statements

Some of the prescribed statements are law statements which require an interpretation of law. They may be selected by the authorized user; however, the document can only be signed for completeness by a lawyer. The **law statements are distinguished** in the system by the statement number being bolded and **in this manual by an asterisk (*) and the statement number and entire statement being bolded**. A statement of fact, which does not require knowledge of the law, may be made by a person other than a lawyer.

Surveyor Statements

The document types 'Application – Deposit Plan' and 'Application – Register Plan' require prescribed statements from an Ontario Land Surveyor. The statements may be selected by an authorized user however, the document can only be signed for completeness by a surveyor. For more information on these statements, please refer to the Electronic Plans (ePlans) in the Plan Document module.

Evidence

Once a document is registered in the Land Titles system and is certified, it becomes part of the record. Land Registry Office staff certify documents based on evidence. Traditionally, evidence formed part of the documents and was available for review by clients. In the electronic registration system this evidence now takes the form of statements.

Family Law Act Statements

A disposition or encumbrance subject to the provisions of the *Family Law Act* requires a spousal statement to be made by each party that is an individual. In order to register the following documents,

- Transfer
- Transfer, Release and Abandonment

- Charge
- Notice of Charge of Lease
- Power of Sale for Notice of Charge of Lease
- Application for Leasehold Parcel
- Transfer under Power of Sale,

one of the spousal statements listed below must be made.

If the party dealing with an interest in one of the above-mentioned documents is an individual, a statement of age is also required.

- 01 I am not a spouse
- 02 The property is not ordinarily occupied by me and my spouse, who is not separated from me, as our family residence.
- 04 I am a spouse and I am transferring to myself to sever joint tenancy.
- 06 The property is not designated under the Family Law Act as a matrimonial home by me and my spouse, but there is such a designation of another property as our matrimonial home which has been registered and which has not been cancelled.
- 07 My spouse has released all rights under the Family Law Act by a separation agreement.
- *08 This transaction is authorized by a court order under the Family Law Act, which is in full force and effect and was registered as number [insert number].**
- *09 The property is released from the application of the Family Law Act by a court order, which is in full force and effect and was registered as number [insert number].**
- 28 I am separated from my spouse and the property was not ordinarily occupied by us at the time of our separation as our family residence.
- 59 This transaction is subject to the spousal interest of [insert name of spouse].
- 64 My spouse is a party to this document or has consented to this transaction.
- *35 This matter has been proven to the satisfaction of a judge [import order], that the instrument was duly executed by [insert name of party] and at the time of execution, [insert name of party] was of at least 18 years of age and was not a spouse within the meaning of the Family Law Act. The Court Order is still in full force and effect.**

Statement of Age

For the document types listed above, a statement of age is required for individuals:

- 11 I am at least 18 years of age.

Authorization of Documents

Every document registered electronically must have authorization statements, which are deemed to have been made by the party(ies) to the document. Prior to the submission of a document for registration in the electronic land registration system, the Account Holder shall ensure that its User has obtained evidence of proper authorization from the owner of the land or holder of an interest in the land that has directed the registration, and can provide evidence of an explicit consent from that person to release to the Director their authorization for the registration, upon request by the Director, in the event of any investigation regarding suspected fraudulent or unlawful activity or registration.

In the electronic registration system, the user must identify the entity as being either a person or a company in order for the system to validate that the proper statements are selected. When a party's

name is entered or imported from POLARIS, an indicator will appear beside the name identifying whether the applicant is a person or a company. This information must be verified by the user. It appears on the screen as follows:

<u>Name</u>	<u>Party Type</u>
VENDOR, John Alan	<input checked="" type="checkbox"/> Person <input type="checkbox"/> Company

Signatories

Once the document has been created, the Signatory screen must be completed. This screen provides for the authorization of the completeness and release of the document.

Once a document has been prepared it must be electronically signed. A document may be a "one-party", "two-party", or "multiple- parties" document, and therefore, may require electronic signatures for one or all parties to the transaction. For example, for a transfer, it is necessary to electronically sign the document on behalf of both the transferor and the transferee.

When dealing with the electronic signature, the clients must sign it for completeness and/or release and identify the party on whose behalf they are acting. A document can only be signed once the document has been fully completed.

If the document is a one-party document, it is only necessary for the party who prepared the document to electronically sign it for completeness. This has the same effect as signing for completeness and release on an electronic document that requires two signatures.

The selection of signatories from the tree view menu indicates the status of the electronic signatures pertaining to the document. When all parties are satisfied that the document has been properly completed, it is submitted for registration.

If a document requires an amendment after it has been submitted for registration, registrants must ensure that the proper authorization for resigning and resubmitting has been obtained.

User Accounts

To submit a document electronically, a registrant must have authorized access to the system. Each user must have a unique access key, and all registrations performed through the use of that key are traceable back to the party. The Director of Land Registration has authority under the *Land Registration Reform Act* to authorize persons to access the electronic land registration system to register documents and to establish the manner in which the authorization is assigned to those persons. Teranet has been authorized by the Director to set up and maintain registration accounts.

Authorization of Public Guardian and Trustee/Statutory Guardian/Children's Lawyer

The following statement must be completed:

14 / 25 I, [insert name] have the authority to act on behalf of this party who is under the age of 18 years and/or who does not have the legal capacity to act on their own behalf.

The above statement applies to the following documents:

- Transfer
- Transfer of Easement

- Transfer, Release and Abandonment
- Charge
- Notice of Charge of Lease
- Power of Sale for Notice of Charge of Lease
- Application for Leasehold Parcel
- Transfer under Power of Sale
- Discharge

Authorization by Power of Attorney – Individual and Corporation

Most documents may be authorized by an attorney appointed under authority of a registered power of attorney. There are statements available, and the correct statement(s) must be made depending on whether the power of attorney is with regard to an individual or a corporation. If the proper indicator has been selected, the electronic registration system will ensure that the applicable statements are presented. The system will validate the registration numbers entered within the Power of Attorney registration number blank to make sure the Power of Attorney is from the current LRO (same LRO as the document is being registered on) and that the is the correct document type.

A law statement will be necessary when any document is registered under the authority of a Power of Attorney given by an individual. In these cases, a lawyer will be required to discuss the Power of Attorney with their clients and provide the requisite law statement. A law statement will not be required in documents signed under the authority of a Power of Attorney given by a corporation or a bank. In those cases, the attorney will be required to make a statement that they are acting within the scope of the Power of Attorney

Documents Executed Under Authority of a Power of Attorney Granted by a Donor that is not a Company

The following statement must be selected with the appropriate statements in either (a) or (b):

2904 / 2907 I, [insert name] say that to the best of my knowledge and belief, the power of attorney is still in full force and effect and the principal had the capacity to give the power of attorney when giving it and was at least 18 years of age when the power of attorney was executed. The power of attorney was registered as number [insert number]

(a) Where the attorney is not a company:

***2917 / 2922 The solicitor signing this document on behalf of this party confirms that I have reviewed the power of attorney with the attorney, and to the best of my knowledge and belief, I confirm that: 1. The attorney is the lawful party named in the power of attorney, 2. The attorney is acting within the scope of the authority granted under the power of attorney, and 3. The power of attorney was lawfully given and has not been revoked.**

(b) Where the attorney is a company:

***2918 / 2923 The solicitor signing this document on behalf of this party confirms that I have reviewed the power of attorney with the attorney, and to the best of my knowledge and belief, I confirm that: 1. The attorney is the lawful party named in the power of attorney, 2. The attorney is acting within the scope of the authority granted under the power of attorney, 3. The power of attorney was lawfully given and has not been revoked, 4. At the time this document was executed, [insert name] was the [insert position] of [insert company/bank (donee)] and had the authority to bind the attorney.**

Documents Executed under Authority of a Power of Attorney Granted by a Corporation/Bank

The applicable statement to the situation being dealt with must be selected. None are law statements.

For an attorney that is a company:

2919 / 2924 (1) Power of Attorney was registered as number [insert number]. (2) To the best of the attorney's knowledge and belief, the power of attorney is still in full force and effect. (3) The attorney is acting within the scope of the authority granted under the power of attorney. (4) At the time this document was executed, [insert name] was the [insert position] of [insert (attorney) company/bank], and had the authority to bind the attorney.

For an attorney that is a named person who is not in a company:

2920 / 2925 (1) Power of Attorney was registered as number [insert number]. (2) To the best of my knowledge and belief, the power of attorney is still in full force and effect and gives me, [insert name], the authority to bind the donor. (3) I am acting within the scope of the authority granted under the power of attorney.

For an attorney that is a named person or a named position in a company:

2921 / 2926 (1) Power of Attorney was registered as number [insert number]. (2) To the best of my knowledge and belief, the power of attorney is still in full force and effect and gives me the authority to bind the donor. (3) I am acting within the scope of the authority granted under the power of attorney. (4) At the time this document was executed I, [insert name], was the [insert position] of [insert (attorney) company/bank].

If a document is not signed under the authority of a power of attorney, select the statement below:

2906 / 2909 This document is not authorized under Power of Attorney by this party.

The general rule is that a party with a delegated authority cannot transfer that authority to a third party; the only exception is a document that is signed by a personal representative and in this case, other specific statements are required. See the Estates module for more information.

Authorization by a Corporation

A document authorized by a corporation must contain the following statement:

10 / 18 / 3544 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

Authorization by the Crown

A document authorized by the Crown must contain the following statement:

3734 / 3735 This document is being authorized by a representative of the Crown.

Authorization by a Municipality

A document authorized by a Municipality must contain either of the following statements:

3742 / 3743 This document is being authorized by a municipal corporation [insert name of authorizing person(s)].

and,

10 / 18 / 3544 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

Authorization by a Religious Organization

A document authorized by a religious organization must contain one of the following statements:

26 / 32 The signing trustees are all the trustees of the religious organization or are sufficient in number to bind the said religious organization and all relevant provisions of the Religious Organizations' Land Act have been complied with.

27 / 33 The signing trustees are all the trustees of the religious organization or are sufficient in number to bind the said religious organization and all relevant provisions of [insert legislation] have been complied with

15 / 30 The signing persons are sufficient to bind the said religious organization and all relevant provisions of [insert legislation] have been complied with

or, if the religious organization is incorporated, the following statement is required:

10 / 3544 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

Authorization by a Partnership

When a partnership is either a Party To or a Party From in a document, the partnership must be identified.

Partnership Property

Partnership as a Party To

When creating a document in which a partnership is a Party To, the partners and firm name must be set out in the document by selecting and completing Statement 46 or 4059.

46 / 4059 I am a partner, the firm name of the partnership is [insert name of partnership].

Each partner must complete the statement and select the Partner capacity from the drop-down list. This provides the necessary information for the land registry office to update the records in the appropriate manner.

For example, a Transfer to a Partnership would identify the names of the partners and the firm name of the partnership. The Ownership Field in POLARIS will then be updated by the Land Registry Office to include the partners and the firm name of the partnership in order that the proper validations can be done on a subsequent document.

Partnership as a Party From

When creating a Transfer in which a partnership is a Party From, each partner and the firm name must be set out individually as a Party From. In some circumstances, the names of the partners and the firm name are prepopulated as Parties From from POLARIS or from an existing instrument.

The following statement must be selected by each partner:

43 I am a partner.

The following statement must be selected for the firm name:

54 This is the firm name of the Partnership/Limited Partnership.

Limited Partnership Property

Limited Partnership as a Party To

When creating a document in which a limited partnership is a Party To, the general partners and the firm name of the limited partnership must be set out in the document by selecting and completing Statement 51 or 4060:

51 / 4060 I am a general partner, the firm name of the Limited Partnership is [insert name of limited partnership].

Each general partner must complete the statement and select the **General Partner** capacity from the drop-down list. This provides the necessary information for the Land Registry Office to update the records in the appropriate manner.

For example, a Transfer to a Limited Partnership would identify the names of the general partners and the firm name of the Limited Partnership. The Ownership Field in POLARIS will then be updated by the Land Registry Office to include the general partners and the firm name of the partnership in order that the Party From information is correctly prepopulated on a subsequent document.

If there is a requirement for any document to be authorized by either both parties to the document or just the Party To, the following statement is available for the general partner to select:

44 This transaction is for a partnership purpose within the meaning of the Limited Partnerships Act.

Limited Partnership as a Party From

When creating a document in which a limited partnership is a Party From, in some cases, such as a Transfer, the general partners and the firm name of the limited partnership will be prepopulated from the current ownership field in POLARIS or from an existing instrument. For a document in which this information is not prepopulated from POLARIS, for example in a Notice, each general partner and the firm name must be set out individually as a Party From.

The following statement must be completed for each general partner:

48 I am a general partner.

The following statement is an optional statement and may be selected by one of the general partners if they are authorized under the *Limited Partnerships Act*. If this statement is not selected by any of the general partners, each of the limited partners must be identified, consent to and authorize the document in Statement 61. If the limited partners are individuals, a statement of age and spousal status is required. These statements should also be made in Statement 61:

45 This transaction is for a partnership purpose within the meaning of the Limited Partnerships Act.

In addition, the following statement applies to the firm name and must be selected:

54 This is the firm name of the Partnership/Limited Partnership.

Limited Liability Company (LLC)

Limited Liability Company (LLC) as a Party To

When creating a document in which a Limited Liability Company (LLC) is a Party To, in cases such as a Transfer, a law statement is required confirming that the Company(s) is/are a legitimate/valid corporation. This information must be entered by selecting the following statement:

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

General Authority Statement

General Authority non-law statements are required in every electronic document. The system will display the appropriate statement depending on the document type and which party the registrant has identified they are acting on behalf of. This statement is mandatory and is selected on the signature window at the time when the signature for completeness is being applied to the document. The purpose of the statement is to confirm that the registrant has the authority to create and register the document on behalf of the party for whom they are acting. The Registration Agreement that all Account Holders execute requires that prior to the submission of a Transfer, Charge, Discharge of Charge or Power of Attorney for registration in the electronic land registration system, the Account Holder shall ensure that its User has obtained evidence of proper authorization from the owner of the land or holder of an interest in the land that has directed the registration and can provide evidence of an explicit consent from that person to release to the Director their authorization for the registration, upon request by the Director, in the event of any investigation regarding suspected fraudulent or unlawful activity or registration. A signed Acknowledgement and Direction from the party should meet this requirement. The statements are identified below, however as mentioned above, the system will only display the statements relevant to the information provided.

The statements will appear on a tab labeled Authorization Statements on the signature window when the user selects to sign the document. The statements will not display, and the tabs are greyed out until the selection is made that the document is being signed for completeness and whether it is being signed on behalf of the Party From, the Party To or that it is being signed on behalf of Both.

Authorization Statements on Documents that are two-party Documents where two Signatories are required:

Statements available when signing on behalf of the **Party From**:

5051 I have the authority to sign and register the document on behalf of the Applicant(s).

5052 I have the authority to sign and register the document on behalf of the Party From(s).

5056 I have the authority to sign and register the document on behalf of the Transferor(s).

Statement available when signing on behalf of the **Party To**:

5053 I have the authority to sign and register the document on behalf of the Party To(s).

5058 I have the authority to sign and register the document on behalf of the Transferee(s).

Statement available when signing on behalf of **Both Parties**:

5054 I have the authority to sign and register the document on behalf of all parties to the document.

Authorization Statements on Documents that are two-party Documents where one signature is required:

5051 I have the authority to sign and register the document on behalf of the Applicant(s).

5052 I have the authority to sign and register the document on behalf of the Party From(s).

5055 I have the authority to sign and register the document on behalf of the Chargor(s).

5057 I have the authority to sign and register the document on behalf of the Cautioner(s).

5059 I have the authority to sign and register the document on behalf of the Owners(s).

5060 I have the authority to sign and register the document on behalf of the Trustee(s).

Authorization Statements on Documents that are one-party Documents:

5051 I have the authority to sign and register the document on behalf of the Applicant(s).

Law Statements for Transfer of Title Documents

Most transfer of title documents will require two different lawyers to sign for completeness, one for the transferor and one for the transferee. These requirements do not apply to other types of interests. Transfers of easements, for example, do not need a lawyer to sign for completeness and no law statement will be required.

The exceptions to this requirement, where only one lawyer will be required to sign a transfer of title, are outlined below:

- transfers where the transferor and transferee are the same, **and**
 - the transfer is to effect a change in legal tenure
- or,**
- the transfer is to effect a severance of land prior to a certain expiry date
- transfers from an estate trustee, executor or administrator to a person who is beneficially entitled
- interfamily transfers related party transfers and transfers occurring in remote communities. In these circumstances one lawyer may sign a new statement stating that he/she is signing for both the transferor and transferee and that the transfer is being completed in accordance with the lawyer's professional standards. The Law Society has Rules of Professional Conduct to address this situation.

Government transfers where land is acquired or disposed of by the Crown in Right of Ontario or the Crown in Right of Canada, including any Crown corporation, or any agency, board or commission of the Crown; or by a municipal corporation will not require a lawyer to sign for completeness.

For a Transfer when Land is being acquired or disposed of by Government

The following statement is available for selection in the appropriate situations. The statement is only available for selection on the Instrument level statement branch of the document. In addition, this statement will print in the statements portion of the printed document. A lawyer is not required to sign

the document for completeness, and the statements listed below will not be available for selection:

- 4046 The land is being acquired or disposed of by the Crown in Right of Ontario or the Crown in Right of Canada, including any Crown corporation, or any agency, board or commission of the Crown; or a municipal corporation.

Statements For Transfer Documents

With the exception of a transfer specified above, the solicitor(s) must select one of the applicable statements set out below from the appropriate tab. Depending on the situation, the statements will either be found on the tab labelled Unique Lawyer Statements or the tab labelled Exemption Law Statements. The statements will not display, and the tabs are greyed out until the selection is made that the document is being signed for completeness and whether it is being signed on behalf of the Party From, the Party To or that it is being signed on behalf of Both. The system will default to the Authorization Statements tab.

The solicitor signing on behalf of **Party From** must select the following statement on the Unique Lawyer Statement tab:

- *5041 I am the solicitor for the transferor(s) and I am not one and the same as the solicitor for the transferee(s).**

The solicitor signing on behalf of **Party To** must select the following statement on the Unique Lawyer Statement tab:

- *5042 I am the solicitor for the transferee(s) and I am not one and the same as the solicitor for the transferor(s).**

or,

the solicitor signs on behalf of **Both** and must select one of the following statements on the Exemption Law Statements tab:

- *5043 I am the solicitor for the transferor(s). The transferor(s) and the transferee(s) are one and the same, and the transfer is being made to effect a change in legal tenure.**
- *5044 I am the solicitor for the transferor(s). The transferor(s) and the transferee(s) are one and the same, and the transfer is being made to effect a severance of the land prior to the expiry of a consent granted under the Planning Act.**

Note: If Statement 5044 is selected, the following non-law statement must also be selected:

- 4048 The [Name] has consented to the severance herein. [import image]

- *5045 I am the solicitor for the transferor(s). The transferor(s) and the transferee(s) are one and the same, and the transfer is being made to effect a severance of land pursuant to a municipal by-law registered as number [insert number].**
- *5049 I am the solicitor for the transferor(s) and the transferee(s) and this transfer is being completed in accordance with my professional standards.**

For Registration of a Transfer by Personal Representative:

All of the above statements are available for this document type. In addition, the following Exemption Law Statement is available for selection in lieu of the above statements, when signing on behalf of Both:

- *5047 I am the solicitor for the transferor(s). The transfer is from an estate trustee, executor or administrator to a person who is beneficially entitled.**

Registration of Documents

Document Creation

The system has been designed to register documents either contained in a Group Type or specifically set out in the following list.

Transfer

- Transfer
- Transfer by Partnership
- Transfer by Person Representative
- Transfer by Religious Organization
- Transfer by Trustee in Bankruptcy
- Transfer Easement
- Transfer Release & Abandonment
- Transfer: Power of Sale

Charge

- Charge by Partnership
- Charge by Religious Organization
- Charge/Mortgage
- Notice of Charge of Lease

Discharge of Charge or Other Interest

- Application to Delete Housing Development Lien
- Discharge of an Interest
- Discharge of Charge
- Discharge of Condominium Lien
- Application to Delete Construction Lien

Application (General)

Application Consolidate Parcel

Application to Delete Execution

Application Vesting Order

Application Foreclosure Order

Application to Register a Court Order

- Application to Amend based on Court Order
- Application for Restrictions Based on Court Order
- Application to Register Court Order

By-Laws & Government Order

- Application Bylaw Deeming Plan not a Plan
- Application Bylaw to Establish Public Highways
- Application to Register Bylaw
- Application to Register Government Order
- Condominium Bylaw (Condominium Act 1998)

Cautions

- Caution – Charge
- Caution – Land (Estates Administration Act)
- Renew – Caution
- Withdrawal of Caution
- Caution – Land (Bankruptcy & Insolvency Act)
- Caution of Agreement of Purchase and Sale
- Caution – Land
- Caution – Notice

Certificate

Change of Name Application

- Application to Change Name – Instrument
- Application to Change Name – Owners

Compliance Subdivision Agreements

- Compliance of Subdivision Agreement
- Partial Compliance of Subdivision Agreement

Death of Owner Applications

- Survivorship Application – Charge
- Survivorship Application – Land

Death of Ownership Application continued

- Transmission By Personal Representative – Charge
- Transmission by Personal Representative – Land
- Transmission By Devisee/Heir at Law – Land

Inhibiting Orders

- Application for Inhibiting Order – Charge
- Application for Inhibiting Order – Land
- Application to Delete Inhibiting Order

Lease or Interest in a Lease Document

- Application for Leasehold Parcel
- Notice of Assignment of Lessee's Interest in Lease
- Notice of Assignment of Lessor's Interest in Lease
- Notice of Determination/Surrender of Lease
- Notice of Lease
- Notice of Oil and Gas Lease
- Notice of Sublease

Liens

- Certificate Lien – Housing Development Act
- Condominium Lien (Condominium Act 1998)
- Construction Lien
- Lien

Notice of Change of Address for Service

- Notice Change of Address for Service Condominium
- Notice Change of Address for Service – Instrument
- Notice of Change of Address for Service – Owner

Notice of Option to Purchase Notices

- Notice of Assignment of Rents – Specific
- Notice of Assignment of Rents – General
- Notice of Security Interest
- Notice of Subdivision Agreement
- Notice

Plans

- Plan Document
- Application – Deposit Plan
- Application – Crown Land Reference Plan (No PIN)
- Application – Register Plan

Postponement of Interest

Power of Attorney

- Power of Attorney
- Revocation of Power of Attorney

Restrictive Covenants

- Annex Restrictive Covenants S. 118 – Charge
- Application to Annex Restrictive Covenants S. 118
- Application to Annex Restrictive Covenants S. 119
- Application to Delete Restrictions

Title Application Documents

- Application for Absolute Title
- Notice of Application for Absolute Title

Transfer of Charge

Trustee in Bankruptcy Application

- Application Trustee in Bankruptcy – Instrument
- Application Trustee in Bankruptcy – Owner
- Caution – Charge (Bankruptcy & Insolvency Act)
- Caution – Land (Bankruptcy & Insolvency Act)

As shown above, some of the instrument groups contain more than one type of document. When a group is selected, users are able to choose the specific type of document they require. Based on the selection, the screens displayed will contain the fields and statements appropriate for the registration of that document. For example, all the transfer type documents are contained in the Transfer group. To register a Transfer of Easement or a Transfer: Power of Sale, select the first group – Transfer. A drop-down list of all transfer types will be displayed, and the user will be required to choose the appropriate one. The text and related statements that apply to that document will appear in a series of screens to ensure the proper completion of the document.

When a document is submitted for registration, it is automatically receipted, assigned a registration number, and partially abstracted. Unless the document is certified by Digital Certification, staff then review it to ensure it meets registration requirements, make any necessary amendments to the abstracting and certify the document and update the PIN.

Document Preparation

The electronic land registration system accesses information from either the property record in POLARIS or from an instrument registered in the POLARIS system. How the document is sourced depends on the type of document being registered.

Combined Documents

A separate document must be registered for each distinct and different type of interest or transaction. Apart from the exceptions described below, separate types of interest that are combined in one document will not be accepted for registration.

The only exceptions to the combined document rule in the electronic registration system are the following:

- a multiple Transfer of Charge (a transfer of multiple charges held by the same chargee to the new chargee)
- Transmission applications involving two or more estates (material related to the previous estate(s) is treated as evidence in support of the application)
- a power of attorney that includes the revocation of an existing power of attorney
- a Discharge of Charge that includes evidence relating to a change of name of the chargee or the death of a chargee (e.g., a certificate of appointment of estate trustee, death certificate).

As a general rule, where an owner of an interest in land acquires the fee of the land (e.g., easements, charges, restrictions) the interest will not automatically merge in fee and a separate document requesting the merger will be required.

Writs of Execution

When document types requiring a search for outstanding writs of execution are submitted for registration, the system will, in most cases, automatically perform the search and provide the statements for clearing the writ, where appropriate. If the name has the same surname and one same given name as the name of the judgment debtor, the parcel register will be made subject to that writ, unless a writ clearing statement is selected. (Refer to the Executions module for more information)

In the event the Writs System is down, you may wish to complete a registration that requires a writ search. This can be accomplished by selecting Statement 3728 below. This is a statement of law and can only be completed by a lawyer:

***3728 I acknowledge the writs system is unavailable and this registration is being registered subject to a writ search.**

Document must affect an interest in land

As in the manual system, only documents that transfer, charge, discharge, create, release, or in any other manner affect an interest in land, may be registered electronically. Documents must comply with all relevant legislative and regulatory provisions under the Acts governing title to, or an interest in, the land.

Registration of Documents

When the signatories' section has been completed the document may be submitted for registration. Once the Register icon is selected, the register screen will appear and will identify the Instruments in Progress. The document must then be transferred to the Instrument for Registration field. Select Register and the document will be submitted for registration.

Order of Registration

The same process applies if a transaction involves the registration of more than one document; however, the order in which the documents are to be registered must be identified. Select the Register icon; the documents will be displayed in the Instrument in Progress field. The documents must then be transferred from the Instrument in Progress field to the Instruments for Registration field in the **order of priority**. Once this order has been established, select Register, and the documents will be submitted for registration.

Transfers

The *Land Registration Reform Act* defines a transfer as a conveyance of freehold or leasehold land. A transfer may include a deed or transfer under the *Land Titles Act* but does not include a lease or charge.

The electronic registration system recognizes a document type group dealing with transfers. Specific transfer types are listed separately because they require additional or different statements or evidence to meet registration requirements. For the relevant statements to be displayed, the specific transfer must be selected.

The system distinguishes between the following transfer types:

- transfer
- transfer by personal representative*
- transfer by trustee in bankruptcy
- transfer under power of sale*
- transfer by religious organization
- transfer by partnership
- transfer of easement*
- transfer, release and abandonment*

Transfer types denoted with (*) are dealt with in separate modules. See the appropriate module for further information. This module will deal specifically with those transfers not marked with an (*). If additional information is required, Statement 61 should be used. e.g., Transfer to an estate – enter estate trustees as the Party(ies) To and the name of the estate in Statement 61.

Transfer

According to the *Land Registration Reform Act* – Electronic Registration Regulation, a Transfer must contain:

- a statement of the consideration for which it was made
- a statement of the interest or estate transferred
- a statement that the transferor transfers the land that it affects
- unless the transferor is a corporation, a statement by the transferor that the transferor is at least 18 years old
- unless the transferor is a corporation, a statement of spousal status under the *Family Law Act* by the transferor
- unless the transferee is a corporation, the date of birth of the transferee
- a statement of consideration under the *Land Transfer Tax Act*.

Most transfers require law statements that a solicitor has signed for completeness.

The following statement has been programmed to form part of the electronic document. It cannot be changed:

The transferor(s) hereby transfers the land to the transferee(s).

Property(ies)

Once the PIN has been entered, data from the property record stored in POLARIS is imported into the document. If the transfer affects more than one PIN, add each PIN. For details see General Requirements, Property section.

If two or more parcels of land are to be consolidated, an application to consolidate must be registered. See the Application to Consolidate Parcels module.

Creation of New Easements and “Easement Only” Remark

Please refer to the Easement module for details.

Interest/Estate

The interest/estate defaults to Fee Simple. The interest/estate may be changed during the creation of the document. If an easement is being created in the transfer, select Fee Simple with New Easement.

Transferor(s)

The name(s) of the transferor(s) is imported into the document automatically from POLARIS or an existing instrument.

In some cases, it may be necessary to amend the data contained in the Transferor(s) field; for example, when only one transferor is dealing with their interest. If only part of an owner's interest/share is being transferred, the percentage or fraction must be entered in Statement 12.

If the name of the transferor(s) is not the same as the name on the parcel register, the appropriate document must be separately registered before the interest is transferred (e.g., Application to Change Name, Survivorship Application, Transmission Application, Application to Register Trustee in Bankruptcy).

Note: If the name has been previously registered in the same Land Registry Office, a separate application to change name is still required. The required evidence may be a recital of an application that has been previously registered since the actual evidence or statements would have formed part of that document.

Family Law Act and Age Statements

Individual Transferor

If the transferor is an individual, information regarding their age is required. Select the following statement:

11 I am at least 18 years of age.

Authorization by the Public Guardian and Trustee

If the document is being authorized by the Public Guardian and Trustee, select the following statement and enter the required information:

25 I, [insert name] have the authority to act on behalf of this party who is under the age of 18 years and/or who does not have the legal capacity to act on their own behalf.

Statements pursuant to the *Family Law Act*

Statements pursuant to the *Family Law Act* are required. Select the applicable statement from below:

- 01 I am not a spouse
- 02 The property is not ordinarily occupied by me and my spouse, who is not separated from me, as our family residence.
- 28 I am separated from my spouse and the property was not ordinarily occupied by us at the time of our separation as our family residence.
- 64 My spouse is a party to this document or has consented to this transaction.
- 04 I am a spouse and I am transferring to myself to sever joint tenancy.
- 06 The property is not designated under the Family Law Act as a matrimonial home by me and my spouse, but there is such a designation of another property as our matrimonial home which has been registered and which has not been cancelled.
- 07 My spouse has released all rights under the Family Law Act by a separation agreement.
- *08 This transaction is authorized by a court order under the Family Law Act, which is in full force and effect and was registered as number [insert number].**
- *09 The property is released from the application of the Family Law Act by a court order, which is in full force and effect and was registered as number [insert number].**
- 59 This transaction is subject to the spousal interest of [insert name of spouse].
- *35 This matter has been proven to the satisfaction of a judge [import order], that the instrument was duly executed by [insert name of party] and at the time of execution, [insert name of party] was of at least 18 years of age and was not a spouse within the meaning of the Family Law Act. The Court Order is still in full force and effect.**

Authorization of Transfer

Every transfer registered electronically must contain authorization statements which are deemed to have been made by the party. Select the appropriate statement from below.

If transferor is a corporation

If the transferor is a corporation, the following statement must be made:

- 10 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

If transferor is the Crown

If the document is authorized by the Crown (provincial or federal), select the following statement:

- 3734 This document is being authorized by a representative of the Crown.

If transferor is a Municipal Corporation

If the document is authorized by a Municipal Corporation, select one of the following statements and enter the required information:

- 3742 This document is being authorized by a municipal corporation [insert name of authorizing person(s)].

or,

- 10 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney – Individual and Corporation for available statements.

Dealing with Fraction of Property

A transfer by a part owner of all their interest does not have to set out the percentage or fractional share being transferred. Where the parcel register specifies the owner's share (e.g., one-third share), the transfer may indicate that the transferor's entire share is being transferred. Where only a part of one's interest is being transferred, the percentage or fractional share must be specified in Statement 12:

- 12 This transferor is the registered owner of a [insert percentage or fraction] interest in the property. This instrument conveys a [insert percentage or fraction] interest in the property and this transferor retains a [insert percentage or fraction] interest in the property.

If one or more of several owners are transferring all their share(s)/interest(s) to their co-owner, select the following statement:

- 3646 All my interest to co-owner(s).

If one or more of several owners are transferring a portion of their share(s)/interest(s) to their co-owner, select the following statement:

- 3647 This transferor is the registered owner of a [insert percentage or fraction of property] interest in the property. This instrument conveys a [insert percentage or fraction] interest in the property to a co-owner(s). The transferor retains a [insert percentage or fraction] interest in the property.

Note: Where ownership of a property was obtained by multiple parties in a transfer that did not specify shares, a transfer by one or some of the parties may be submitted for registration and must include a statement by all the owners specifying the transferor's shares. The co-owners may make the statement of ownership in Statement 61 along with a law statement in Statement 62 confirming that all the owners have consented to the statement of shares.

Other Statements

For a Transfer when Land is being acquired or disposed of by Government

The following statement is available for selection in the appropriate situations. The statement is only available for selection on the Instrument level statement branch of the document. In addition, this statement will print in the statements portion of the printed document. A lawyer is not required to sign the document for completeness:

- 4046 The land is being acquired or disposed of by the Crown in Right of Ontario or the Crown in Right of Canada, including any Crown corporation, or any agency, board or commission of the Crown; or a municipal corporation.

Transfer by Religious Organization

If the instrument type selected is a Transfer by Religious Organization, age and spousal or *Family Law Act* statements are not required. One of the following authorization statements must be selected:

- 26 The signing trustees are all the trustees of the religious organization or are sufficient in number to bind the said religious organization and all relevant provisions of the Religious Organizations' Land Act have been complied with.
- 27 The signing trustees are all the trustees of the religious organization or are sufficient in number to bind the said religious organization and all relevant provisions of [insert legislation] have been complied with
- 30 The signing persons are sufficient to bind the said religious organization and all relevant provisions of [insert legislation] have been complied with

or, if the religious organization is incorporated, use the Transfer type document.

Additional Statements

Most transfer of title documents will require two different lawyers to sign for completeness, one for the transferor and one for the transferee. Please refer to the Law Statements for Transfer of Title Documents section for more information on these statements and any exceptions.

Transfer by Partnership

If the instrument type selected is a Transfer by Partnership the relevant authorization statement must be selected.

There are two instances of properties held by partners:

- Partnership Property
- Limited Partnership.

When transferring properties held in either of these capacities, consideration must be given to the authorizing partnership statements.

Partnership Property

Partnership as a Party From

When creating a transfer in which a partnership is a Party From, each partner and the firm name must be set out individually as a Party From. The names of the partners and the firm name are prepopulated as Parties from POLARIS or from an existing instrument.

The following statement must be selected for each partner:

- 43 I am a partner.

The following statement applies to the firm name and must be selected:

- 54 This is the firm name of the Partnership/Limited Partnership.

Limited Partnership

Limited Partnership as a Party From

When creating a transfer in which a limited partnership is a Party From, each general partner and the firm name must be set out individually as a Party From. The general partners and the firm name of the limited partnership will be prepopulated from the current ownership field in POLARIS or from an existing instrument.

The following statement must be completed for each general partner:

48 I am a general partner.

The following statement is an optional statement and may be selected by one of the general partners if they are authorized under the *Limited Partnerships Act*:

45 This transaction is for a partnership purpose within the meaning of the Limited Partnerships Act.

If this statement is not selected by any of the general partners, each of the limited partners must be identified, consent to and authorize the document in Statement 62. If the limited partners are individuals, a statement of age and spousal status is required. These statements should also be made in Statement 61.

In addition, the following statement applies to the firm name and must be selected:

54 This is the firm name of the Partnership/Limited Partnership.

Note: When there is no firm name for the General and Limited Partnership, this must be stated in Statement 61. (e.g., There is no firm name for the partnership.)

Writ Statements for Firm Name

If a partnership is not named on title, but a general statement such as "partnership property" is included, a statement identifying the partnership name is required to be entered into Statement 61. A search for writs of executions will be made against the partnership name by the registrant. If a writ is found, the writ information will be entered on the writ tab for the Transferor. Select the applicable statement below. Both are law statements and can only be signed for completeness by a lawyer. Enter the information required.

If the search for executions by the registrant produces a Clear Certificate, the following writ statement must be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched:

***3629 This transaction is not subject to any writs of execution. Execution search(s) completed on [insert date in yyyy/mm/dd format - must be the same date as registration]. Clear execution Number(s) [indicate certificate(s) listed by number(s) and name(s) of party(ies) searched]. I [insert name] confirm the appropriate party(ies) were searched.**

If the search for executions by the registrant produces an Execution Certificate and identifies writs against the name searched, the following writ statement is to be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched:

***3630 An execution search was completed on [insert date in yyyy/mm/dd format - must be the same date as registration] for [insert list name(s) of party(ies) searched]. Execution**

search number [indicate certificate number(s)] produced the following writs(s) of execution number(s) listed below. The applicable statement for each writ has been provided. I [insert name] confirm the appropriate party(ies) were searched.

In addition, the writ number(s) and the name(s) searched will need to be entered on the writ tab and the appropriate writ statement selected from the list.

The following writ clearing statement is available to address a situation where there is an applicable writ, but it is being cut out by the document, e.g., Foreclosure:

***3641 This writ does not bind the property as it is cut out by the registration of this document and the applicable legislation.**

Additional Statements

Most transfer of title documents will require two different lawyers to sign for completeness, one for the transferor and one for the transferee. Please refer to the Law Statements for Transfer of Title Documents section for more information on these statements and any exceptions.

Transfer by Trustee in Bankruptcy

A transfer by a trustee in bankruptcy is similar to a general transfer. However, age, spousal (or *Family Law Act*) and power of attorney statements are not required. In addition, the following statement has been programmed to form part of the electronic document and cannot be changed:

The trustee is authorized under the *Bankruptcy and Insolvency Act (Canada)* to transfer land.

Note: A Conveyance from Trustee in Bankruptcy and remaining owner. The remaining owner is entered as a Party From and particulars (age, spousal, power of attorney if applicable) are to be incorporated into Statement 61. An execution search must be performed for the remaining owner.

Additional Statements

Most transfer of title documents will require two different lawyers to sign for completeness, one for the transferor and one for the transferee. Please refer to the Law Statements for Transfer of Title Documents section for more information on these statements and any exceptions.

Writs

Writs of Execution

A search for writs of execution against the transferor(s) is performed automatically by the system with the exception of a Transfer by Personal Representative, Transfer by Trustee in Bankruptcy, and a Transfer Power of Sale. If a writ is found, the results of the search are displayed, and the system will default to the statement that the property is subject to the writ. See the Execution module for more information.

If the name of the registered owner on the parcel register has the same surname and one same given name as the name of the judgement debtor, the parcel register is subject to any writ issued against the judgement debtor, **unless** during the registration process one of the statements below is selected for each writ displayed.

An individual may make a statement if the principal amount of the writ is less than \$50,000. If the principal is more, a solicitor's statement or a statement by the judgement creditor is required.

General Writ Statements:

- 807 This document is supported by evidence
- 803 I am not the party in the writ and the judgment is less than \$50000
- 805 The party is not one and the same as the party named in this writ and the judgment was less than \$50000
- 814 This property is subject to this writ

Statements by a Solicitor:

- *804 A complete, unconditional and unqualified release from the judgement creditor for the writ has been obtained**
- *806 This writ does not bind this property as it specifically relates to other land**
- *813 The judgment creditor(s) states that the registered owner is not one and the same as the party named in this writ**
- *820 The judgement creditor named in this writ releases any interest under the writ in this parcel.**
- *3524 The party is not one and the same as the party named in this writ**

Statements for a Transfer by Trustee in Bankruptcy

A search of executions will need to be completed against a non-bankrupt co-owner, if any, who is also a transferor in a Transfer by Trustee in Bankruptcy. Select the applicable statement below. Both are law statements and can only be signed for completeness by a lawyer. Enter the information required.

If the search for executions by the registrant produces a Clear Certificate, the following writ statement must be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched.

- *3629 This transaction is not subject to any writs of execution. Execution search(s) completed on [insert date in yyyy/mm/dd format - must be the same date as registration]. Clear execution Number(s) [indicate certificate(s) listed by number(s) and name(s) of party(ies) searched]. I [insert name] confirm the appropriate party(ies) were searched.**

If the search for executions by the registrant produces an Execution Certificate and identifies writs against the name searched, the following writ statement is to be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched:

- *3630 An execution search was completed on [insert date in yyyy/mm/dd format - must be the same date as registration] for [insert list name(s) of party(ies) searched]. Execution search number [indicate certificate number(s)] produced the following writs(s) of execution number(s) listed below. The applicable statement for each writ has been provided. I [insert name] confirm the appropriate party(ies) were searched.**

In addition, the writ number(s) and the name(s) searched will need to be entered on the writ tab and the appropriate writ statement selected from the list.

The following writ clearing statement is available to address a situation where there is an applicable writ, but it is being cut out by the document, e.g., Foreclosure:

***3641 This writ does not bind the property as it is cut out by the registration of this document and the applicable legislation.**

Transferee(s)

Enter information pertinent to all transferees in the Transferee(s) field.

For each transferee who is an individual, enter the following:

- surname first, space followed by at least one given name in full. For an individual with a single name the procedures in [Bulletin 2018-01](#) apply.
- date of birth
- capacity
- share (if any)
- address for service.

For a corporation, enter the following:

- full corporate name
- capacity
- share (if any)
- address for service.

Note that the transferee's address for service defaults to the municipal address of the property. This information is imported from POLARIS. Verify and, if necessary, amend this field.

Partnership as Transferee(s)

Partnership as a Party To

When creating a transfer in which a partnership is a Party To, the partners and firm name must be set out in the document. Enter the partner's names in the Transferee field and complete the following statement:

46 I am a partner, the firm name of the partnership is [insert name of partnership].

Each partner must complete the statement and select the capacity **Partner** from the drop-down list. This provides the necessary information for the land registry office to update the records in the appropriate manner.

For example, a Transfer to a Partnership would identify the names of the partners and the firm name of the partnership. The Ownership Field in POLARIS will then be updated by the land registry office to include the partners and the firm name of the partnership in order that the Party From information is correctly prepopulated on a subsequent document.

Limited Partnership as Transferee(s)

Limited Partnership as a Party To

When creating a transfer in which a limited partnership is a Party To, the general partners and the firm name of the limited partnership must be set out in the transfer. Enter the names of the general partner(s) and complete the following statement:

- 51 I am a general partner, the firm name of the Limited Partnership is [insert name of limited partnership].

Each general partner must complete the statement and select the capacity, **General Partner** from the drop-down list. This provides the necessary information for the land registry office to update the records in the appropriate manner.

For example, a Transfer to a Limited Partnership would identify the names of the general partners and the firm name of the Limited Partnership. The Ownership Field in POLARIS will then be updated by the land registry office to include the general partners and the firm name of the partnership in order that the Party From information is correctly prepopulated on a subsequent document.

Planning Act Statements

In order to comply with the relevant sections of the *Planning Act*, select *Planning Act* Statements. Although *Planning Act* statements are encouraged, they are not mandatory. Electronic documents without them will not be refused for registration.

By the transferor(s):

- 21 STATEMENT OF THE TRANSFEROR (S): The transferor(s) verifies that to the best of the transferor's knowledge and belief, this transfer does not contravene the Planning Act.

By the solicitor for the transferor(s):

- *22 STATEMENT OF THE SOLICITOR FOR THE TRANSFEROR (S): I have explained the effect of the Planning Act to the transferor(s) and I have made inquiries of the transferor(s) to determine that this transfer does not contravene that Act and based on the information supplied by the transferor(s), to the best of my knowledge and belief, this transfer does not contravene that Act. I am an Ontario solicitor in good standing.**

By the solicitor for the transferee(s):

- *23 STATEMENT OF THE SOLICITOR FOR THE TRANSFeree (S): I have investigated the title to this land and to abutting land where relevant and I am satisfied that the title records reveal no contravention as set out in the Planning Act, and to the best of my knowledge and belief this transfer does not contravene the Planning Act. I act independently of the solicitor for the transferor(s) and I am an Ontario solicitor in good standing.**

These statements are consistent with the statements required since the introduction of the *Land Registration Reform Act* and are displayed on the *Planning Act* Statement screen. By selecting all three statements, the remark *Planning Act* Statements will be abstracted on the parcel register.

Statements

There are additional, non-mandatory statements available for use when creating a transfer document.

Amendment of Statutory Covenants

If the statutory covenants under the *Land Registration Reform Act* are to be amended, use the following statement:

34 The statutory covenants are to be amended as follows [insert amendment text]

* The implied covenants as set out in Sections 5(1)1(i) and 5(1)3(i) of the *Land Registration Reform Act* cannot be varied or excluded by Statement 34.

Schedule

The following statement may be used any time additional information is required. It is intended to allow for supplementary information to be included where necessary. For example, if an estate is purchasing a property, enter the name of the estate in this statement.

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

The following statements are also available. Bolded statements are law statements and can only be made by a lawyer.

Debts against deceased

When a transferor acquired title by a Transmission Devisee/Heir at Law the transferee must make the following statement:

20 The transferee(s), who is purchasing from a devisee/heir-at-law, is not aware of any specific debts against the deceased.

Compliance with Inhibiting Order:

3741 This document is being registered pursuant to Inhibiting Order [insert number]

No Dealings Indicator/Land Registrar's Investigation

For more statements that are available for selection regarding No Dealings Indicators, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Planning Act Consent

If a *Planning Act* consent has been obtained, select the following statement from the list of Additional Statements:

4048 The [Name] has consented to the severance herein. [import image]

A remark that the consent has been obtained will be abstracted on the parcel register.

Note: If a *Planning Act* consent was obtained in relation to a charge being registered, the consent may be imported into Statement 61.

Land Transfer Tax

Transactions that include Value of the Consideration

In the Consideration tab of the Tax Branch enter the value of the consideration of the transfer. Once the appropriate land transfer tax statements have been selected, the amount of land transfer tax payable for the conveyance is calculated and displayed in the Land Transfer Tax field. Verify that the value of the consideration has been entered correctly and the figure displayed in the Land Transfer Tax field is the amount of tax you were expecting to pay. An Electronic Land Transfer Tax statement is created as part of the document; this is required by the Ministry of Finance.

Note that the consideration entered in the Consideration field on the Transfer document should NOT include any amounts paid for chattels; however, these amounts are to be included in 1(h) in the Consideration tab of the Tax Branch.

Nominal Transactions

If there is no value of the consideration for the transfer or if the value of the consideration is a nominal amount (less than \$200), enter the amount and select the appropriate land transfer tax statements in the Nominal tab explaining why the consideration is nominal. See the Ministry of Finance guides, *Land Transfer Tax and the Registration of Conveyances of Land in Ontario* and *Land Transfer Tax and the Electronic Registration of Conveyances of Land in Ontario*, for more detail.

Changes cannot be made to Land Transfer Tax statements once the transfer has been receipted. If an error has been made you will need to contact Ministry of Finance directly.

Authority

Additional statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

An electronic transfer is created and electronically signed for completeness and release by a Teraview account holder acting on behalf of the transferor and transferee. A transfer prepared by a Teraview account holder on behalf of a party(ies) is deemed to have been made by the party(ies) to the document.

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document.

A transfer is required to be electronically signed on behalf of the transferor and the transferee. Most transfers are required to be signed for completeness by a solicitor and additional statements are required at signing. See General Requirements, Signatories and General Authority Statement sections.

Charges

The *Land Registration Reform Act* defines Charge as a charge on land given for the purpose of securing the payment of a debt or the performance of an obligation and includes a charge under the *Land Titles Act* and a mortgage, but does not include a rent charge. The registration of a charge does not act as a transfer of the legal estate; a charge only creates a lien on the land charged and therefore, the legal title does not vest in the chargee.

The electronic registration system recognizes a document type group dealing with charges. The system distinguishes between the following types of charges:

- charge/mortgage by partnership
- charge by religious organization
- charge/mortgage
- notice of charge of lease.

Debenture/Deed of Trust and Mortgage

A debenture, as well as a deed of trust and mortgage, may be registered electronically using the Charge type document. A charge with all the statutory rights and remedies is created. By selecting Statement 34 the statutory covenants may be excluded or amended.

Fixed and Floating Charges

When a corporation borrows money from a lender and provides as security all the real property, including future acquisitions and assets, of the business venture, a charge is created against the security in favour of the lender. Usually, the lender does not register the document on title because the amounts are being advanced to the borrower as and when needed and are paid back to the lender. However, when a lender makes a demand for repayment of the outstanding loan amount, and the borrower fails to meet the commitment, a default in payment occurs. At this time, the lender may register the crystallized charge on title to the real property and proceed with the sale of the assets according to the provisions in the charge. This crystallized charge is registered as a Charge.

Charge

According to the *Land Registration Reform Act* – Electronic Registration Regulation, a Charge must contain:

- a statement of the principal amount or other obligation secured by the charge
- a statement of the interest or estate charged
- the filing number of Standard Charge Terms included in the charge, if any
- a statement that the chargor charges the land that it affects
- unless the chargor is a corporation, a statement by the chargor that the chargor is at least 18 years old
- unless the chargor is a corporation, a statement of spousal status under the *Family Law Act* by the chargor
- a statement that the chargor acknowledges a receipt of a copy of the charge.

The following statements have been programmed to form part of the electronic document. They cannot be changed:

The chargor(s) hereby charges the land to the chargee(s).

The chargor(s) acknowledges the receipt of the charge and the standard charge terms, if any.

Property(ies)

Once the PIN has been entered, data from the property record stored in POLARIS is imported into the document. If the charge affects more than one PIN, enter each PIN. For details see General Requirements, Property section.

If multiple properties are being charged, all of the chargors must have the same interest in every PIN charged.

Interest/Estate

The interest/estate defaults to Fee Simple. The interest/estate may be changed during the creation of the document.

Chargor(s)

The Chargor's name is imported into the document automatically from POLARIS or from an existing instrument. In some cases, it may be necessary to amend the data contained in the Chargor(s) field, for example, when only one owner is charging their interest. See General Requirements, Parties – Adding and Removing.

If the name of the chargor is not the same as the name on the parcel register, the appropriate document must be separately registered before the interest can be charged (e.g., Application to Change Name, Survivorship Application, Transmission Application).

Note: If the change of name has been previously registered in the same Land Registry Office, a separate application to change name is still required. The required evidence may be a recital of an application that has been previously registered, since the actual evidence or statements would have formed part of that document.

Writs of Execution

A search for writs of execution may be performed, if desired. The system does not conduct a search automatically.

Family Law Act and Age Statements

If chargor is an individual

If the chargor is an individual, information regarding their age is required. Select the following statement:

11 I am at least 18 years of age.

If the document is authorized by public guardian and trustee

If the document is being authorized by the public guardian and trustee, select the following statement

and enter the required information:

- 25 I, [insert name] have the authority to act on behalf of this party who is under the age of 18 years and/or who does not have the legal capacity to act on their own behalf.

Statements pursuant to the *Family Law Act*

Statements pursuant to the *Family Law Act* are required. Select the applicable statement from below:

- 01 I am not a spouse
- 02 The property is not ordinarily occupied by me and my spouse, who is not separated from me, as our family residence.
- 28 I am separated from my spouse and the property was not ordinarily occupied by us at the time of our separation as our family residence.
- 64 My spouse is a party to this document or has consented to this transaction.
- 06 The property is not designated under the Family Law Act as a matrimonial home by me and my spouse, but there is such a designation of another property as our matrimonial home which has been registered and which has not been cancelled.
- 07 My spouse has released all rights under the Family Law Act by a separation agreement.
- *08 This transaction is authorized by a court order under the Family Law Act, which is in full force and effect and was registered as number [insert number].**
- *09 The property is released from the application of the Family Law Act by a court order, which is in full force and effect and was registered as number [insert number].**
- 24 This charge is subject to the spousal interest of my spouse
- *35 This matter has been proven to the satisfaction of a judge [import order], that the instrument was duly executed by [insert name of party] and at the time of execution, [insert name of party] was of at least 18 years of age and was not a spouse within the meaning of the Family Law Act. The Court Order is still in full force and effect.**

Other Statements

There are other statements that may be required to be made by the chargor(s).

Authorization of Charge

Every charge registered electronically must contain authorization statements which are deemed to have been made by the party. Select the appropriate statement from below.

If the chargor is a corporation

If the chargor is a corporation, the following statement must be made:

- 10 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

If the chargor is the Crown

If the chargor is the Crown, the following statement must be made:

3734 This document is being authorized by a representative of the Crown.

If the chargor is a Municipal Corporation

If the chargor is a Municipal Corporation, the following statement must be made:

3742 This document is being authorized by a municipal corporation [insert name of authorizing person(s)].

or,

10 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

If the chargor is an estate

If the chargor is an estate the following statement must be made:

47 This dealing by the estate trustee is consistent with the terms of the will or is permitted by legislation

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

Dealing with Fraction of Property

A charge by a part owner of all their interest does not have to set out the percentage or fractional share being charged. Where the register specifies the owner's share (e.g., one-third share), the charge may indicate that the chargor's entire share is being charged. Where only a part of an owner's interest is being charged, the percentage or fractional share must be specified in Statement 66:

66 This chargor is the registered owner of a [insert percentage or fraction] interest in the property. This instrument charges a [insert percentage or fraction] interest in the property and does not charge the chargor's remaining [insert percentage or fraction] interest.

The **percent** or **fraction** of the property entered into Statement 66 should be expressed as a fraction of the whole. (e.g., if the owner of a 50% interest is charging half of their interest, this would be expressed as 25 percent or one-quarter.)

Charge by Religious Organization

If the instrument type selected is Charge by Religious Organization, age and spousal or *Family Law Act* statements are not required. One of the following authorization statements must be selected:

26 The signing trustees are all the trustees of the religious organization or are sufficient in number to bind the said religious organization and all relevant provisions of the Religious Organizations' Land Act have been complied with.

- 27 The signing trustees are all the trustees of the religious organization or are sufficient in number to bind the said religious organization and all relevant provisions of [insert legislation] have been complied with
- 30 The signing persons are sufficient to bind the said religious organization and all relevant provisions of [insert legislation] have been complied with

or,

if the religious organization is incorporated, use the Charge type document.

Charge by Partnership

If the instrument type selected is a Charge by Partnership, the relevant authorization statement must be selected.

There are two instances of properties held by partners:

- Partnership Property
- Limited Partnership.

When a Firm Name is included in a Charge by Partnership and is registered in same folder as the Transfer to Partnership, Teraview will give an error message at registration saying Firm name is not an owner. In this situation an override could be requested or the Transfer to Partnership and the Charge by Partnership could be registered in different folders.

When charging properties held in either of these capacities, consideration must be given to the authorizing partnership statements.

Partnership Property

When creating a charge in which a partnership is a Party From, each partner and the firm name must be set out individually as a Party From. The names of the partners and the firm name are prepopulated as Party From from POLARIS or from an existing instrument.

The following statement must be selected for each partner:

- 43 I am a partner.

The following statement applies to the firm name and must be selected:

- 54 This is the firm name of the Partnership/Limited Partnership.

Limited Partnership

When creating a charge in which a limited partnership is a Party From, the general partners and the firm name of the limited partnership will be prepopulated from the current ownership field in POLARIS or from an existing instrument. Each general partner and the firm name must be set out individually as a Party From.

The following statement must be completed for each general partner:

- 48 I am a general partner.

The following statement is an optional statement and may be selected by one of the general partners if they are authorized under the *Limited Partnerships Act*. If this statement is not selected by any of

the general partners, each of the limited partners must be identified, consent to and authorize the document in Statement 61. If the limited partners are individuals, a statement of age and spousal status is required. These statements should also be made in Statement 61.

45 This transaction is for a partnership purpose within the meaning of the Limited Partnerships Act.

In addition, the following statement applies to the firm name and must be selected:

54 This is the firm name of the Partnership/Limited Partnership.

Chargee(s)

Enter information pertinent to all chargees in the Chargee(s) field. For each chargee who is an individual, enter the following:

- surname first, space, followed by at least one given name in full
- capacity
- share (if any)
- address for service.

For a corporation, enter the following:

- full corporate name
- capacity
- share (if any)
- address for service.

Two or more parties may wish to hold the charge on joint account with right of survivorship. The right of survivorship also applies if the chargees hold the charge as joint tenants. However, use of the term "on joint account" alone does not indicate a right of survivorship. Notwithstanding the above, the survivor is permitted to execute a discharge on behalf of the deceased chargee.

Personal Representative (Estate Trustee) as Chargee

If an initial charge in favour of a personal representative (estate trustee) is submitted for registration, no proof of appointment is necessary. However, if a second charge in favour of a personal representative is submitted for registration the following is necessary:

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

Set out evidence of appointment of estate trustee satisfactory to the land registrar in Statement 62 and include the following statement:

31 This dealing by the estate trustee is consistent with the terms of the will or is permitted by legislation

Trustee of Registered Pension Fund as Chargee

When a charge is made to the trustee(s) of a Registered Pension Fund (in accordance with the *Income Tax Act of Canada*), enter the name of the trustee as chargee and select the capacity Trustee. The name of the fund or plan may be set out in Statement 61. If the charge is accompanied

by a statement in Statement 61 by one of the trustees or a solicitor deposing that the plan is so registered, only the name of the Registered Pension Fund is required to be entered as chargee.

When a discharge or transfer of such a charge is registered, a statement by one of the trustees or a solicitor is required, affirming that the trustee is authorized to execute the discharge or transfer.

Partnership as Chargee(s)

Partnership as a Party To

When creating a document in which a partnership is a Party To, the partners and firm name must be set out in the document by selecting and completing following statement.

46 I am a partner, the firm name of the partnership is [insert name of partnership].

Each partner must complete the statement and select the **Partner** capacity from the drop-down list. This provides the necessary information for the land registry office to update the records in the appropriate manner.

For example, a Charge to a Partnership would identify the names of the partners and the firm name of the partnership. The POLARIS records will then be appropriately updated by the land registry office in order that the Party From information is correctly prepopulated on a subsequent document.

Limited Partnership as Chargee(s)

Limited Partnership as a Party To

When creating a document in which a limited partnership is a Party To, the general partners and the firm name of the limited partnership must be set out in the document by selecting and completing the following statement.

51 I am a general partner, the firm name of the Limited Partnership is [insert name of limited partnership].

Each general partner must complete the statement and select the **General Partner** capacity from the drop-down list. This provides the necessary information for the land registry office to update the records in the appropriate manner.

Charge Provisions

Enter the provisions of the charge in the fields provided. For each charge, a statement of the principal amount or other obligation secured by the charge must be included. Other fields are available for information such as the rate of interest, periods of payments and the due date of the charge, Standard Charge Term numbers and guarantors, if any.

Additional Provisions

To enter any additional charge provisions or terms, select "Charge Provisions" from the TreeView menu and enter the data in the Additional Provisions field by keying in the information in the text field or importing it. See General Requirements—Importing.

Statements

The following statement is mandatory for all Charge/Mortgage documents:

75 The text added or imported if any, is legible and relates to the parties in this document.

There are additional, non-mandatory statements available for use when creating a charge document.

Amendment of Statutory Covenants

If the statutory covenants under the *Land Registration Reform Act* are to be amended, use the following statement:

34 The statutory covenants are to be amended as follows [insert amendment text]

Schedule

The following statement may be used any time additional information is required. It is intended to allow for supplementary information to be included where necessary:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

An electronic charge is created and electronically signed for completeness and release by a Teraview account holder acting on behalf of the chargor. A charge prepared by a Teraview account holder on behalf of a party(ies) is deemed to have been made by the party(ies) to the document.

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document.

A charge is required to be electronically signed on behalf of the chargor. See General Requirements, Signatories and General Authority Statement sections.

Notice of Charge of Lease

If an application to create a leasehold parcel has been registered, a charge of leasehold interest may be registered using a Charge type document

If there is a notice of lease registered on a freehold parcel, and the lessee wishes to charge its interest, a notice of an interest in a lease (notice of charge of lease) must be registered pursuant to the *Land Titles Act*. Select Notice of Charge of Lease and follow the procedures described above.

See Lease module.

Transfer of Charge

Under the *Land Titles Act* a registered owner of a charge may transfer that charge to another party. Once registered, the transfer confers upon the transferee ownership of the charge free of any unregistered interests therein. A transfer of charge of part of the sum secured by a charge confers upon the transferee the ownership of such part free from any unregistered interest therein. The transferor remains owner of the charge until the Transfer of Charge is registered in accordance with the *Land Titles Act*.

The registered owner of a charge may transfer a part of the sum, or a percentage secured by the charge. However, the charge **cannot** be transferred as to part of the land.

Transfer of Charge subject to provisions for retransfer

A charge may be transferred subject to a provision to retransfer it to the transferor upon payment of a sum of money or upon the performance of certain conditions.

Multiple Transfer of Charges

In some situations, the registered owner(s) of more than one charge may wish to transfer multiple charges to a new chargee. A transfer of charge document provides for such a document by allowing multiple charges to be sourced in one transfer of charge document.

Transfer of Charge

According to the *Land Registration Reform Act* – Electronic Registration Regulation, a Transfer of Charge must contain the following:

- the registration number and date of registration of the charge
- a statement that the document transfers the charge
- a statement indicating the consideration given for the transfer.

The following statement has been programmed to form part of the electronic document. It cannot be changed:

This transfer of charge affects all lands that the charge is against which are outstanding

Source Instrument

Enter the registration number of the charge(s) **or**, if the charge has already been transferred, enter the last assignment type number(s).

Property(s)

Once the sourced instrument has been entered, the PIN(s) currently associated with the sourced instrument and description(s) are imported into the document. See General Requirements, Property section.

Transferor

The name(s) of the last registered owner(s) of the charge is imported into the document.

Transferee

Enter the name of the new chargee.

Statements

Select the following statement and enter the required information:

3102 The chargee transfers the selected charge for [describe consideration]

Some statements relate to a specific document rather than to a party. They are not mandatory but are available for use when creating the document. For example, for a transfer of a share or percentage of a charge, select and complete the following statement:

3104 The chargee transfers [insert share, percentage, or amount] of the selected charge.

For an agreement to retransfer the charge, select the statement below and enter the required information.

3103 The transferee agrees to retransfer this charge on payment of [describe consideration] at [insert rate] as follows [insert terms]

Where the assignment type has been used as a source instrument, enter the charge number it relates to in Statement 3730.

3730 This document relates to registration number(s) [insert number(s)]

Change of Name – Chargee

Where a chargee has changed its name and evidence of the change of name has previously been registered in the land registry office in which the transfer of charge is being registered, the following statement must be completed.

1606 The party executing this document is one and the same as [insert previous name] and the document evidencing the change of name was registered as number [insert instrument no. and date of registration in yyyy/mm/dd format].

Schedule

The following statement may be used any time additional information is required. It is intended to allow for additional information to be included where necessary.

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

Authority

Additional statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

An electronic transfer of charge is created and electronically signed for completeness and release by a Teraview account holder acting on behalf of the transferor and transferee. A transfer of charge prepared by a Teraview account holder on behalf of a party(ies) is deemed to have been made by the party(ies) to the document.

A transfer of charge is required to be electronically signed on behalf of the transferor and the transferee. See General Requirements, Signatories and General Authority Statement sections.

Discharges

The electronic registration system recognizes a document type group dealing with discharges. The system distinguishes between the following discharge types:

- Discharge of Charge
- Discharge of Other Interest.
- Discharge of Construction Lien (See Construction Lien module)
- Discharge of Condominium Lien (See Condominium Lien module).

Only one charge or other interest may be discharged in any one given discharge document.

Discharge of Charge

According to the *Land Registration Reform Act* – Electronic Registration Regulation, a Discharge of Charge or other interest must contain the following:

- the registration number and date of registration of the charge or other interest
- a statement that the discharge discharges the charge or other interest, as the case may be.

The Discharge of Charge function is used for discharging the instrument in the charge type group (i.e., charge or notice of charge of lease). It may also be used for the following:

- Discharge of debenture
- Discharge of deed of trust and mortgage
- Partial discharges

There is no separate document provided for partially discharging an interest. If an interest is being discharged from part of a property, use the Discharge of Charge document type (see below). Identify the reason for the change in the Reason for Change field i.e., partial. Change the description to describe only that portion of land being discharged.

The two statements below have been programmed to form part of the electronic document. They cannot be changed:

This discharge discharges the charge.

This discharge complies with the Planning Act.

Source Instrument

Discharges are sourced by the instrument being discharged. In the appropriate fields enter the following:

- in the source field, the registration number of the document to be discharged
 - in the assignment type field, the registration number of the transfer of charge, or, if the document has been assigned more than once, the last transfer of charge
- or,**
- if the name of the chargee has been amended by a registered document such as an Application to Change Name – Instrument or a Survivorship Application that is subsequent to the last Transfer of Charge, enter this instrument number. Use an Application to Change

Name – Instrument as a sourced document only when it is on the same PIN(s) that are being discharged.

This will result in the current owner of the charge being prepopulated as the discharging party in the Discharge of Charge.

Any other instruments that will be deleted as a result of the Discharge of Charge should be entered under the related deletions branch in the TreeView.

Property

Once the sourced instrument has been entered, the current PIN associated with the charge or transfer of charge is imported into the document from the property record stored in POLARIS. See General Requirements, Property section.

Discharging Party

The last registered owner of the charge is imported from POLARIS.

Name of Chargee

If the name of the chargee is the original chargee, select the following statement:

3710 The party giving this discharge is the original chargee and is the party entitled to give an effective discharge

If the charge has been transferred or the chargee has changed their name, select the statement below:

3700 The party giving this discharge is the new chargee by a transfer of charge or is the original chargee and has changed its name. The party giving this discharge is entitled to give an effective discharge.

Note: If the chargee's name has changed, a separate application to change the name is not required. Evidence relating to the change of name may accompany the discharge. Use the schedule statement field below to attach the evidence. If the chargee's name has a typo in it, select Statement 3700 and clarify name in Statement 61:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

If a document has previously been registered with supporting evidence regarding the change of name, select the following statement:

1606 The party executing this document is one and the same as [insert previous name] and the document evidencing the change of name was registered as number [insert instrument no. and date of registration in yyyy/mm/dd format].

When a chargee dies

There are several ways to handle a discharge of charge when a chargee dies.

Sole Chargee

If the deceased was the sole chargee, evidence of the estate trustee's authority to give the discharge is required. The following statements may be used. The first statement requires a lawyer:

***622 Date of death of [insert name of the deceased] was [insert date in yyyy/mm/dd format].**

or, if proof of death has previously been registered or recorded in the Land Registry Office, make the following statement:

624 Documentation regarding the death of [insert name of the deceased], which is sufficient to deal with this transaction, is attached to registration number [insert number].

The Estate Trustee must select one of the following statements which are all law statements and can only be signed for completeness by a lawyer:

***3512 The applicant is appointed as Estate Trustee with a will by [indicate name of the Court] Court, under file number [insert number], dated [insert date in yyyy/mm/dd format] and is still in full force and effect.**

***3513 The applicant is appointed as Estate Trustee without a will by [indicate name of the Court] Court, under file number [insert number], dated [insert date in yyyy/mm/dd format] and is still in full force and effect.**

When a Certificate of Appointment of Estate Trustee with a Will has not been obtained, a Covenant to Indemnify is required.

The following law statement may be selected:

***3515 No application was made for a certificate of appointment of an Estate Trustee, as the total value of the estate of the deceased owner is not more than \$50,000.**

or,

if a Certificate of Appointment has not been obtained the wording below, similar to Law Statements 3634 and 3635 or 3636 from "First Dealings After Property Converted to Land Titles" from the Estates module, must be set out in Statement 62:

- the value of the estate is (enter value of estate).
- the will is the last will and was properly executed and witnessed and that a certificate of appointment of estate trustee was not applied for. Alternatively, if the will was not properly executed and/or witnessed, insert the following wording: The will is the last will and evidence as to the execution and/or witnessing of the will has been obtained and a certificate of appointment of estate trustee was not applied for.
- that the testator was of the age of majority at the time of the execution of the will, and that the will has not been revoked by the marriage of the testator or otherwise.
- proof of death.

A Covenant to Indemnify the Land Titles Assurance Fund will be required and must be imported into Statement 3640:

3640 Covenant to Indemnify the Land Titles Assurance Fund [import PDF covenant]

Note: If there is no will, a Certificate of Appointment of Estate Trustee without a Will must be obtained.

Survivor holds right of survivorship

If two or more parties hold a charge with rights of survivorship and one of the chargees dies, the survivor(s) is permitted to give the discharge. Select the statement below:

609 The applicant held the charge on joint account with right of survivorship with the deceased.

and the following statement which is a law statement:

***622 Date of death of [insert name of the deceased] was [insert date in yyyy/mm/dd format].**

or, if proof of death has previously been registered in the same Land Registry Office, select the following statement:

624 Documentation regarding the death of [insert name of the deceased], which is sufficient to deal with this transaction, is attached to registration number [insert number].

Survivor does not hold right of survivorship

The *Mercantile Law Amendment Act* and the *Mortgages Act* state that the survivor of the chargee is permitted to discharge a charge. Therefore, the same evidence required above may be accepted, even if the charge is not held on joint account with right of survivorship.

Note: A discharge submitted for electronic registration with the above-mentioned evidence attached is not considered a combined document.

If there are several chargees and one chargee has died, enter all names of the original chargees as the Discharging Parties. No statements are selected for the deceased chargee. An override will be required for the registration. The override will only work when the number of discharging parties is the same as the number of original chargees in the charge. Statement 3710 is selected by the remaining chargees.

Other Statements

If the appropriate statement was not found above, select Statement 61 and enter additional information which is necessary to explain the situation:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney, for available statements.

Related Deletions

The Related Deletions field is used to enter registered documents specifically tied to the interest in the document being discharged. Once the interest is discharged the related documents should be deleted. Two examples are an assignment of rents registered as collateral to a charge, and an application to change the name of a chargee. Select the statement below:

3730 This document relates to registration number(s) [insert number(s)]

The registration numbers entered in the Related Deletions field will be reviewed by a staff member before deletion.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document.-See General Requirements, Signatories and General Authority Statement sections.

Exceptions to the Above

When a discharge cannot be obtained

In almost all cases, a charge is removed from title by registering a good and valid discharge from the current chargee. In some rare cases, however, a charge can be removed from title by the land registrar upon the registration of an application by the registered owner pursuant to Section 102 of the *Land Titles Act*.

Section 102 is an extraordinary remedy available at the discretion of the land registrar in those rare circumstances where: (i) the land registrar is satisfied that the chargee is not reasonably available to provide a registrable discharge; and (ii) the land registrar has been provided with due proof that the charge has in fact been satisfied.

Note: Since Section 102 applications are entirely at the discretion of the land registrar, all applications must be pre-approved before being submitted for registration.

Under no circumstances may a Section 102 application be submitted directly into the land registration system without approval. Section 102 applications that are submitted for registration without first being pre-approved will be denied certification and be immediately withdrawn without any refund of the registration fees.

Document Type

Section 102 applications may only be filed electronically as an Application General made by the registered owner. For more information, see the Application General module. Select and complete Statement 3602:

3602 I [insert name] registered owner(s) of the lands hereby apply under section [insert number] of the Land Titles Act to have the register for the said PIN amended by: [indicate nature of amendment]

Evidence Required

There must be sufficient evidence that: (i) the current chargee is not reasonably available to provide a registrable discharge; and (ii) the charge has in fact been fully satisfied.

This evidence must be presented as part of the pre-approval but will not be attached to the Section 102 application itself and may not be indexed. The evidence must be summarized in a law statement.

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

When a chargee cannot be found

Court Order

Another option where a registrable discharge is not available, is for the owner to apply to the court for an order discharging the charge.

The document should be registered using an Application to Amend Based on Court Order. Refer to the Court Orders module, Application to Amend Based on Court Order section.

Discharge of An Interest

The Discharge of An Interest document is used for discharging any other interest for which there is no separate discharge document.

Discharge of other types of interest using the Discharge of An Interest document type. Examples of when to use this document type include:

- Discharge of Vendor's Lien if vendor's lien has been entered as a Notice
- Deletion of a Notice of Agreement under Section 71 of the *Land Titles Act*
- Discharge of Lease of Chattels
- Discharge of Lodgement of Title Documents
- Discharge of Notice of Security Interest.
- Discharge of Notice of Charge of Lease if charge of lease has been entered as Notice

The following statement has been programmed to form part of the document. It cannot be changed:

This discharge discharges the interest in the selected instrument(s).

Additional Statements

The statements below are optional statements; however, except for the discharge of notice of security interest, Statement 61 must be completed to describe the interest and the reason for that interest being discharged:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

The following statement is also available:

3730 This document relates to registration number(s) [insert number(s)]

Discharge of Notice of Security Interest

For a Discharge of a Notice of Security Interest, the following two statements are available. The requirements under the *Personal Property Security Act* must be met:

3738 The notice of security interest dated [insert notice date in yyyy/mm/dd format], registered [insert registry date in yyyy/mm/dd format] is discharged.

3729 The security interest was assigned on [insert date in yyyy/mm/dd format]

Note: For a deletion of a Notice of Security Interest pursuant to the *Homeowner Protection Act*, see Application General module.

Discharge of Vendor's Lien

A Notice of Vendor's Lien may be deleted from the register if the following statements are included. The statements may be entered in Statement 61:

the notice of vendor's lien has expired due to the passage of time (i.e. one year),

or,

the lien no longer exists because the purchaser has paid the balance due to the vendor as evidenced by a law statement in Statement 62,

or,

the consent of the party registering the notice of the lien has been obtained.

Note: Where the electronic registration system has provided specific document types, discharges of those interests should be registered using the instructions in the respective sections.

Discharge Seizure of Charge

Application General, Evidence from either execution creditor or sheriff imported into Statement 61.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

Related Deletions

The Related Deletions field is used to enter registered documents specifically tied to the interest in the document being discharged. Once the interest is discharged the related documents should be deleted. The registration numbers entered in the Related Deletions field will be reviewed by a staff member before deletion.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Transfer Under Power of Sale

Under a registered charge of freehold or leasehold land, a chargee is entitled, on default of payment, to sell the land according to the terms of power of sale contained in the charge.

When a default of payment occurs, the chargee has two options. The chargee or mortgagee may sell the land either:

- subject to Part III of the *Mortgages Act*, after giving 35 days' notice to all interested parties (determined using Land Registry Office records)
- subject to Part II of the *Mortgages Act*, after three months from the time of default **and** after 45 days' notice to all interested parties (determined using Land Registry Office records).

Discharge of a Charge registered prior to Charge going under Power of Sale

The Transfer under Power of Sale will delete the associated charge. If a discharge of the associated charge is registered prior to the Transfer under Power of Sale, the Transfer under Power of Sale and any related documents will not be certifiable and will be withdrawn.

In accordance with the *Land Titles Act*, evidence in support of the sale of land is required as part of the Transfer Under Power of Sale. A Transfer Under Power of Sale submitted for electronic registration must include the following statements:

- The sale is authorized under both the charge and the *Mortgages Act*.
- The charge was in default at the time notice of sale was given and continues to be in default, and money has been advanced under the charge.
- The sale proceedings and transfer comply with the charge, the *Mortgages Act*, and where applicable the *Bankruptcy and Insolvency Act* (Canada), the *Condominium Act, 1998*, the *Construction Act*, and the *Farm Debt Mediation Act* (Canada).
- Identification of the following:
 - instruments subsequent to the charge, by instrument number and date of registration,
 - writs of execution subsequent to the charge, by name and writ number.
- Spousal status under the *Family Law Act* for each person whose spouse was not served with a notice under the *Mortgages Act* and whose interest may be deleted upon registration of the transfer.

Debenture/Deed of Trust and Mortgage

Part III of the *Mortgages Act* does not apply to mortgages given by a corporation to secure bonds or debentures. Therefore, these provisions do not apply to a deed of trust and mortgage or to a debenture.

With respect to the power of sale of a debenture, the debenture itself will determine the criteria under which the sale is to take place. For instance, when a debenture provides for the appointment of a receiver upon the enforcement of the debenture, and the receiver has the authority to sell the property charged by the debenture, the receiver is permitted, on behalf of the debenture holder, to execute any transfer in pursuance of the power of sale. There is no need for the transfer to be executed by the debenture holder.

Sale by Chargee Under a Charge of Lease

If a chargee under a registered charge of leasehold land (i.e., land registered as a leasehold parcel) sells upon default, the procedures below apply.

Sale by Chargee Under a Notice of Charge of Lease

If a chargee under a Notice of Charge of Lease sells upon default, an Assignment of Lessee's Interest in Lease should be registered pursuant to Section 111 of the *Land Titles Act*. While proof of compliance to these sale procedures is not required, appropriate evidence or statements are permitted. If evidence of the power of sale forms part of the Notice of Assignment of Lessee's Interest in Lease document and encumbrances have been dealt with, the power of sale and the appropriate subsequent encumbrances, if any, will be deleted from title. If evidence does not accompany the Notice of Assignment of Lessee's Interest in Lease document and encumbrances have not been dealt with, the Notice of Assignment of Lessee's Interest in Lease and subsequent encumbrances will not be deleted. See the Leases module for more information on Notices of Assignment of Lessee's Interest in Lease.

Power of Sale Under Common Expense Lien – Condominium

A lien for unpaid common expenses under the *Condominium Act* or the *Condominium Act, 1998* may be enforced in the same manner as a charge. In addition to the requirements below, a common expense lien under these Acts requires the following statements, which may be addressed in the Schedule statement field (Statement 61):

The Condominium Corporation has not issued a clear status certificate for the subject unit with respect to common expenses from the default date to the present.

Registration of a transfer under Power of Sale of a Condominium Lien is registered as a Transfer and will require an override for the registration, as a Condominium Lien is not an acceptable source document.

Transfer Under Power of Sale

According to the *Land Registration Reform Act*– Electronic Registration Regulation, a Transfer under Power of Sale must contain:

- the registration number and date of registration of the charge
- a statement that the sale is authorized under the charge and the *Mortgages Act*
- a statement that the charge was in default at the time notice of sale was given and continues to be in default and that money has been advanced under the charge
- a statement that the sale proceedings and transfer comply with the charge, the *Mortgages Act*, and if applicable the *Bankruptcy and Insolvency Act (Canada)*, the *Condominium Act, 1998*, the *Construction Act*, and the *Farm Debt Mediation Act (Canada)*
- a statement identifying the instruments by instrument number and date of registration and the writs of execution by name and writ number that rank subsequent to the charge and that are to be deleted from the parcel register as a result of the registration of the transfer.

The following statement has been programmed to form part of the electronic document. It cannot be changed.

The transferor(s) hereby transfers the land to the transferee(s).

Source Document

A Transfer Under Power of Sale is sourced using the charge under which the default took place. Enter in the appropriate fields either one the following:

- the registration number of the charge
- the registration number of the last assignment type document.

Property(s)

Once the sourced instrument has been entered, the PIN(s) currently associated with the charge and description(s) are imported into the document. See General Requirements, Property section.

Interest/Estate

The interest/estate defaults to Fee Simple. The interest/estate may be changed during the creation of the document.

Transferor

The chargee's name is imported into the Transferor(s) field.

Statements by Transferor/Chargee

Select the following statements and enter any required information:

***3301 The document is authorized under the charge and the Mortgages Act.**

***3305 The charge was in default at the time notice of sale was given on [insert date in yyyy/mm/dd format] and continues to be in default and the money has been advanced under the charge.**

Where notice is required and has not been given, a court order may be obtained dispensing with the service. If this is the case insert the Order and the following statement into Statement 62 as one file:

That Notice of Service was dispensed with for [insert the name of the party], by a Court Order. The Order is still in full force and effect.

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

***3308 The sale proceedings and transfer comply with the charge, the Mortgages Act and if applicable the Bankruptcy and Insolvency Act (Canada), the Condominium Act, 1998, the Construction Act, and the Farm Debt Mediation Act (Canada).**

If Charge Transferred After Notice Sent

If the charge was transferred after notice was sent, select the following additional statement:

3309 Notice of the transfer of charge and the address for the new chargee, was served on the registered owner(s) as well as all the parties having any interest in the land and the charge

was in default when the chargee entered into an agreement of purchase and sale of the charge and continues to remain in default.

Writs of Execution

If there are writs of execution filed prior to the charge under power of sale which are still outstanding, select the following statement:

***903 This transaction is being made subject to the following writ(s) of execution [Writ(s) of executions listed by name and writ number]**

If there are no writs of execution that were filed prior to the charge or were filed subsequent to the charge but notice has been served on the judgement creditor, select the following statement:

***908 This transaction is not subject to any writs of execution**

Note: If there are writs of execution that have been filed subsequent to the charge and that are to be deleted from the parcel register as a result of the transfer, the following law statement must be selected and signed for completeness by a lawyer:

***3633 I, [name of solicitor], state the following writs of execution are to be deleted: [indicate Writ(s) of execution listed by name and writ number].**

Encumbrances

If there are no registered encumbrances subsequent to the charge which are to be deleted under the Power of Sale, select the following statement:

***904 There are no encumbrances to be deleted**

If there are encumbrances registered subsequent to the charge which are to be deleted under the Power of Sale, select the following statement:

***902 The encumbrance(s) listed in the related deletions field is/are subsequent in priority to the charge and is/are to be deleted**

Note: Encumbrances intended to be sourced in the Related Deletions field that cannot be sourced must be recited in Statement 61 or 62. Documents not set out in the Related Deletions field or in Statement 61 or 62 will not be deleted.

Spousal Rights

If title to the land is not subject to spousal rights, select the following statement:

***905 Title to the land is not subject to spousal rights under the Family Law Act**

If title to the land is subject to spousal rights, select the statement below and enter the required information:

906 Title to the land is subject to spousal rights of the spouse of [insert name of party]

Compliance with the *Family Law Act*

In accordance with the *Family Law Act*, a statement of spousal status is required for every person whose spouse was not served with a notice under the *Mortgages Act* and whose interest is to be deleted upon the registration of the transfer. Notice of the sale must be given to the spouse of each

owner of an interest in the property, unless the land registrar is satisfied that notice is not required. Choose one of the statements below:

- 36 The owner was not a spouse within the meaning of the Family Law Act at the time notice was served.
- 37 The owner is a spouse who is not separated from their spouse and the property was not ordinarily occupied by the spouses as their family residence
- 38 The owner is a spouse who is separated from their spouse and the property was not ordinarily occupied by the spouses, at the time of their separation, as their family residence
- 39 The property is not designated by both spouses as a matrimonial home and that another property is designated as a matrimonial home by both spouses and that such designation is registered and not cancelled.
- 40 The spouse of the owner has released all rights under Part II of the Family Law Act by a separation agreement
- 41 The owners were spouses of one another at the time notices were served.
- 3311 The spouse(s) [insert name] was not served.

Note: If Statement 3311 is selected, the property will be made subject to spousal interest.

Transferor/Chargee

Select the applicable statements below.

If Transferor/Chargee is an individual

If the transferor is an individual, information regarding their age is required. Select the following statement:

- 11 I am at least 18 years of age.

If document authorized by public guardian and trustee

If the document is being authorized by the public guardian and trustee, select the following statement and enter the required information:

- 25 I, [insert name] have the authority to act on behalf of this party who is under the age of 18 years and/or who does not have the legal capacity to act on their own behalf.

Statements pursuant to *Family Law Act* – Transferor/Chargee

Statements pursuant to the *Family Law Act* are required. Select the applicable statement below:

- 01 I am not a spouse
- 02 The property is not ordinarily occupied by me and my spouse, who is not separated from me, as our family residence.
- 28 I am separated from my spouse and the property was not ordinarily occupied by us at the time of our separation as our family residence.
- 64 My spouse is a party to this document or has consented to this transaction.
- 06 The property is not designated under the Family Law Act as a matrimonial home by me and my spouse, but there is such a designation of another property as our matrimonial home which has been registered and which has not been cancelled.

- 07 My spouse has released all rights under the Family Law Act by a separation agreement.
- *08 This transaction is authorized by a court order under the Family Law Act, which is in full force and effect and was registered as number [insert number].**
- *09 The property is released from the application of the Family Law Act by a court order, which is in full force and effect and was registered as number [insert number].**
- 59 This transaction is subject to the spousal interest of [insert name of spouse].

If Transferor/Chargee is a Corporation

If the transferor(s) is a corporation, select the following statement:

- 18 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

Other Statements

- 4046 The land is being acquired or disposed of by the Crown in Right of Ontario or the Crown in Right of Canada, including any Crown corporation, or any agency, board or commission of the Crown; or a municipal corporation.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

If Transferor/Chargee is a Religious Organization

If the chargee is a religious organization, select one of the following statements:

- 26 The signing trustees are all the trustees of the religious organization or are sufficient in number to bind the said religious organization and all relevant provisions of the Religious Organizations' Land Act have been complied with.
- 27 The signing trustees are all the trustees of the religious organization or are sufficient in number to bind the said religious organization and all relevant provisions of [insert legislation] have been complied with
- 30 The signing persons are sufficient to bind the said religious organization and all relevant provisions of [insert legislation] have been complied with

Transferee(s)

Enter information pertinent to all transferees in the Transferee(s) field. For each transferee who is an individual, enter the following:

- surname first, space followed by at least one given name in full (For an individual with a single name, the procedures in [Bulletin 2018-01](#) apply)
- date of birth
- capacity
- share (if any)
- address for service

For a corporation, enter the following:

- full corporate name
- capacity
- share (if any)
- address for service.

Note: The transferee's address for service defaults to the municipal address of the property. This information is imported from POLARIS. Verify and, if necessary, amend this field.

Note: The transferor and transferee cannot be the same party.

Planning Act Statements

In order to comply with the relevant sections of the *Planning Act*, select *Planning Act* Statements. Although *Planning Act* statements are encouraged, they are not mandatory. Electronic documents without them will not be refused registration:

By the transferor(s)

- 21 **STATEMENT OF THE TRANSFEROR (S):** The transferor(s) verifies that to the best of the transferor's knowledge and belief, this transfer does not contravene the Planning Act.

By the Solicitor for the Transferor(s)

- *22 STATEMENT OF THE SOLICITOR FOR THE TRANSFEROR (S):** I have explained the effect of the Planning Act to the transferor(s) and I have made inquiries of the transferor(s) to determine that this transfer does not contravene that Act and based on the information supplied by the transferor(s), to the best of my knowledge and belief, this transfer does not contravene that Act. I am an Ontario solicitor in good standing.

By the Solicitor for the Transferee(s)

- *23 STATEMENT OF THE SOLICITOR FOR THE TRANSFEE (S):** I have investigated the title to this land and to abutting land where relevant and I am satisfied that the title records reveal no contravention as set out in the Planning Act, and to the best of my knowledge and belief this transfer does not contravene the Planning Act. I act independently of the solicitor for the transferor(s) and I am an Ontario solicitor in good standing.

These statements are consistent with the statements required since the introduction of the *Land Registration Reform Act* and are displayed on the *Planning Act* Statement screen. If all three statements are selected, the remark "*Planning Act* Statements" will be abstracted on the parcel register.

Planning Act Consent

If *Planning Act* consent has been obtained, select the following statement from the list of Additional Statements:

4048 The [Name] has consented to the severance herein. [import image]

A remark that the consent has been obtained will be abstracted on the parcel register.

Statements

Amendment and/or Exclusion of Statutory Covenants

The implied covenants as set out in Sections 5(1)1(i) and 5(1)3(i) of the *Land Registration Reform Act* cannot be varied or excluded by Statement 34.

If the statutory covenants under the *Land Registration Reform Act* are to be amended, use the following statement:

34 The statutory covenants are to be amended as follows [insert amendment text]

Schedule

The following statement may be used any time additional information is required. It is intended to allow for supplementary information to be included where necessary:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Land Transfer Tax

Enter the value of the total consideration of the transfer and select the appropriate land transfer tax statement. The land transfer tax is calculated and displayed in the Land Transfer Tax field.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document.

Most transfers are required to be signed for completeness by a solicitor and additional statements are required at signing. See General Requirements, Signatories and General Authority Statement sections.

Entries that will Not be Deleted from the Parcel Register

Notice of Security Interest (NOSI) Regarding Fixtures

A notice of security interest regarding fixtures will not be deleted from the parcel register unless the chargee makes a statement attesting to the following:

- that to the best of their knowledge and belief the security interest was attached to the goods after they became fixtures, **and**
- that the chargee did not consent in writing to the security interest or disclaim an interest in the goods as fixtures

or,

- that to the best of their knowledge and belief the security interest was attached to the goods before they became fixtures, **and**
- that to the best of their knowledge and belief a subsequent advance, as set out in the *Personal Property Security Act*, was made or contracted for under the charge without actual notice of the security

or,

***3770 I [insert name of solicitor], solicitor for the chargee, make the following law statement. The notice of security interest registered as [insert instrument number] is in respect of collateral that is consumer goods. It has been deemed to have expired pursuant to s. 54(7) of the Personal Property Security Act.**

Notice of a Security Interest under *Personal Property Security Act*

A notice of a security interest under the *Personal Property Security Act*, which assigns the right to payment in respect to the defaulted charge, will prevent the sale proceedings from taking place without confirmation by the secured party that the mortgage is in default.

Documents Related to Arrears in Land Taxes

The entry of any undischarged notice, certificate, caution or other document related to arrears in land taxes will not be deleted from the parcel register.

Claim for Lien under *Construction Act*

A claim for lien under the *Construction Act* registered subsequent to the charge will not be deleted from the parcel register if:

- the chargee was added in the lien claimant's claim for lien and no certificate of action has been registered by the lien claimant

or,

- the chargee was added in the lien claimant's claim for lien and the lien claimant's certificate of action also adds the chargee as a party defendant

or,

- the chargee was not added in the claim for lien but was added as a party defendant in the lien claimant's certificate of action or in a certificate of action under which the lien claimant is, or may be, sheltering.

Notwithstanding the above, the claim for lien may still be deleted from the parcel register if a statement of claim is produced in which the lien claimant is declaring priority:

- only as to some, but not all, advances made under the charge
- or,
- only with respect to the increased value of the land since the date the lien first arose.

In these cases, only the claim of the lien claimant who registered the certificate may be deleted. In addition, all other lien claimants who are not protected under another certificate of action claiming initial priority may be deleted if their claim for lien does not add the chargee as a party.

Rules for Sheltering – *Construction Act*

According to the *Construction Act*, a claim for lien may shelter only under a certificate of action.

The rules for sheltering are as follows:

- a claim for lien may shelter under any existing perfected lien (i.e., a lien for which a certificate of action has been registered) at the time the claim for lien is registered
- a claim for lien may shelter under any lien which is perfected between the date the claimant's lien is registered and the expiry date for registration of the lien claimant's certificate of action
- land registry staff do not police limitations on registration of claims for lien and certificates of action; therefore, a claim for lien may be "sheltering" under a "perfected" claim for lien
- a claim for lien may shelter under an existing perfected lien that is invalid or improperly preserved (registered)
- a claim for lien is sheltered only as to the defendants and the nature of the relief claimed in the statement of claim under which it is sheltering; accordingly, when a claim for lien is, in fact, sheltering under a perfected claim for lien, the lien claimant is protected only as to the priority specified in that claim for lien
- a claim for lien that has been sheltering under a certificate of action continues to shelter under that certificate, even if pending action has been settled and the certificate of action deleted from the parcel register; therefore, Land Registry Office staff will consider certificates of action that have been deleted subsequent to the registration of the claim for lien in question.

Claim for lien under *Condominium Act* & the *Condominium Act, 1998*

A notice of lien for arrears of common expenses registered under either the *Condominium Act* or the *Condominium Act, 1998*, will not be deleted from the parcel register.

Certificate of Pending Litigation

A certificate of pending litigation may not be deleted unless a court order authorizing the deletion, or the consent of the person who registered the certificate (Plaintiff(s)), has been obtained as confirmed in a law Statement 62 confirming the consent has been obtained.

Omitted Encumbrances

Any encumbrance that remains on title due to an omission from the Related Deletions field of the Transfer Power of Sale can be deleted by an Application to Amend the Register. A law statement is required to provide the evidence for deletion. For example:

- a law statement that the encumbrance was omitted in error and the encumbrancer was properly served with the Notice of Sale
- or,**
- a law statement that the encumbrance was omitted in error and registered after notice was served.

Encumbrances not listed in the Related Deletions field will not be deleted without an application.

Foreclosure

A chargee under a registered charge of freehold or leasehold land is entitled, upon default of payment, to apply to be entered as owner of the charged property. A foreclosure order may be used for this purpose. Outstanding encumbrances must be dealt with in the statement of claim and the order of foreclosure.

The foreclosure may be based on a court order in the form of one of the following:

- a judgment of foreclosure
- a final order of foreclosure
- a certificate of final order of foreclosure

Encumbrances are an important part of the foreclosure process. If there are any to be deleted, they must be identified by instrument number and date of registration in the order, as per section 19 of Ontario Regulation 19/99. The electronic registration system provides statements that may be selected, or Statement 62 (the Schedule statement field) may be used to further describe the encumbrance(s).

Prior Encumbrances

When a chargee is registered as owner, their title is subject to all prior encumbrances, unless an encumbrance having apparent priority is specifically foreclosed in the order, or the land registrar is satisfied that the encumbrances no longer apply. Two examples are found below.

Dower

If a charge is marked "subject to dower", dower rights will continue unless the chargor's wife is specifically foreclosed in the order, or the land registrar is satisfied that:

- subsequent to the charge, the chargor was divorced or widowed
- or,**
- the chargor was alive on March 31, 1978.

Spousal Rights

If a charge is marked "subject to spousal rights", the title of the chargee as owner will be shown subject to such rights unless the spouse is specifically foreclosed in the order, or the land registrar is satisfied:

- that the spouse who is entitled to possession has released all rights of possession under the *Family Law Act*

or,

- by a statement of the owning spouse or previous owning spouse affirming that no right of possession existed at the time of the disposition or encumbrance

or,

- that the right of the spouse to possession under the *Family Law Act* has ceased because of divorce or death.

Subsequent Encumbrances

If a party with a subsequent encumbrance (i.e., subsequent to the charge but prior to the issuance of the statement of claim) is not specifically foreclosed in the foreclosure order, the title is made subject to the interests of that party.

The spouse of the owner, unless they had a prior encumbrance on the property, is a proper and necessary party and must be specifically foreclosed in the foreclosure order unless the land registrar is satisfied that:

- the spouse is not a proper and necessary party (e.g., the owner was not a spouse when the statement of claim was issued)

or,

- the chargee did not possess sufficient information of the owner's spouse for the purpose of the foreclosure proceedings and therefore served notice in accordance with the *Family Law Act* but that notice failed to elicit a response.

The land registrar should be satisfied that all execution creditors subsequent to the charge (but prior to the issuance of the statement of claim) have been specifically foreclosed in the order. If an execution creditor has not been foreclosed, land registrars may accept an unequivocal statement from the authorizing party, affirming that the execution creditor is not a proper party to the foreclosure proceedings. The title will not be subject to writs of execution filed after the statement of claim is issued.

Encumbrances Registered after the Statement of Claim

Encumbrances registered after the statement of claim is issued, but before the foreclosure order is registered, will not be deleted from the parcel register unless they are specifically foreclosed in the foreclosure order, or a statement is provided by the chargee in support of the application stating the following:

To the best of my knowledge and belief, money or money's worth was actually advanced or supplied under the said charge without my having actual notice of any encumbrance registered subsequent to the issuance of the writ of foreclosure.

Note: If the above statement is made by the assignee of a charge, it must refer to the "actual notice" of the person who made the advance.

Documents that are not Deleted

A subsequent encumbrance will not be deleted from the parcel register if it is:

1. A notice of security interest regarding fixtures under the *Personal Property Security Act*, **unless** the chargee makes a statement attesting to the following:
 - that to the best of their knowledge and belief the security interest was attached to the goods after they became fixtures, and that they did not consent in writing to the security interest nor disclaim an interest in the goods as fixtures
- or,**
- that to the best of their knowledge and belief the security interest was attached to the goods before they became fixtures, and that to the best of their knowledge and belief a subsequent

advance, as set out in the *Personal Property Security Act*, was made or contracted for under the charge without actual notice of the security

or,

- If the notice of security interest relates to Consumer Goods STM 3770 may be selected. For more information see [Bulletin 2024-12](#).

2. A claim for lien under the *Construction Lien Act* registered subsequent to the charge will not be deleted from the parcel register if:

- the chargee was added in the lien claimant's claim for lien and no certificate of action has been registered by the lien claimant

or,

- the chargee was added in the lien claimant's claim for lien and the lien claimant's certificate of action also adds the chargee as a party defendant

or,

- the chargee was not added in the claim for lien but was added as a party defendant in the lien claimant's certificate of action or in a certificate of action under which the lien claimant is, or may be, sheltering.

If the chargee was added as a party defendant, the claim for lien may still be deleted from the parcel register if a statement of claim is produced in which the lien claimant is declaring priority:

- only as to some, but not all, advances made under the charge

or,

- only with respect to the increased value of the land since the date the lien first arose.

In these cases, only the claim of the lien claimant who registered the certificate of action may be deleted. In addition, all other lien claimants claiming initial priority who are not protected under another certificate of action may be deleted **if** their lien does not add the chargee as a party.

3. A notice of lien for arrears of common expenses under the *Condominium Act*, or the *Condominium Act, 1998*.
4. Interest of a subsequent registered encumbrancer made party to the foreclosure proceedings in the style of cause, but not specifically foreclosed in the final order of foreclosure.
5. A subsequently registered interest with priority (e.g., an assignment of a prior charge).
6. A notice, certificate, caution or other document relating to arrears in land taxes.

Rules for Sheltering – *Construction Lien Act*

Refer to the section entitled Transfer Under Power of Sale.

Application Foreclosure Order

According to the *Land Registration Reform Act* – Electronic Registration Regulation (Ontario Regulation 19/99), an Application Foreclosure Order must contain the following:

- the order
- a statement affirming that the order is still in full force and effect
- a statement that the chargee is entitled to be registered as owner under the order
- the date of birth of the chargee, if applicable
- a statement identifying the instruments to be deleted from the parcel register as set out in the order, by instrument number and date of registration
- a statement identifying execution creditors foreclosed in the order, by name and writ number
- a statement of spousal status under the *Family Law Act* with respect to every person who is foreclosed in the order and whose spouse is not specifically foreclosed in the order.

Source Instrument

Enter the registration number of the charge that is being foreclosed. Also enter the last assignment, if any.

Property

Once the sourced instrument has been entered, the PIN(s) currently associated with the charge and description(s) are imported into the document. See General Requirements, Property section.

Note: This document type does not have the ALL / Part / None option. If the sourced charge is registered on multiple PINs, and only one of the PINs is being foreclosed, an Application to Amend Based on Court Order must be registered.

Party From

Enter the name of the court.

Writs of Execution

A search for writs of execution is to be performed by the registrant. The results of the search are displayed, and the appropriate statement must be selected. Note that title to the property is not subject to any writs filed after the issuance of the statement of claim. Clients will need to select the appropriate writ clearing statement. See Executions module.

Statements

Select the following statements and enter the required information:

900 The applicant is entitled to be entered as owner under the Order.

Final Order of Foreclosure

***901 Final Order of Foreclosure for the selected charge [import order] is still in full force and effect.**

If there are encumbrances to be deleted, select the following statement and enter the registration numbers and dates of the encumbrances:

***902 The encumbrance(s) listed in the related deletions field is/are subsequent in priority to the charge and is/are to be deleted**

If there are no encumbrances to be deleted, select the statement below:

***904 There are no encumbrances to be deleted**

Writs of Execution

If there are writs of execution, select the following statement and enter the writ file number(s):

***903 This transaction is being made subject to the following writ(s) of execution [Writ(s) of executions listed by name and writ number]**

If there are no writs of execution, select the statement below:

***908 This transaction is not subject to any writs of execution**

Spousal Rights

If title to the land is not subject to spousal rights, select the following statement:

***905 Title to the land is not subject to spousal rights under the Family Law Act**

If title to the land is subject to spousal rights, select the statement below and enter the required information:

906 Title to the land is subject to spousal rights of the spouse of [insert name of party]

Owners

Specify the owners to be deleted. Choose one of the two applicable statements below:

***3530 All owners are to be deleted under this order**

***3531 The owners named here [insert names of owners being foreclosed] are to be deleted under this order**

All of the above statements are law statements, except 900 and 906, and may only be signed for completeness by a lawyer.

Other Statements

Schedule

If the appropriate statement was not found above, select the Schedule statement field and enter additional information necessary to explain the situation:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This Statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Additional Statements

The following statement is optional:

3730 This document relates to registration number(s) [insert number(s)]

Owner

Enter the name of the owner.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

Land Transfer Tax

A Foreclosure Order requires land transfer tax statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories section.

Easements

An easement is defined as a right or interest annexed to land which permits the owner of the dominant land to use the servient lands for a particular purpose. Certain prerequisites are required. They include the following:

- There must be a dominant and servient parcel of land. With the exception of Easements in Gross, an easement cannot exist independently of the ownership of land.
- An easement exists solely for the use and benefit of the dominant land. The purpose of the easement must be set out in the document creating the easement. An easement "runs with the land"; in other words, when the dominant land (or any part of it) is transferred, all appurtenant easements are also conveyed. It is not necessary that the lands physically adjoin one another.
- The dominant and servient lands must be owned by different parties or owned in a different capacity by the same party.
Note: The exception of Subdivision by Reference Plan procedures outlined in [Bulletin 2005–01](#) also applies to self-to-self transfer of easements as a condition of planning approval.
- If the same party attains both parcels in the same capacity, the easement is said to merge and therefore it is extinguished. Although the easement merges in law, a Transfer Release and Abandonment is required to remove the easement from the property in the Land Titles system. See [Bulletin 2022–08](#) for more information.
- The purpose of the easement must be capable of forming the subject matter of a grant. The right must be clear and specific.

Creation of Easement

Easements are created by a transfer/grant of easement or a grant/reservation of easement in a transfer of land. They may also be created by other methods such as a court order, an expropriation plan or a condominium declaration.

The creation and removal of many easements is subject to approval under the *Planning Act* (exceptions include but are not limited to those created through a court order, expropriation, temporary easement for less than 21 years, and those created over an entire existing parcel) however this is not monitored by the land registration system and compliance is the responsibility of the registrant.

Documents may refer to either a right of way or an easement. In either case the interest is dealt with as an easement and all the procedures and requirements set out for easements apply.

Note: [Bulletin 2005–02](#) revoked the land titles abstracting procedures regarding encumbrances affecting a registered easement. Registrants must search the title of the servient lands to determine if there are any prior interests related to a registered easement.

Transfer of Easement

A transfer creating an easement must include a registerable description in accordance with [O. Reg. 43/96](#), for both the dominant (benefiting) and servient (burdened) lands. The transferor must be the owner of the servient lands and must not be the same party (s) as the owner of the dominant lands (transferee). The transfer of easement is registered and recorded on the servient land(s) only, but during the certification process it is entered in the property description of both the servient lands and the dominant lands.

Creating Easement in a Transfer of Land

When an easement is created in a Transfer of land, a registerable description of both the dominant and servient land, in accordance with O. Reg. 43/96 is required. The Transferor must own both the dominant and servient lands at the time of registration. During processing in the automated system, the easement will be entered in the property description of both the dominant and servient lands.

An easement cannot be reserved in favour of a third party.

Other Document Types Purporting To Create New Easements

As easements must be created as set out above, the land registration system will not acknowledge any attempt to create an easement in another document type, such as a, charge, agreement or lease.

Prior to the enactment of the *Land Registration Reform Act* in 1984, easements could be created in a charge as charges were considered transfers however upon the registration of the discharge the easement was extinguished.

Easements in Gross

Easements in gross are created by statute and do not have a dominant tenement. A reference to the relevant statutory authority may be required to be provided in the document. Under the authority of section 39(1) of the *Land Titles Act*, easements in gross may be accepted for registration. The easement will be registered on the servient lands and upon certification, entered in the property description. The document may include 'dominant' lands that may not be contiguous or within the same land registration division. (e.g., their head office). This land will not be verified, and the easement will not be entered in the parcel for those lands.

The registrant is required to add a statement identifying the easement as an Easement in Gross.

Assignments of Easement in Gross

The general rule is that an easement cannot be assigned as it runs with the land. The only exception is that of an easement in gross where the purpose(s) or some of the purposes may be assigned using the existing description to an entity that can legally hold an easement in gross. If anything less than the entire extent of the easement in gross is being assigned, a registerable description is required for the assigned portion.

Registrants should use an Application General when assigning an easement in gross. The document must include the following law statement and be signed by the solicitor:

I, [insert name of solicitor], Solicitor, state that [insert name of transferor] has the right to assign the interest herein, in the easement registered as [add instrument number] to [insert name of transferee].

Easements to Fulfill Obligations in Subdivision Agreements – Rights of Entry

Rights of Entry are often reserved by developers in the first transaction on lots in new plans of subdivision to permit the completion of obligations, such as grading and the installation of services, pursuant to the subdivision agreement with the municipality. Rights of Entry are easements, and as with any easement, must clearly identify the benefiting land. The dominant land for Right of Entry easements may be described in a general manner, which readily identifies these lands (e.g., all those lots within plan M-500 still owned by the transferor). This is an exception to the general rule that the dominant easement lands are required to be specifically identified for a transfer of easement.

Condominiums

The *Land Titles Act* permits the creation of easements related to condominium properties.

The *Condominium Act, 1998* in turn, provides for statutory easements that are appurtenant to each unit in the condominium. The Act states that by by-law the corporation may grant or transfer an easement through the common elements.

An easement may be created in a Condominium Declaration and Description, provided that it is either:

- an easement through common elements or units, to benefit other land owned by the declarant
- or,**
- an easement through other land owned by the declarant, to benefit the condominium property.

Easements created in this manner do not merge by operation of the law. They are created as if the declarant were not the owner of both the dominant and servient land.

The condominium property and any appurtenant easement must be registered entirely under the Land Titles System and entirely in the same Land Titles division at the time the declaration and description are registered.

Tenement registered under different Acts

Easements in or over land registered under the *Registry Act* may be conveyed as appurtenant to land registered under the *Land Titles Act* or vice versa. For detailed procedures, see [Bulletin 2005-03](#)—Easement Certificates.

Division of dominant lands

Upon the severance of a parcel of land, all existing easements appurtenant to the whole, benefit each severed portion. Failure to include an appurtenant easement in the transfer of the dominant parcel is not grounds for abandoning or extinguishing the easement. The transfer of part of a parcel should include all appurtenant easements.

The benefit of an existing easement does not extend to after-acquired land.

Transfer of Easement

The following statement has been programmed to form part of the electronic document. It cannot be changed.

The transferor(s) hereby transfers the easement to the transferee(s).

Property

Once the PIN(s) of the servient lands has been entered, data from the property record stored in POLARIS is imported into the document. Descriptions must comply with the Regulations, and a reference plan is required in most cases.

In addition to the servient land, the description of the dominant land and the related PIN(s) must be included in the description field of the document. Select 'Add Easement' in the Reason for Change window, and add the description of the dominant lands and label the servient and dominant land as

noted in the example below. For an easement in gross, only the description of the servient lands is required.

Example

PIN 01234-0457

Description: SERVICENT LANDS: PT OF LT 1 PLAN M1234, DESIGNATED AS PART 1 PLAN 435678, TOWN OF ...

DOMINANT LANDS: PIN 01234-0458, LOT 2 PLAN M1234, TOWN OF

Creation of Easements and "Easement Only" Remark

Optional functionality is available whereby the registrant may identify the dominant lands (known as easement only lands) in the transfer of easement and, upon receipt the document, will be automatically added to the instrument list of the dominant lands. The system will also add the document remark – New Easement Only to this entry. Upon certification the easement is reflected in the property description of both the dominant and servient lands and the document and remark will be removed from the instrument list of the dominant lands.

The identification of the dominant lands is done by adding the PIN and selecting the Easement Only indicator during the creation of the document. The Easement Only indicator is located in the Properties section beside the PIN and must be selected before the document is pre-populated with the Transferor/Party From information so that the property owners' name(s) for the dominant lands are not pre-populated into the Transferor/Party From field. If the Easement Only indicator is selected after the Transferor/Party From information is pre-populated the registrant should cancel the document and start the process again.

When the Easement Only indicator is selected, the Properties section will pre-populate the PIN information and it will be identified "For Easement Purposes Only". This information cannot be amended. In accordance with [Bulletin No. 2005-02](#), the registrant is required to enter a registerable description of both the dominant and servient lands pursuant to [O. Reg. 43/96](#). The procedures outlined in Section 2.2 of that Bulletin must be followed.

If the dominant lands are not identified in a transfer of easement by using the Easement Only indicator, the document is registered against the servient lands and appears only in the instrument list of those lands. Upon certification the easement is reflected in the property description of both the dominant and servient lands. There is no notice of the easement on the dominant lands between receipt of the document and certification.

Interest/Estate

The interest/estate defaults to Fee Simple. The registrant should change the Interest/Estate to Easement.

Note: If a transfer of land is being registered that includes the creation of an easement, the registrant should change the Interest/Estate to Fee Simple with New Easement.

Transferor(s)

The names of the owners of the servient land are imported into the document automatically by POLARIS.

If the name of the transferor(s) is not the same as the name on the parcel register, the appropriate document must be registered separately before the interest is transferred (e.g., Application to Change Name).

Writs of Execution

A search for writs of execution against the transferor(s) is performed automatically by the system. If a writ is found, the results of the search are displayed, and the system will default to the statement that the property is subject to the writ. See the Executions module for more information.

Transferees

Enter the names of the owners of the dominant lands (transferees).

For each party who is an individual, enter the following:

- surname first, followed by at least one given name in full
- date of birth
- capacity
- share (if any)
- address for service.

For an individual with a single name the procedures in [Bulletin 2018–01](#) apply.

For a corporation, enter the following:

- full corporate name
- capacity
- share (if any)
- address for service.

Note: The transferee's address for service defaults to the municipal address of the property. This information is imported from POLARIS. Verify and, if necessary, amend this field.

Planning Act Statements

In order to comply with the relevant sections of the *Planning Act*, select *Planning Act* Statements. Although *Planning Act* statements are encouraged, they are not mandatory. Electronic documents without them will not be refused for registration. Select from the following:

By the Transferor(s)

- 21 **STATEMENT OF THE TRANSFEROR (S):** The transferor(s) verifies that to the best of the transferor's knowledge and belief, this transfer does not contravene the *Planning Act*.

By the Solicitor for the Transferor(s)

- *22 STATEMENT OF THE SOLICITOR FOR THE TRANSFEROR (S):** I have explained the effect of the *Planning Act* to the transferor(s) and I have made inquiries of the transferor(s) to determine that this transfer does not contravene that Act and based on the information supplied by the transferor(s), to the best of my knowledge and belief, this transfer does not contravene that Act. I am an Ontario solicitor in good standing.

By the solicitors for the Transferee(s)

***23 STATEMENT OF THE SOLICITOR FOR THE TRANSFEREE (S):** I have investigated the title to this land and to abutting land where relevant and I am satisfied that the title records reveal no contravention as set out in the Planning Act, and to the best of my knowledge and belief this transfer does not contravene the Planning Act. I act independently of the solicitor for the transferor(s) and I am an Ontario solicitor in good standing.

These statements are consistent with the statements required since the introduction of the *Land Registration Reform Act* and are displayed on the *Planning Act* Statement screen. If all three statements are made, the remark "Planning Act Statements" will be abstracted on the parcel register.

Planning Act Consent

If *Planning Act* consent has been obtained, select the following statement from the list of Additional Statements:

4048 The [Name] has consented to the severance herein. [import image]

This information will be abstracted on the parcel register.

Statements

There are additional, non-mandatory statements available for use when creating an easement document.

Schedule

The following statement may be used any time additional information is required. It is intended to allow for supplementary information to be included where necessary. For example, to set out the purpose, terms and conditions of the easement. A statement identifying the easement as an "Easement in Gross", if applicable, is to be added in Statement 61:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This Statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

Compliance with Inhibiting Order

Select the following statement:

3741 This document is being registered pursuant to Inhibiting Order [insert number]

No Dealings Indicator/Land Registrar's Investigation

For additional statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Land Transfer Tax

Enter the value of the consideration of the transfer of easement, if any. Once the appropriate land transfer tax statements have been selected, the land transfer tax is calculated and displayed in the Land Transfer Tax field. Also, an electronic land transfer tax statement is created as part of the document. This is required by the Ministry of Finance.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Release of Easement

An easement ceases to exist when one of the following occurs:

- The owner of the dominant land (or owner of an easement in gross) releases the easement to the owner of the servient land (see Transfer, Release and Abandonment and Deletion of Easement below)
- or,
- The expiry date of the easement is reached, or other conditions have been met,
- or,
- The servient land including the easement is expropriated,
- or,
- The same party owns the dominant and servient lands. A Transfer Release and Abandonment noting the merging of title is required to remove the easement from the parcel register.

An easement cannot be released in a subsequent transfer by including a statement that the description excludes the easement described in an instrument number. A separate document releasing the easement is required.

Transfer, Release and Abandonment

The dominant party will complete a Transfer, Release and Abandonment document when they are releasing their interest over servient lands. A Transfer, Release and Abandonment of an easement is registered by the dominant party on the registers for both the dominant and servient lands. Consents

of all parties who have acquired an interest (e.g. chargee, debenture holder) in the dominant lands subsequent to the registration of the easement must be addressed with a law statement.

The following statement has been programmed to form part of the electronic document. It cannot be changed:

The transferor(s) hereby transfers, releases and abandons the easement to the transferee(s).

Property

Enter the PIN(s) of the dominant and Servient land. For release of easements in gross, only the PIN(s) for the servient lands is entered. Data from the property record stored in POLARIS is imported into the document. Since the description is being amended, select "Remove Easement" in the Reason for Change window and amend the descriptions as follows:

- Dominant PIN: "DOMINANT LANDS" is entered at the beginning of the description. The description is not amended if the easement was for the benefit of all the lands in the pin. Only the benefiting lands are included if less than the entire pin. If the description contains more than one easement, only the easement(s) being released are included.
- Servient PIN: "SERVIENT LANDS" is entered at the beginning of the description followed by the description of the easement lands and registration number of the easement being released.

This document is registered on both the dominant and servient lands.

Example

PIN	01234-0458
Description:	DOMINANT LANDS: LOT 2 PLAN M1234, CITY OF TW EASEMENT AS IN LT12345
PIN	01234-0457
Description:	SERVIENT LANDS: PT OF LOT 1 PLAN M1234, PT 1 PLAN 43R5678, AS IN LT12345, CITY OF

Interest/Estate

The interest/estate defaults to Fee Simple. The registrant should change the interest/estate to Easement.

Transferor(s)

Enter the name(s) of the party or parties releasing the interest in the easement.

Statements

Select the appropriate statement below:

- 19 All the parties having an interest have consented to this release of easement.
- 29 There are no parties with an interest required to consent to this release of easement.
- *3637 I [insert name of solicitor] confirm that all the parties having an interest have consented to this release of easement**
- *3638 I [insert name of solicitor] confirm that there are no parties with an interest required to consent to this release of easement.**

When Statement 19 is selected, the consents must also be imported into the document with the use of Statement 61.

The preferred alternative is the use of law Statement 3637 above which will negate the need to import the consents.

Instead of Statement 29, the preferred alternative is the use of law Statement 3638 which will negate the need for staff to verify that no consents are required.

For a partial release of an easement enter the registration number(s) in Statement 3730. Identify in Statement 61 that it is a partial release and what is being released. For a complete release of an easement enter the registration number in "Document(s) to be Deleted". If the easement document selected to be deleted cannot be sourced from the instrument list of a PIN, the system will not permit the selection. In this scenario use Statement 3730 and/or Statement 61 and identify the easement registration and identify that it is a complete release. If there are multiple dominant lands that benefit from the easement and only some of the dominant owners are releasing their interest use Statement 61 to clarify that it is a complete release as to the identified dominant lands and only a partial release as to the servient lands.

Writs of Execution

A search for writs of execution against the transferor(s) is performed automatically by the system. If a writ is found, the results of the search are displayed, and the system will default to the statement that the property is subject to the writ. See the Executions module for more information.

Transferee(s)

Enter the names of the owners of the servient lands.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

Planning Act Statements

To comply with the relevant sections of the *Planning Act*, select *Planning Act* Statements. Although *Planning Act* statements are encouraged, they are not mandatory. Electronic documents without them will not be refused for registration. Select from the following:

By the Transferor(s)

- 21 **STATEMENT OF THE TRANSFEROR (S):** The transferor(s) verifies that to the best of the transferor's knowledge and belief, this transfer does not contravene the Planning Act.

By the Solicitor for the Transferor(s)

- *22 STATEMENT OF THE SOLICITOR FOR THE TRANSFEROR (S):** I have explained the effect of the Planning Act to the transferor(s) and I have made inquiries of the transferor(s) to determine that this transfer does not contravene that Act and based on the information supplied by the transferor(s), to the best of my knowledge and belief, this transfer does not contravene that Act. I am an Ontario solicitor in good standing.

By the solicitors for the Transferee(s)

***23 STATEMENT OF THE SOLICITOR FOR THE TRANSFEREE (S):** I have investigated the title to this land and to abutting land where relevant and I am satisfied that the title records reveal no contravention as set out in the Planning Act, and to the best of my knowledge and belief this transfer does not contravene the Planning Act. I act independently of the solicitor for the transferor(s) and I am an Ontario solicitor in good standing.

These statements are consistent with the statements required since the introduction of the *Land Registration Reform Act* and are displayed on the *Planning Act* Statement screen. If all three statements are made, the remark "Planning Act Statements" will be abstracted on the parcel register.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Land Transfer Tax

Enter the value of the consideration of the Transfer, Release and Abandonment, if any. Once the appropriate land transfer tax statements have been selected, the land transfer tax is calculated and displayed in the Land Transfer Tax field. Also, an electronic land transfer tax statement is created as part of the document. This is required by the Ministry of Finance.

Authority

A Transfer, Release and Abandonment document may require *Family Law Act* statements, as well as a statement of age. For detailed instructions, see General Requirements, Authorization of Documents section. Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Deletion of Easement – Application General

An Application General can be used by the owner of the Servient lands or the owner of the Dominant lands in certain circumstances. See [Bulletin 2022-08](#) for more information.

Property

Enter the PIN of the servient and dominant (if any) land. Data from the property record stored in POLARIS is imported into the document. Since the description is being amended, select the Reason for Change window and select "Remove S/T interest" or "Redescription" and amend the description as follows:

- Servient PIN: "SERVIENT LANDS" is entered at the beginning of the description followed by the description of the easement lands and registration number of the easement being released.

- Dominant PIN: "DOMINANT LANDS" is entered at the beginning of the description. The description is not amended if the easement was for the benefit of all the lands in the pin. Only the benefiting lands are included if less than the entire pin. If the description contains more than one easement, only the easement(s) being released are included.

This document is registered on both the dominant and servient lands.

Example

PIN 01234-0457

Description: SERVIENT LANDS: PT OF LT 1 PLAN M1234, PT 1 PLAN 43R5678, AS IN LT12345, CITY OF

PIN 01234-0458

Description: DOMINANT LANDS: LT 2 PLAN M1234, T/W EASEMENT AS IN LT12345, CITY OF

Applicant

Enter the name(s) of the owner(s) of the servient or dominant lands as applicable.

Writs of Execution

A Writs search is required against the party if they are releasing their interest (the dominant owner), as the document has the effect of transferring an interest in land. The registrant must search for writs against the dominant owner using the Writs Search™ function in Teraview. The result should be stated in either Statement 3629 or 3630:

***3629 This transaction is not subject to any writs of execution. Execution search(s) completed on [insert date in yyyy/mm/dd format - must be the same date as registration]. Clear execution Number(s) [indicate certificate(s) listed by number(s) and name(s) of party(ies) searched]. I [insert name] confirm the appropriate party(ies) were searched.**

***3630 An execution search was completed on [insert date in yyyy/mm/dd format - must be the same date as registration] for [insert list name(s) of party(ies) searched]. Execution search number [indicate certificate number(s)] produced the following writs(s) of execution number(s) listed below. The applicable statement for each writ has been provided. I [insert name] confirm the appropriate party(ies) were searched.**

Party to

Enter the name(s) of the owner(s) of the dominant or servient lands as applicable. (This is an optional field).

Statements

For a partial release of an easement enter the registration number (s) in Statement 3730. Identify in Statement 61 that it is a partial release and what is being released:

61 Schedule: [insert text]

3730 This document relates to registration number(s) [insert number(s)]

For a complete release of an easement enter the registration number in "Document(s) to be Deleted". If the easement document selected to be deleted cannot be sourced from the instrument list of a PIN,

the system will not permit the selection. In this scenario use Statement 3730 and/or Statement 61 and identify the easement registration and identify that it is a complete release. If there are multiple dominant lands that benefit from the easement and only some of the dominant owners are releasing their interest use Statement 61 to clarify that it is a complete release as to the identified dominant lands and only a partial release as to the servient lands.

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

Statement 62 is required to be completed – see [Bulletin 2022–08](#). The lawyer is required to sign the document for completeness.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

Land Transfer Tax

An Application General for a release and abandonment of an easement is a conveyance; therefore, land transfer tax is payable on the value of the consideration paid, if any, for the release. Once the appropriate land transfer tax statements have been selected, the land transfer tax is calculated and displayed in the Land Transfer Tax field. Also, an electronic land transfer tax statement is created as part of the document. This is required by the Ministry of Finance.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Application to Change Name

A person may legally change their name pursuant to the *Change of Name Act*. They may choose to make a name change for a variety of reasons, the most common of which are marriage and divorce.

Corporations and organizational groups may change their names as a result of Articles of Amendment, Articles of Amalgamation, statutory provisions, or Court orders

To change the firm name of a partnership, an Application General must be used. The Applicants will be the partners or general partner and the on-title Firm Name. The Party To will be the Partners or General Partner with Statement 51 or 54 selected and the new Firm Name entered. Statement 3602 or 3603 must be selected. Evidence to support this application may be a Declaration Form 3 under the *Limited Partnerships Act*. A writ search is required on the Firm Name.

Electronic documents import data, including names, from POLARIS. If the name in POLARIS does not match the name in the proposed document, the electronic registration system will not allow the document to be registered. Therefore, an Application to Change Name must be submitted. A person or company owning multiple properties or interests may register just one Application to Change Name for all affected PINs in the same LRO. A separate Application to Change Name is required for each name being changed.

The electronic registration system distinguishes between two types of Applications to Change Name. For the parcel register to be properly updated, the correct one must be selected. They are:

- Application to Change Name – Owner
- Application to Change Name – Instrument.

Application to Change Name – Owner

This type of application is used when the ownership of the property is changing. Once the document is registered, the owner's new name will appear in the ownership field.

Application to Change Name – Instrument

This type of application is used when the owner of an interest in an instrument has changed their name (e.g., chargee, lessee). Once this document is registered, the applicant's new name is recorded on the parcel register.

Application to Change Name

For an Application to Change Name – Owner, enter the PIN(s). Data from the property record stored in POLARIS is imported into the document. If the application affects more than one PIN, enter each PIN. For details see General Requirements, Property section.

For an Application to Change Name – Instrument, enter the Instrument Number. All the properties currently associated with the instrument are imported into the document.

Party From

For an Application To Change Name – Owner, the owner's name is imported into the document from POLARIS. This field may be changed if necessary. The Party From field should reflect the name as it presently appears on title.

Note: If the land is owned by two different companies and the companies amalgamate to form a new company, the system will not accept both companies as the Party From. Enter one of the companies as the Party From and select the applicable statements. In Statement 61, identify the other company as the other Party From and insert the applicable statements. A search of executions must be completed against the company name set out in Statement 61.

For an Application To Change Name – Instrument, enter the former name of the party in the Party From field.

Writs of Execution

An Application to Change Name – Owner requires a writ search. An Application to Change Name – Instrument does not. A search for writs of execution is performed automatically against the owner's former name (i.e., at the time of registration). The writs' function will provide the appropriate statement(s) for dealing with any outstanding writs (i.e., to either clear the writ or make the property subject to a writ); otherwise, the registration cannot be completed. Refer to the Executions module for more information.

There are situations where a search of executions is required on a party name that is not identified in the Party From field. In the following two scenarios, registrants must complete a search of executions:

- If ownership of the land is held by two different companies and the companies amalgamate to form a new company, the system will not accept both companies as the Party From. Enter one of the companies as the Party From and select the applicable statements. In Statement 61, identify the other company as the other Party From and insert the applicable statements. A search of executions must be completed against the additional company name set out in Statement 61.
- When the Application to Change Name – Owner is quoting more than one change of name in the document, a search of executions will need to be completed against any names that are not entered in the Party From field. For example, the owner has changed their name twice since they took ownership of the property. The Application to Change Name – Owner is quoting the first name change in Statement 61 and the current name is entered into the Applicant field. An auto writ search would be done on the name that is on title and a search of executions must be completed against the additional name set out in Statement 61.

Select the applicable statement below. Both are law statements and can only be signed for completeness by a lawyer. Enter the information required.

If the search for executions by the registrant produces a Clear Certificate, the following writ statement must be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched:

***3631 This transaction is not subject to any writs of execution. Execution search(s) completed on [insert date in yyyy/mm/dd format - must be the same date as registration]. Clear execution number(s) [indicate certificate(s) to be listed by number(s). and name(s) of party(ies) searched]. I [insert name] confirm the appropriate party(ies) were searched.**

If the search for executions by the registrant produces an Execution Certificate and identifies writs against the name searched, the following writ statement is to be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched:

***3632 An execution search was complete on [insert date in yyyy/mm/dd format - must be the same date as registration] for [insert list name(s) of party(ies) searched]. Execution search number [indicate certificate number(s)] produced the following writs(s) of**

execution number(s) listed below. The applicable statement for each writ has been provided. I [insert name] confirm the appropriate party(ies) were searched.

In addition, if a writ is found, the writ information will also need to be entered, and the applicable writ statement selected on the Writs tab which is located on the Party From submenu.

Applicant

Enter the new name of the party.

Statements–Reason for change

Select the appropriate statement below to explain the reason for the name change. Enter any required information:

- 1602 The name has changed as a result of a marriage/dissolution of marriage and this statement is made for no improper purpose.
- 1603 The name has changed as a result of a change of name under the Change of Name Act and this statement is made for no improper purpose.
- 1604 The name has changed as a result of a change of corporate name authorized under [insert authority] and this statement is made for no improper purpose.
- 1605 The name has changed as a result of [indicate reason] and this statement is made for no improper purpose.

Note: Where Statements 1604 or 1605 are used, the details of the name change must be imported into Statement 61.

- 1606 The party executing this document is one and the same as [insert previous name] and the document evidencing the change of name was registered as number [insert instrument no. and date of registration in yyyy/mm/dd format].
- 3542 The name has changed as a result of Articles of Amendment. This statement is made for no improper purpose. The Articles of Amendment were attached to registration number [insert number].
- 3543 The name has changed as a result of Articles of Amalgamation. This statement is made for no improper purpose. The Articles of Amalgamation were attached to registration number [insert number].
- 61 Schedule: [insert text]

Note: If the name of the registered owner was registered incorrectly due to a typographical error (e.g., 'REED, John' vs. 'REID, John') an application to change name must be supported by statements in Law Statement 62 setting out the circumstances as to the reason for the name change. An Application to Change Name cannot be used to substitute a different person or entity (e.g., 'CIBC Mortgages Inc. vs. Royal Bank of Canada'). The solicitor making the law statement must sign the document.

If a Religious Organization has changed its name by resolution, Law Statement 62 is required setting out the following:

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

See below for details to be inserted:

I [insert name of solicitor] state that the resolution changing name from [_____ to _____] was duly and validly passed on [insert date] by _____ pursuant

to the Religious Organization Lands Act (Ontario) and that the property is now vested in _____.

The solicitor making the law statement must sign the document.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down menu. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Court Orders

A court order, also referred to as a judgment, is issued by a judge in a court case. The court order sets out the action required to implement it. Each court order is unique.

Under the Land Titles System there are four types of court order documents that may be registered:

- an Application to Register Court Order, which is entered on the property
- an Application for Vesting Order, which has the effect of conveying lands in accordance with the terms of the order
- an Application to Amend the Register based on a Court Order, which specifies a particular amendment to be recorded on the property
- an Application for Restrictions Based on Court Order, which restricts dealings with the property

Occasionally the courts issue orders with conditions attached to them. When such an order is registered, the parcel register will not be amended unless accompanied by a solicitor's statement affirming that all the conditions have been fulfilled.

All applications to register court orders in the Land Titles System must be accompanied by a solicitor's statement declaring that the order is still in full force and effect.

See [Bulletin 2024-02](#) for additional information regarding:

- contents and form of Court Orders
- selection of Court Order document types
- deletion of Court Orders
- specific Order types and issues

Common Court Orders

Court Order Discharging Charge

When a discharge of charge cannot be obtained, the chargor or registered owner may apply to the court for an order that discharges the charge. The court order must include the registration number of the charge, the registration date, and an identifiable description.

Court Order Appointing Receiver

When registering a Court Order Appointing a Receiver, the name of the Court is to be entered in the Party From field and the appointed receiver is to be entered in the Applicant field.

Support Order

A support order may be registered against the property of a person against whom an obligation to pay money has been ordered in Ontario. Examples include support provisions in a marriage contract, cohabitation agreement or a separation agreement enforceable under the *Family Law Act / Family Responsibility and Support Arrears Enforcement Act, 1996*, as well as orders made by a court in or out of Ontario providing for support payments or other provisions for support.

Upon registration, the support order becomes a charge on the property and may be enforced by sale in the same manner as a sale to realize on a charge. A statement is required, declaring that the document contains support provisions and is enforceable against the land.

For more information on Support Orders, see [Bulletin 2017-02](#).

Discharge or Postponement of Support Order

A discharge may be issued by the Director of the Family Responsibility Office or by a court order. An enforcement officer has the authority to act for the Director and to authorize documentation on behalf of the Director, see [Bulletin 2017-02](#).

To postpone a support order that has become a charge, see [Bulletin 2017-02](#).

The electronic registration system provides for four types of Court Order documents to be registered. These are:

- Application to Register Court Order
- Application to Amend the Register based on Court Order (the most common type)
- Application for Vesting Order
- Application for Restrictions Based on Court Order

Application to Register Court Order

Property

Once the PIN has been entered, data from the property record stored in POLARIS is imported into the document. If the application affects more than one PIN, enter each PIN.

Party From

Enter the name of the court.

Applicant

Enter the name(s) of the party applying to register the Court Order as the applicant(s).

Note: For a Court Order appointing a receiver enter the name of the receiver.

Statement

For an Application to Register Court Order, the Order must form part of the application and the following statement must be selected. This statement is a law statement and can only be signed for completeness by a lawyer:

***3721 The applicant applies to register the following order [import order]. The order is still in full force and effect**

Additional Statement

The following statement is optional:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

The following statement is also available:

3730 This document relates to registration number(s) [insert number(s)]

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

Application to Amend Based on Court Order

The *Land Registration Reform Act* – Electronic Registration Regulation states that an Application to Amend the Register based on Court Order must contain the following:

- the order
- a statement setting out the amendment requested and authorized by the order
- a statement that the order is in full force and effect

Property

Once the PIN has been entered, data from the property record stored in POLARIS is imported into the document. If the application affects more than one PIN, enter each PIN.

Party From

Enter the name of the court.

Applicant

Enter the name(s) of the party applying to register the Court Order as the applicant(s).

Statements

For an Application to Amend the Register based on Court Order, select the following statement and enter the required information. This statement is a law statement and can only be signed for completeness by a lawyer. The Order must be imported into the document in Statement 501:

***501 The applicant who is authorized by court order [import order] which is still in full force and effect, applies to have the register amended as follows: [insert proposed amendment for the application court order]**

The following three statements are also available:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

3730 This document relates to registration number(s) [insert number(s)]

For a Court Order which has the effect of discharging, releasing and/or vacating a construction lien and/or Certificate of Action, an Application to Delete Construction Lien document type is to be used. See Construction Lien module.

A Certificate of Pending Litigation is:

- deleted by registering an Application to Amend Based on a Court Order,
- or,
- deleted without Court Order by the party who obtained the Certificate of Pending Litigation by registering an Application to Amend. Required is a law Statement 62 that confirms that the action has been wholly discontinued by a notice of discontinuance filed on [date],
- or,
- deleted without Court Order by a Registered Owner registering an Application to Amend. Law Statement 62 is required to confirm that the action has been wholly discontinued or dismissed and the notice of discontinuance or dismissal order was filed on [date]), and
- a copy of the Notice of Discontinuance or dismissal order imported into the document, and
- a covenant to indemnify the Land Titles Assurance Fund imported into the document.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

Deletion of a Court Order

Some Court Orders can be deleted by the action required within the Order. However, if there are no provisions for deletion, another Court Order registered by way of an Application to Amend Based on a Court Order may be required – For more information see [Bulletin 2024-02](#).

Application for Vesting Order

Property

Once the PIN has been entered, data from the property record stored in POLARIS is imported into the document. If the application affects more than one PIN, enter each PIN.

Party From

Enter the name of the court.

Writs of Execution

This type of document requires a writ search to be performed by the registrant.

Owner

Enter the name(s) of the party or parties in whom the property is being vested.

For each party who is an **individual**, include the following:

- surname first, space, followed by at least one given name in full
- date of birth
- capacity
- share (if any)
- address for service.
- for single name party see [Bulletin 2018–01](#)

For a corporation, include the following:

- corporate name in full
- capacity
- share (if any)
- address for service.

Statements

The statement below is a law statement and can only be signed for completeness by a lawyer. Enter the information required. The Order must be imported into the document in Statement 3659:

***3659 The applicant who is authorized by court order [import order and, if applicable, Land Registrar's approval] which is still in full force and effect and in which all parties affected by the order have been made a party to the cause or matter or the applicant has furnished such evidence as is requisite to show that the person is bound thereby, as evidenced by the written approval of the Land Registrar, applies to have the register amended as follows:[indicate proposed amendment for the application court order].**

The following statement may be used for any additional information that is required.

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This Statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Land Transfer Tax

An Application for Vesting Order requires land transfer tax. A dollar amount must be indicated (e.g., \$1.00) if the consideration is nominal to enable the Land Transfer Tax statements to print.

Application For Restrictions Based On Court Order

Property

Once the PIN has been entered, data from the property record stored in POLARIS is imported into the document. If the application affects more than one PIN, enter each PIN.

Party From

Enter the name of the court.

Applicant

Enter the name(s) of the party applying to register the Court Order as the applicant(s).

Statement

For an Application For Restrictions Based On Court Order, the Order must form part of the application and the party restricted in the Order must be a Registered Owner of the property. The following statement must be selected. This statement is a law statement and can only be signed for completeness by a lawyer:

***3721 The applicant applies to register the following order [import order]. The order is still in full force and effect**

The title related restriction being imposed must be set out in the following statement. This statement is a law statement and can only be signed for completeness by a lawyer:

***3750 The court order contains the following title related restriction: [indicate restrictions]**

Additional Statement

The following statement are optional:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

The following statement is also available:

3730 This document relates to registration number(s) [insert number(s)]

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

For all types of court orders, the same requirements for authority and signatures apply. For more information on the proper authorization of documents, see General Requirements, Authorization of Documents section.

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Application to Consolidate Parcels

The registered owner of more than one parcel of land may apply to have the parcels consolidated into one PIN. In order for this to occur, the following conditions must be met:

- the registered owner of all properties must be the same
- the properties must be held in the same capacity
- the properties must be contiguous
- the properties must have the same qualifier to be consolidated. LTCQ PIN(s) can only be consolidated with LTCQ PIN(s). One exception to this rule is a LT Absolute PIN being consolidated with LT Absolute Plus PIN
- the properties must be governed by the same Act.

If a Land Titles Absolute (LT) PIN is being consolidated with a Land Titles Plus (LT+) PIN, the qualifiers of the new consolidated PIN will be the qualifiers for Land Titles Absolute. The same applies to the date of conversion. If the properties were converted at different times, the earliest conversion date will be the date of the consolidated parcel.

Freehold and Leasehold PIN(s) may not be “consolidated”. An Application General must be selected to merge the Leasehold into the Freehold PIN(s).

Application Consolidation Parcels

Property

Once the PIN(s) have been entered, data from the property record stored in POLARIS is imported into the document.

Reason for Change Option not available on this document. Do not amend the description of the consolidated parcel in the Property field. Use the statement field provided. See Statements below.

Applicant

The name(s) of the applicant(s), the registered owner(s) is imported into the document from POLARIS.

Statements

The statement below, in which the applicant must enter the proposed description (including existing easements and interest notations in the thumbnail) for the consolidation, is a requirement of the document. Descriptions must comply with Ontario Regulation 43/96. The land registrar may require a reference plan, particularly if a part of a parcel is being consolidated with the whole of another parcel.

401 The registered owner applies to consolidate the selected PINs and the proposed description for the parcels to be consolidated is [insert new description of consolidated land].

Note: If the consolidation results in the merger of easements, they may be excluded from the new consolidated description in Statement 401. Law Statement 62 is required to explicitly state that the servient and dominant lands of the easement are wholly contained in the consolidated PIN description.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney section for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Application General

Regularly encountered documents have been provided for in the electronic registration system. However, occasionally there will be a requirement to register a document for which there is no corresponding document type in the system. Typical examples include the following:

- Applications to remove outstanding interests such as debts, beneficiaries' interest, spousal rights, temporary rights, mechanics lien, executions against title as a result of conversion, etc. – see [Bulletin 2008–05](#) for more detail
- Application to delete writs with historical writ numbers – see [Bulletin 2024–08](#)
- Deletion of Easement – see [Bulletin 2022–08](#) for more detail on deletion of easements by way of Application General
- Deletion of a Notice of Option to Purchase, Right of First Refusal, Construction Lien (if a Discharge document type cannot be used)
- Amendment of Lease – see also Leases module
- Assignment of Notice of Charge of Lease – see also Leases module
- Certificate of Pending Litigation – see also General Liens and Certificates module
- Deletion of Certificate of Pending Litigation – see also Court Order module
- Merge Title in Fee (to delete a charge, an easement or a leasehold PIN as a result of merger)
- Order-in-Council
- Deletion of Notice of Vendor's Lien
- Deletion of Restrictions under Section 118 of the *LTA* (if source document limits are exceeded for Application to Delete Restrictions document type)
- Designation or Cancellation of a Matrimonial Home – see [Bulletin 90003](#) for more information on Designation or Cancellation of a Matrimonial Home
- Cessation of Encumbrance – see [Bulletin 2017–03](#) for more information on Cessation of Encumbrance pursuant to Section 102 *LTA*
- Deletion of Notice of Security Interest – see [Bulletin 2024–12](#) for more information on deletion of Notice of Security Interest pursuant to the *Homeowner Protection Act, 2024*

For documents such as these, an Application General may be used. When Application General is chosen from the Create New Instrument screen, fields are provided in which the terms of the application may be entered, imported from a word-processing software package, or scanned into the document.

The content of the application must be title related. Note that if the document being registered is a prescribed form under an Act other than the *Land Titles Act*, the prescribed wording must be used.

Registration of a Certificate of Pending Litigation by way of an Application General must have the Certificate imported into the document.

Application General

Before creating a new document, or selecting Application General, ensure that there is no existing appropriate document type listed in the Create New Instrument screen.

Property

Once the PIN has been entered, data from the property record stored in POLARIS is imported into the document. If the application affects more than one PIN, enter each PIN. For details see General Requirements, Property section.

Applicant

Enter the name(s) of the applicant(s), the party(ies) applying to register the application.

Writs of Execution

This type of document generally does not require a search for writs of execution but has an optional writ search function. If a search for writs of execution is required, select Writs, and statements regarding outstanding writs are provided. If necessary, statements regarding the clearance of writs may be made using Statement 61 or 62 as applicable. If a search for writs of execution is required against a Party other than the Applicant, use the Writ Search product or Retrieve Writs function and select the applicable statement below. Both are law statements and can only be signed for completeness by a lawyer. Enter the information required.

If the search for executions by the registrant produces a **Clear Certificate**, the following writ statement must be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched:

***3629 This transaction is not subject to any writs of execution. Execution search(s) completed on [insert date in yyyy/mm/dd format - must be the same date as registration]. Clear execution Number(s) [indicate certificate(s) listed by number(s) and name(s) of party(ies) searched]. I [insert name] confirm the appropriate party(ies) were searched.**

If the search for executions by the registrant produces an **Execution Certificate** and identifies writs against the name searched, the following writ statement is to be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched:

***3630 An execution search was completed on [insert date in yyyy/mm/dd format - must be the same date as registration] for [insert list name(s) of party(ies) searched]. Execution search number [indicate certificate number(s)] produced the following writs(s) of execution number(s) listed below. The applicable statement for each writ has been provided. I [insert name] confirm the appropriate party(ies) were searched.**

In addition, if a writ is found, the writ information will also need to be entered, and the applicable writ statement selected on the Writs tab which is located on the Applicant branch.

The following writ clearing statement is available to address a situation where there is an applicable writ, but it is being cut out by the document:

***3641 This writ does not bind the property as it is cut out by the registration of this document and the applicable legislation.**

Statements

Select one of the following statements below and enter the required information to describe the terms

of the application. The nature of the amendment must be included in either Statement 3602 or 3603:

3602 I [insert name] registered owner(s) of the lands hereby apply under section [insert number] of the Land Titles Act to have the register for the said PIN amended by: [indicate nature of amendment]

3603 I [insert name] having a legal interest in the lands hereby apply under section [insert number] of the Land Titles Act to have the register for the said PIN amended by: [indicate nature of amendment]

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Party to

This field is optional.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

Land Transfer Tax

If the document transfers an interest in land, Land Transfer Tax may apply.

Authority

Additional statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Below is an example of how an Application General might be used.

Application to Amend the Register

Property

Enter the PIN(s).

Applicant

Enter the name(s) of the applicant(s), the party(ies) applying to register the application.

Schedule

Select one of the following statements below and enter the required information to describe the terms of the application. The 'nature of the amendment' must be included in either Statement 3602 or 3603:

3602 I [insert name] registered owner(s) of the lands hereby apply under section [insert number] of the Land Titles Act to have the register for the said PIN amended by: [indicate nature of amendment]

3603 I [insert name] having a legal interest in the lands hereby apply under section [insert number] of the Land Titles Act to have the register for the said PIN amended by: [indicate nature of amendment]

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Notices

Rights under an unregistered agreement or any other unregistered estate, right, interest or equity in land or in a charge, may be protected by the registration of a notice under Section 71 of the *Land Titles Act* if the notice type is approved by the Director of Titles or if the notice is provided for under a different section of the Act.

If the notice is based on an agreement, the agreement must form part of the application. If the application refers to schedules to the agreements, the schedules, too, must form part of the document. Statement 61 (the Schedule statement field) may be used to include this required information. Text may be entered directly into this field, scanned or imported from a word processing package.

An application to register a notice of an agreement may be made by any person, whether a party to the agreement or not. If the current registered owner is not a party to the agreement, the consent of the current registered owner will be required unless all the instruments through which the unregistered interest is claimed have been registered previously or are referred to in notices entered on the property.

Approval by Director of Titles

Section 71 of the *Land Titles Act* provides that the Director of Titles may authorize any person entitled to or interested in any unregistered estate, right, interest or equity in land, to register a notice.

Approval by the Director of Titles to register such a notice has already been given for the following types of documents:

- a previously authorized type of application, which includes the following:
 - an agreement that provides for a charge to secure the payment of a debt or the performance of an obligation (e.g., charge given to secure the obligations under a cost-sharing agreement)
 - an agreement purporting to grant an easement, whether or not the agreement includes a reference to existing easements
 - Notice of Option to Purchase
 - Notice of Agreement Amending Charge See [Bulletin 78004](#) (parties may not be amended and land may not be added by agreement only)
 - Notice of Right of First Refusal
 - Postponement of Execution to a Charge under Section 71
 - Occupancy Agreement (in certain circumstances)
 - Notice of General Assignment of Rents See [Bulletin 80001](#), [Bulletin 89001](#)
 - Notice of Agreement under Section 8 of the *Building Code Act, 1992*
 - Notice of Agreement under the *Drainage Act*
 - an agreement specifically permitted to be registered by other legislation, most commonly the *Planning Act* (specific statute and section to be cited in the document).
 - Encroachment Agreements - See [EM2004-01](#)

Planning Act

The Director of Titles has already authorized the registration of a notice for the following sections of the *Planning Act*:

- Section 28(10): Community Improvement Agreements
- Section 33(7): Demolition Permit Conditions and Liens
- Section 35.2(2)(i): Affordable Housing Agreement
- Section 37(7.1): Increased Density Agreements
- Sections 41(7) and 41(8)(b): Site Plan Agreements
- Section 45(9.1): Minor Variance Agreement
- Sections 47(4.3)(b) and 47(4.13): Site Plan Control and Inclusionary Zoning Agreement
- Section 49.2(1): Development Agreement (Minister ordered)
- Sections 51(26) and 51(27): Subdivision Agreements
- Sections 53(12) and 55(4): Severance Consent Agreements.

Notices/Notices of Agreement are also approved under the following provisions:

- *Building Transit Faster Act* s. 62 (3) (b)
- Building Code s. 3.2.3.1(11) and 9.10.14.2. (4) and 9.10.15.2. (4)
- *Conservation Land Act* s. 3(2)
- *Condominium Act, 1998* s. 98 (3)
- *Condominium Act, 1998* s. 108
- *Drainage Act* s. 2 (1)
- *Duffins Rouge Agricultural Preserve Act, 2023*, s. 2(2)
- *Forfeited Corporate Property Act, 2015*, s. 21(2)
- *Forfeited Corporate Property Act, 2015*, s. 24
- *Personal Property Security Act* s. 54
- *Industrial and Mining Lands Compensation Act* s. 3

In all other cases it is necessary to obtain the approval of the Director of Titles unless authority for registration is set out in another statute.

Note: An agreement that only assumes an obligation is not title related and will therefore be refused for registration.

Expiration of notice

Most applications are expected to contain instructions authorizing the land registrar to delete the notice upon expiration of a specific time period, without separate application, however a correction request may be required. The time period may be a specific date or related to the lifetime of an existing registered document. It may also be dependent on a release executed by certain parties (to be listed in the notice as having such authority).

The period of the registration of the notice may, upon further notice, be extended beyond the expiry date.

Deletion of notice of agreements

An application may state that the notice will be effective for an "indeterminate time", in which case it will not expire as described above and therefore will not be deleted from the register with a correction request. A court order or the consent of all interested parties is required to delete the notice. Because it is difficult to determine if the interests described in the notice have expired, parties are encouraged to provide a definite expiry date, as described above.

Every application to delete a registered notice of agreement must include a law statement that the consent or release of every party enjoying a benefit under the agreement is included in the application. However, it is not required if the consent or release is by a municipality for a subdivision agreement or for a site plan agreement under the *Planning Act*.

To delete a Notice of Agreement, use Discharge of Interest type. See Discharge of Interest module.

Specific Notices

Some notices that may be registered require explanation.

Notice of Assignment of Rents – General

For Notice of Assignment of Rents – General, see Leases module.

Notice of Life Lease

A Notice of Life lease can be registered as a Notice of Lease (see Lease module) or as a Notice of Agreement under section 71 of the *Land Titles Act* by including one of the following statements in Statement 62:

I, [name], solicitor confirm that the applicants have an unregistered estate, right, interest or equity in the land described as all of Parcel/ PIN [Enter property identification number]

or,

I, [name], solicitor confirm that the applicants are the registered owners or mortgagees, and I confirm that this document effects an interest in that land.

The lawyer making the statement must sign the document.

The lease/agreement may or may not be attached. If the lease/agreement is not attached the following statement must be included in Statement 61:

The applicant is prepared to produce the document for inspection within fourteen (14) days of the request and the applicant consents to the cancellation of the document on presentation of proof satisfactory to the Land Registrar that the document was not produced upon request.

It is up to the client whether a Notice of Agreement under section 71 is registered, but in either case it must create an interest in land.

Notice of Agreement Amending/Extending Charge

A Notice of an Agreement Amending or Extending a Charge requires both parties to the agreement to be entered in the electronic document. A Notice S.71 is used to register this document. The amending or extending agreement can either be imported into Statement 61 or the amended terms keyed into Statement 61.

A Notice of an Agreement Amending or Extending a Charge may be deleted upon registration of a Discharge of the subject charge if reference is made in the discharge or the agreement to the charge.

Note: A Notice of Agreement Amending/Extending Charge may not be registered to amend the parties to the charge. Additional lands may not be charged by way of a notice of agreement Amending or Extending a Charge.

Notice of Subdivision Agreement

A Notice of Subdivision Agreement is registered against title when a municipality wishes to protect its interests and requires that specific provisions be met when a new subdivision is registered (e.g., roadways, fencing, drainage, maintenance of works, removal of debris, street and traffic signs, sodding, parkland, commencement and completion of works).

Non-Disturbance Agreements

A Non-Disturbance Agreement can be registered as a Notice under S. 71 including one of the following statements in Statement 62:

I, [name], solicitor confirm that the applicants have an unregistered estate, right, interest or equity in the land described as all of Parcel/ PIN [Enter property identification number]

or,

I, [name], solicitor confirm that the applicants are the registered owners or mortgagees, and I confirm that this document effects an interest in that land.

The lawyer making the statement must sign the document.

If the agreement includes postponement of rights, these rights will not be acknowledged or given effect.

Notice of Lien for joint use agreements

While a joint use agreement may be registered as a notice, there is no provision to register a Lien under a joint use agreement.

Notices

The *Land Registration Reform Act*—Electronic Registration Regulation provides that a notice submitted for electronic registration must contain the following:

- a statement confirming that the interest is or affects a valid and existing estate, right, interest or equity in the land described in the notice
- a statement that the notice is pursuant to Section 71 of the *Land Titles Act*

- a statement to include one of the following:
 - the notice will be effective for an indeterminate time
 - the land registrar is authorized to delete the notice either after a specified date or period of time has passed, or after specified documents have been deleted
 - the land registrar is authorized to delete the notice upon the consent of specified parties.

The electronic registration system distinguishes between several types of notices. After selecting "Notice" a drop-down menu will appear. In order for the relevant statements to be displayed, the correct notice document type must be selected.

The following statement has been programmed to form part of the electronic Notice document. It cannot be changed:

The notice is based on or affects a valid and existing estate, right, interest or equity in land.

Property

Once the PIN has been entered, data from the property file in POLARIS is imported into the document. If the notice affects more than one PIN, enter each PIN.

Applicant

Enter the name(s) of the applicant(s).

Party To

This field is optional depending upon the type of Notice that is being registered.

Statements

Select the following statement:

3550 This notice is pursuant to Section 71 of the Land Titles Act.

Expiry of Notice

Select one of the statements below and enter any required information:

3547 This notice is for an indeterminate period

3545 This notice may be deleted by the Land Registrar after [insert date in yyyy/mm/dd format]

3546 This notice may be deleted by the Land Registrar when the registered instrument, [insert instrument number] to which this notice relates is deleted

3548 The land registrar is authorized to delete the notice on the consent of the following party(ies) [insert name(s) of the party(ies)]

Notice of Compliance/Partial Compliance with Subdivision Agreement

Once all or some of the provisions in the subdivision agreement have been met, a notice of compliance or partial compliance may be registered. There are two distinct document types in this category. They are, Notice of Compliance with Subdivision Agreement and Notice of Partial Compliance with Subdivision Agreement.

If a subdivision agreement has been fully complied with, select from the following statements:

2401 The applicant gives notice that all terms in the Notice of Subdivision Agreement have been complied with.

or,

the following law statement can be made and can only be signed for completeness by a lawyer:

***2402 All terms in the Notice of Subdivision Agreement have been complied with.**

Partial Compliance with Subdivision Agreement

If a subdivision agreement has only been partially complied with, select the following statement and enter the required information.

3549 The applicant gives notice that the following terms in the Notice of Subdivision Agreement have been complied with [describe terms]

Notice of Right of First Refusal/Notice of Option to Purchase

Some documents, such as a lease, may contain a section providing a party to the document the right of first refusal or an option to purchase should the owner decide to sell the property. A Notice of Right of First Refusal or a Notice of Option to Purchase Land may be registered even if the right/option has yet to be exercised. No proof of the exercise of the right/option is needed.

The document must contain authority to delete the notice upon expiry of the right/option, unless extended upon further application (see [Bulletin 86010](#)). If the right or option has been assigned or renewed, a statement is required listing the registration number of that assignment or renewal.

A Notice of Right of First Refusal may be registered as a Notice under Section 71 and the wording from Statements 3713, 2603, 3545 and either Statement 2604 or 2608 manually entered into Statement 61.

For a Notice of Option to Purchase, complete the following two statements:

3713 The agreement is dated [insert date in yyyy/mm/dd format] and the option expires [indicate details]

2603 Provision for renewal or extension, [describe terms of renewal or extension]

Complete the following statement:

3545 This notice may be deleted by the Land Registrar after [insert date in yyyy/mm/dd format]

In addition, complete **one** of the statements below:

2608 The following is the complete option to purchase [insert right or option to purchase]

or,

2604 The applicant is prepared to produce the document for inspection within fourteen (14) days of the request and the applicant consents to the cancellation of the document on presentation of proof satisfactory to the Land Registrar that the document was not produced upon request.

Notice of Security Interest (NOSI)

The *Homeowner Protection Act, 2024* came into force on June 6th, 2024 and [Bulletin 2024-07](#) and [Bulletin 2024-12](#) were issued to provide guidance to the profession regarding changes in registration requirements for documents registered pursuant to the *Personal Property Security Act* ("PPSA").

A Notice of Security Interest (NOSI) in respect of collateral that is consumer goods may no longer be registered in the Land Registry.

A NOSI registered to protect collateral that is not consumer goods. may be registered by selecting the following statement:

3768 I [insert name of solicitor], solicitor, make the following law statement. This notice of security interest does not relate to collateral that is consumer goods and may be registered pursuant to s. 54 of the Personal Property Security Act.

The lawyer who makes the law statement must be the same lawyer who submits the document for registration.

Select one of the applicable statements and enter the required information:

3705 Under a notice of security agreement made between [insert name of debtor], the debtor and the applicant, the secured party a security interest has been created in [insert brief description of collateral]. The collateral is located or affixed or is to be affixed to the selected PIN

3604 Notice is hereby given that by a security agreement made between [insert name of debtor] as debtor and [insert name of secured party] as secured party a security interest in the right to payment under [insert instrument number] has been created.

If a Notice of Security Interest is to be assigned, select one of the following statements and enter the required information:

3729 The security interest was assigned on [insert date in yyyy/mm/dd format]

3723 The security interest was assigned on [insert date in yyyy/mm/dd format]. The assignee last named is the secured party of this notice.

Both statements contain the text from the prescribed form under the *Personal Property Security Act*.

An expiration date for the Notice of Security Interest may be set out.

Select the statement below and enter the expiry date if applicable:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Discharge of Security Interest

A Notice of Security Interest is discharged using a Discharge of An Interest document type. Refer to the Discharges module. The requirements under the *Personal Property Security Act* must be met.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

Land Transfer Tax

Land transfer tax statements must be completed where applicable, including for a Notice of Right of First Refusal, a Life Lease and an Option to Purchase.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Notice of Change of Address for Service – No Fee Document

A party claiming an interest in a property may notify the land registrar of a change in the address for service. The Notice of Change of Address for Service will identify the new address for service.

The *Land Registration Reform Act* – Electronic Registration Regulation states that a Notice of Change of Address for Service submitted for electronic registration must contain the following:

- registration number of the document that contains the address to be changed, except for a change of address for service of an owner of land
- full particulars of the new address for service.

The electronic registration system distinguishes between the following types of Notice of Change of Address for Service documents. They are:

- Notice of Change of Address for Service – instrument
- Notice of Change of Address for Service – owner
- Notice of Change of Address for Service – condominium (refer to the Condominium – Notice of Change of Address module).

Property/Instrument

For a Notice of Change of Address for Service – owner, enter the PIN of the property. Data from the property file in POLARIS is imported into the document. If the application affects more than one PIN, enter each PIN.

For a Notice of Change of Address for Service – instrument, enter the instrument registration number. The last registered owner of the instrument is imported into the document from POLARIS. The PIN(s) currently associated with the instrument are imported into the document.

Multiple properties or instruments may be entered.

Applicant

The name of the owner of the interest is imported into the document automatically from POLARIS.

Address Change

Enter the new address for service. It must include the following:

- street name and number
- municipality
- postal code
- instrument number the change affects.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Leases

If the term of an unexpired lease is 21 years or more, the lessee is entitled to make an application to the land registrar to open a leasehold parcel. If a leasehold parcel is created, instruments dealing with the parcel may be registered against it (e.g., transfer of leasehold interest, charge of leasehold interest).

If the term of an unexpired lease is less than 21 years, or an application for a leasehold parcel has not been made, interests in the lease may only be registered by way of a notice of an interest in the lease against the freehold parcel (e.g., notice of charge of lease, notice of determination of lease).

A lessee in a lease or in an agreement for a lease of registered land, may apply to the land registrar to register a notice of the lease or agreement for a lease. If the registered owner is not a party to the document, registration may still occur against the owner's title, with the owner's consent.

Once notice of a lease or agreement for a lease has been registered, a notice may then be registered of the following:

- a sublease
- a charge of the lease
- a determination/surrender of the lease
- an assignment of the lease
- an amendment of the lease
- an assignment of the lessor's interest in the lease.

Leases and Land Transfer Tax

The registration of a lease or other document relating to an interest in a lease is subject to land transfer tax unless it is exempt pursuant to the *Land Transfer Tax Act*. The value of the consideration is deemed to be the fair market value of the land as at the date of registration.

A lease is exempt from land transfer tax if the unexpired term of the lease, including any renewals or extensions, cannot exceed 50 years. Any lease which is of indeterminate length is considered by the ministry to be a lease that can exceed 50 years.

Although leases whose unexpired term cannot exceed 50 years are not taxable, the applicable land transfer tax statements must be completed. See the Ministry of Finance guides, *Land Transfer Tax and the Registration of Conveyances of Land in Ontario* and *Land Transfer Tax and the Electronic Registration of Conveyances of Land in Ontario* for more information.

Notice of Life Lease

A Notice of Life lease can be registered as a Notice of Lease using Statements 2601 or 4039, 2604 and any other statements as appropriate or as a Notice under Section 71 of the *Land Titles Act* (see Notices module).

Lease or Interest in a Lease

The electronic registration system recognizes document type groups dealing with leases. Several different document types are available, each requiring different statements or evidence to meet registration requirements. Depending on the type of document selected, the system will prompt you to

enter either a PIN (e.g., for a Notice of Lease) or instrument number (e.g., for a Notice of Determination of Lease).

The system distinguishes between the following lease types:

- notice of lease
- notice of determination/surrender of lease
- notice of sublease
- notice of assignment of rents
- notice of assignment of lessor's/lessee's interest
- notice of oil and gas lease
- application for leasehold parcel.

Note: For a Notice of Amendment of or other interest in a Lease see Application General module (leases cannot be amended to include additional lands).

Note: For a Notice of Charge of Lease see Charges module (a charge of lease can only be amended as to terms and conditions but not parties).

Property/Instrument

For a lease document sourced by property (e.g., Notice of Lease), enter the PIN(s). Data from the property record stored in POLARIS is imported into the document.

For a lease document sourced by instrument (e.g., Notice of Determination of Lease), enter the instrument number. Also enter the last assignment, if any. The last registered owner of the instrument is imported into the document from POLARIS.

Parties From

The names of the Party(ies) From is imported automatically from POLARIS. This field may be amended if the information is not correct (e.g., if the lessor is not the registered owner).

Parties To

Enter the names of the Party(ies) To.

Statements

For each specific lease document, there are both mandatory and optional statements.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements module, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements module, No Dealings Indicator and Land Registrar's Investigation sections.

Notice of a Lease or an Interest in a Lease

A Notice of a Lease or an Interest in a Lease submitted for electronic registration must include the following:

- a complete copy of the lease or interest, or particulars of the type of interest and/or the term and expiry date of the lease or interest,
- a statement of the provisions included for a right or option to purchase or for renewal or extension, if applicable,
- a statement that the applicant:
 - within 14 days of receiving a request, will produce the lease or the document creating the interest, for inspection purposes, and
 - consents to the cancellation of the notice on presentation of proof satisfactory to the land registrar that the applicant, on request, failed to produce the lease or document creating the lease.

The appropriate statement for a Notice of Lease is either one of the following:

2605 The following is the complete lease [insert or import lease and its terms]

2601 Term: [insert term] Expiry date: [enter date in yyyy/mm/dd format]

4039 Term: [insert term]. Expiry Date: [insert date in yyyy/mm/dd format]

If Statement 2601 or 4039 is selected, the following statement is also required:

2604 The applicant is prepared to produce the document for inspection within fourteen (14) days of the request and the applicant consents to the cancellation of the document on presentation of proof satisfactory to the Land Registrar that the document was not produced upon request.

The following statements are optional. The bolded statement may only be signed for completeness by a lawyer:

2602 Right or option to purchase, [describe details]

2603 Provision for renewal or extension, [describe terms of renewal or extension]

***2606 The registered owner(s) is a party to the Lease or consents to the registration of the Notice of Lease.**

For a Notice of Lease, the system completes an ownership check. If the applicant is not the registered owner, law Statement 2606 is required to allow the registration to be completed.

Notice of Assignment of Lessee's Interest in Lease

If the lessee has assigned their interest under a registered notice of lease, a Notice of Assignment of Lessee's Interest in a Lease may be registered.

Select the statement below, if applicable:

2604 The applicant is prepared to produce the document for inspection within fourteen (14) days of the request and the applicant consents to the cancellation of the document on presentation of proof satisfactory to the Land Registrar that the document was not produced upon request.

Select the appropriate statement below and enter any required information:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Select the following optional statement, if applicable:

3730 This document relates to registration number(s) [insert number(s)]

Notice of Assignment of Lessor's Interest in Lease

If the lessor has assigned their interest under a registered notice of lease, A Notice of Assignment of Lessor's Interest in a lease may be registered.

Select the statement below, if applicable:

2604 The applicant is prepared to produce the document for inspection within fourteen (14) days of the request and the applicant consents to the cancellation of the document on presentation of proof satisfactory to the Land Registrar that the document was not produced upon request.

Select the appropriate statement below and enter any required information:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

The following statements are optional:

3701 The applicant(s) acknowledges that the lessor assigning their rights is not the registered owner

3730 This document relates to registration number(s) [insert number(s)]

Notice of Assignment of Rents – General

Assignment by the lessor of rents under a specific registered lease is considered a specific assignment of rents (see below), as opposed to a general assignment. This document type is referred to as an Assignment of the Lessor's Interest in a Lease and is registered in accordance with Section 111 of the *Land Titles Act*.

A general assignment of rents is considered to be an assignment by the lessor of rents under **unspecified** leases which may or may not be in existence and which may or may not be registered. They are often given as collateral to a registered charge. The general assignment of rents is registered as a Notice under Section 71 of the *Land Titles Act*. See Notices module.

The following statements have been programmed to form part of the electronic document. They cannot be changed. This document may also be used for a Notice of Re-Assignment of Rents.

The notice is based on or affects a valid and existing estate, right, interest or equity in land.

The assignor(s) hereby assigns their interest in the rents of the above-described land.

Select the statement below:

3708 The applicant applies for the entry of a notice of general assignment of rents.

Select one of the following statements and enter any required information:

3545 This notice may be deleted by the Land Registrar after [insert date in yyyy/mm/dd format]

3546 This notice may be deleted by the Land Registrar when the registered instrument, [insert instrument number] to which this notice relates is deleted

3547 This notice is for an indeterminate period

3548 The land registrar is authorized to delete the notice on the consent of the following party(ies) [insert name(s) of the party(ies)]

Note: If the assignee is registering the document, they must be entered in the Applicant field and a copy of the agreement must be imported into Statement 61 showing the owner/assignor as a party. If the owner/assignor is shown in the Applicant field, it is optional whether the agreement forms part of the document:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

The following statement is optional:

3701 The applicant(s) acknowledges that the lessor assigning their rights is not the registered owner

Notice of Assignment of Rents – Specific

The following statements have been programmed to form part of the electronic document. They cannot be changed:

The applicant applies for the entry of a notice of specific assignment of rents.

The assignor(s) hereby assigns their interest in the rents under the interest specified.

Note: If the assignee is registering the document, they must be entered in the Applicant field and a copy of the agreement must be imported into Statement 61 showing the owner/assignor as a party. If the owner/assignor is shown in the Applicant field, it is optional whether the agreement forms part of the document:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

The following statement is optional:

3730 This document relates to registration number(s) [insert number(s)]

Notice of Sublease

Once a lease has been registered, a lessee may register a sublease in which their interest in the lease is sublet to another party. The appropriate statement for a Notice of Sublease is either one of the following:

2607 The following is the complete sublease [insert or import sublease and its terms]

2601 Term: [insert term] Expiry date: [enter date in yyyy/mm/dd format]

4039 Term: [insert term]. Expiry Date: [insert date in yyyy/mm/dd format]

If Statement 2601 or 4039 is selected, the following statement is also required:

2604 The applicant is prepared to produce the document for inspection within fourteen (14) days of the request and the applicant consents to the cancellation of the document on presentation of proof satisfactory to the Land Registrar that the document was not produced upon request.

The following statements are optional:

2602 Right or option to purchase, [describe details]

2603 Provision for renewal or extension, [describe terms of renewal or extension]

Notice of Charge of Lease

For instructions for a Notice of Charge of Lease, see the Charge module.

Once a notice of lease has been registered, the lessee may charge the interest by registering a Notice of Charge of Lease. This document is supported by information setting out the terms of the charge. If default occurs under the Notice of Charge of Lease, the chargee may initiate power of sale proceedings. A Notice of Assignment of Lessee's Interest in Lease should be registered. (see the Transfer Under Power of Sale module).

The Charge of Lease has the option to select All/Partial/None. A Notice of Charge of Lease may be discharged by a Discharge of Charge. See the Discharges of Charge module.

Assignment of a Notice of a Charge of Lease

The chargee under a registered Charge of Lease may assign the Charge of Lease. An Assignment of a Notice of a Charge of Lease may be registered by way of an Application General with wording approved by Order of the Director of Titles 2011/03 *Land Titles Act* – Forms, included in Statement 61. See Application General module.

Notice of Determination of Lease

When a Notice of Determination of a Lease is registered on a parcel register and is terminated by written agreement, it is treated as an application to amend the register and the notice of lease and assignments will be deleted. If the lease has not been terminated by written agreement, the land registrar may delete the notice of lease with an application to amend the register. The application must be supported by a statement by the lessor declaring that the term of the lease has been determined and that there is no occupation under it.

If a notice of lease has been charged, a Notice of Determination cannot be certified unless, the chargee has consented to the Notice of Determination. A separate Discharge of Charge is required to delete the Charge of Lease.

A Notice of Determination of Lease submitted for electronic registration must contain the following:

- the registration number and date of registration of the notice of lease,
- a statement that the lease has been determined, **and**
- a statement that the applicant, on request, did not produce the lease or document creating the lease, if applicable.

Select the statements below. These two statements are law statements and may only be signed for completeness by a lawyer:

***2621 I have the authority to determine the lease against the identified lands**

***2623 The conditions that are required to determine the lease have occurred.**

Surrender of Lease

If the lease is being surrendered by the lessee, the lessee may make the following statement. The agreement may form part of the document. The actual surrender is not required to be attached:

2624 [insert name] hereby surrenders their interest in the lease.

The following statements are optional:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

The following statement is optional:

3730 This document relates to registration number(s) [insert number(s)]

Deletion of Lease by Application General

The registered owner can apply to delete a lease where the lease has been determined and there is no occupation under the lease without using law statements. The Lessor of a sublease or sub-

sublease, even when not the registered owner, may also delete leases in this manner for subsequent subleases or sub-subleases, as the case may be.

In this situation Land Transfer Tax statements are not required to form part of the document.

An Application General may be used:

- for a Surrender of Lease when the applicant is the lessor, and the lease has been surrendered,
- or,
- for a Determination of Lease when the applicant is the lessee, and the lease has been determined.

The registrant can use an Application General with the required information included in Statement 61. In this situation Land Transfer Tax statements are required to form part of the document.

Notice of Oil and Gas Lease

The appropriate statement for a Notice of Oil and Gas Lease is either one of the following:

2605 The following is the complete lease [insert or import lease and its terms]

2601 Term: [insert term] Expiry date: [enter date in yyyy/mm/dd format]

4039 Term: [insert term]. Expiry Date: [insert date in yyyy/mm/dd format]

If Statement 2601 or 4039 is selected, the following statement is also required:

2604 The applicant is prepared to produce the document for inspection within fourteen (14) days of the request and the applicant consents to the cancellation of the document on presentation of proof satisfactory to the Land Registrar that the document was not produced upon request.

The following statements are optional. The last is a law statement and may only be signed for completeness by a lawyer:

2603 Provision for renewal or extension, [describe terms of renewal or extension]

***2606 The registered owner(s) is a party to the Lease or consents to the registration of the Notice of Lease.**

Note: To delete a Notice of Oil and Gas Lease, use a Notice of Determination/Surrender of Lease. See [Bulletin 98002](#) and External Memo [EM199910](#).

Application for Leasehold Parcel

An Application for Leasehold Parcel may be registered by the lessee under a registered lease (not a sublease). The unexpired term of the lease must be 21 years or more, including the right of renewal.

Select the following statement and enter the required information:

2690 The applicant(s) is entitled for their own benefit to a leasehold estate for a term of [insert number of years] years from [insert starting date in yyyy/mm/dd format], in [insert brief legal description] being the freehold land registered as the selected PIN

The application must include the following:

- a complete copy of the lease,
- or,**
- a statement that the applicant:
 - within 14 days of receiving a request, will produce the lease or the document creating the interest, for inspection purposes.

Select the applicable statements below and enter the required information:

2605 The following is the complete lease [insert or import lease and its terms]

2604 The applicant is prepared to produce the document for inspection within fourteen (14) days of the request and the applicant consents to the cancellation of the document on presentation of proof satisfactory to the Land Registrar that the document was not produced upon request.

If a leasehold parcel is to be merged with the freehold parcel, use an Application General to merge the leasehold into the freehold. Outstanding interests must be addressed before an Application General to merge can be accepted.

Note: For an Application for Leasehold Parcel, *Family Law Act* statements, as well as a statement of age, may be required.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Executions

A writ of execution or its renewal does not bind land registered under the *Land Titles Act*, unless the judgment creditor requests that the Sheriff file the writ in the index of Writs of Execution. A writ is presumed to have expired six years from the date it was issued. If a writ is renewed, the renewal must also be filed in the index of Writs of Execution.

Liens under the *Bail Act* may also be filed as writs of execution. There are two differences, however: only the lands mentioned in the lien are bound, and there is no automatic expiry date. Liens under the *Legal Aid Act* were also filed as writs of execution until 1998 and therefore the same provisions may apply.

Instruments Requiring Execution Searches

Generally, any time ownership is changed, a search for outstanding writs of execution must be performed.

Automatic Writ Search

Teraview will perform an automatic writ search on the submission of the instruments below that are expressly subject to an outstanding execution search against the registered owner:

- transfer of freehold land
- transfer of easement
- application to have beneficiaries registered as owner (any executions against the deceased owner apply)
- survivorship application
- transfer, release and abandonment of easement
- change of name application (for owners) (also see Change Name module)
- plan document – against the registered owner of lands dedicated to the municipality, if any.

Writ Search by Registrant

Teraview cannot perform an automatic writ search on the instrument types noted below as it cannot determine the party name to search, e.g., the deceased's name is not a party in a Transfer by Personal Representative. In these situations, a search of executions against the applicable name(s) is completed by the registrant using the "WritSearch" product or "Retrieve Writs" function, and if a writ is found, the applicable writ statement must be selected:

- sale under power of sale and any other proceeding that removes the registered owner
- combined survivorship/transmission (against the first deceased)
- application general – release and abandonment of easement and where an owner(s) interest is cut out by the registration of the application general
- transfers from personal representative (executions against the deceased and any beneficiary releasing their interest)
- application to delete debts (against a prior deceased owner).
- change of name application (for owners) in some situations (see Change Name module)
- transfers from a trustee in bankruptcy in some situations (see Transfer module)
- transfer by a partnership (see Transfer module)

- survivorship application in addition to the Automatic Writ Search (see Survivorship module).

Writ Search by Land Registry Office

An automatic writ search IS NOT PERFORMED by the system on the following documents noted below. The registrant should search writs of execution and deal with them, if any, in the document. Land Registry Office staff will perform a search for writs of execution at the time the document is certified and, if there are writs outstanding, will contact the registrant. This list is not exhaustive:

- foreclosure application
- vesting order
- tax deed (by a Municipality).

Similar Names

If there is evidence that a registered owner also uses another name, both names are subject to writs of execution. For example, if a death certificate is submitted in which the name is different, a statement is required affirming that it is one and the same person as the name on the parcel register. Both names must then be searched.

Transfer by Personal Representative

When property is being transferred by the personal representative of an estate, registrants must perform a search for writs of execution against the deceased registered owner since the electronic registration system does not automatically perform a writ search. A writ search is mandatory on a Transfer of this nature.

Partnership Property

A search for executions is required for both, the partners and the firm name of partnership property, and the general partners and firm name of a limited partnership.

If a partnership is not named on title, but has a firm name, a statement identifying the partnership name is required and a search for writs of executions must be made against that name.

Executions

If the name of the registered owner on the parcel register has the same surname and one same given name as the name of the judgment debtor, the parcel register is subject to any writ issued against the judgment debtor, unless during the registration process one of the statements below is selected. For each transferor, statements are available for each writ identified from the results of the search.

General Writ Statements

- 803 I am not the party in the writ and the judgment is less than \$50000
- 805 The party is not one and the same as the party named in this writ and the judgment was less than \$50000
- 814 This property is subject to this writ

Statement re: Writs Against Deceased Joint Tenant

- 607 There is a writ of execution but the sheriff has not advertised the lands for sale to enforce the writ
- 608 There is a writ of execution but the date of death was within 6 months of the filing of the writ.

Statements by a solicitor

- *804 A complete, unconditional and unqualified release from the judgement creditor for the writ has been obtained**
- *806 This writ does not bind this property as it specifically relates to other land**
- *813 The judgment creditor(s) states that the registered owner is not one and the same as the party named in this writ**
- *820 The judgement creditor named in this writ releases any interest under the writ in this parcel.**
- *3524 The party is not one and the same as the party named in this writ**

Note: An individual may make a statement if the principal amount of the writ is less than \$50,000. If the principal amount is more, a solicitor's statement or a statement by the judgment creditor is required.

Statements when automatic writ search not performed

If the search for executions by the registrant produces a Clear Certificate, the following writ statement must be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched:

- *3629 This transaction is not subject to any writs of execution. Execution search(s) completed on [insert date in yyyy/mm/dd format - must be the same date as registration]. Clear execution Number(s) [indicate certificate(s) listed by number(s) and name(s) of party(ies) searched]. I [insert name] confirm the appropriate party(ies) were searched.**
- *3631 This transaction is not subject to any writs of execution. Execution search(s) completed on [insert date in yyyy/mm/dd format - must be the same date as registration]. Clear execution number(s) [indicate certificate(s) to be listed by number(s). and name(s) of party(ies) searched]. I [insert name] confirm the appropriate party(ies) were searched.**

If the search for executions by the registrant produces an Execution Certificate and identifies writs against the name searched, the following writ statement is to be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched:

- *3630 An execution search was completed on [insert date in yyyy/mm/dd format - must be the same date as registration] for [insert list name(s) of party(ies) searched]. Execution search number [indicate certificate number(s)] produced the following writs(s) of execution number(s) listed below. The applicable statement for each writ has been provided. I [insert name] confirm the appropriate party(ies) were searched.**
- *3632 An execution search was complete on [insert date in yyyy/mm/dd format - must be the same date as registration] for [insert list name(s) of party(ies) searched]. Execution search number [indicate certificate number(s)] produced the following writs(s) of execution number(s) listed below. The applicable statement for each writ has been provided. I [insert name] confirm the appropriate party(ies) were searched.**

In addition, the writ number(s) and the name(s) searched will need to be entered on the writ tab and the appropriate writ statement selected from the list.

The following writ clearing statement is available to address a situation where there is an applicable writ, but it is being cut out by the document, e.g., Foreclosure.

***3641 This writ does not bind the property as it is cut out by the registration of this document and the applicable legislation.**

Note: Writ Search for Single Name, see [Bulletin 2018–01](#)

Note: Writ Search for Historical Writ Numbers, see [Bulletin 2024–08](#)

Application to Delete Executions

An application to delete executions is required when a writ of execution is entered on the parcel register. For example, if it was not possible to make the required statement prior to the date of closing, the parties to a transaction may agree to register subject to an execution. When the required evidence is available, the vendor or purchaser may make the application.

Property

Once the PIN has been entered, data from the property record stored in POLARIS is imported into the document. If the application affects more than one PIN, enter each PIN. For details see General Requirements, Property section.

Applicant

Enter the name of the party applying to have the execution deleted.

Writ Deletions

Enter the following in the appropriate fields:

- writ number
- plaintiff(s)
- defendant(s)
- amount.

Note: The plaintiff(s), defendant(s) and amount are not required where either of the law statements are made that the writ has expired and has not been renewed or, that the writ has been discharged or withdrawn (Statements 3525 & 3526 are made).

Statements

For each writ, select the appropriate statement(s) below and enter any required information.

From the solicitor

***804 A complete, unconditional and unqualified release from the judgement creditor for the writ has been obtained**

***806 This writ does not bind this property as it specifically relates to other land**

***808 [insert name], a previous registered owner is not one and the same as the party named in the writ**

- *809** [insert name], the judgement creditor(s) states that the registered owner is not one and the same as the party named in writ [insert writ number]
- *810** [insert name], the deceased is not the party named in writ [insert writ number]
- *820** The judgement creditor named in this writ releases any interest under the writ in this parcel.
- *3525** The writ has expired and has not been renewed.
- *3526** The writ is discharged or withdrawn

Note: If Statements 3525 or 3526 are selected, only the writ number is required to be entered in the appropriate field.

An application to delete executions by the registered owner where the owner is not one and the same party as in the writ may be registered by way of an Application General. Particulars of the writ are set out in Statement 61 along with the statement that the “Registered owner [Name] is not one and the same as the debtor’s name in the writ.” The registered owner can make the statement where the value of the writ is under \$50,000.

Note: Writ Search for Single Name, see [Bulletin 2018–01](#)

Note: Writ Search for Historical Writ Numbers, see [Bulletin 2024–08](#)

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar’s Investigation

For available statements to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar’s Investigation sections.

Authority

Additional statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Postponement of Interest

The owner of a registered instrument may postpone that interest to another registered interest in an instrument. For example, a charge may be postponed in favour of another charge, or an assignment of rents may be postponed to a charge. In effect, the rights of priority acquired by registration are postponed to rights acquired or claimed under another registered instrument. Priority in respect to all, or a part, of the monies secured by a charge may be postponed to the money secured by a charge subsequently registered.

In addition, a postponement of an unregistered interest, such as a writ of execution, to a charge is permitted under Section 71 of the *Land Titles Act*. See the Notices module for more information.

Postponements of rights included in a non-disturbance agreement may be registered as Postponement of Interest. The non-disturbance agreement may be attached to the postponement and the documents will be abstracted as a postponement.

Documents dealing with the same interest may be postponed in one document. (e.g., Charge and Notice of General Assignment of Rents)

The documents being postponed to must be registered on the same PIN (e.g., a document registered against PIN A cannot be postponed to a document registered only against PIN B)

If the name of the party(ies) has changed, an Application to Change Name–Instrument must be registered prior to the postponement. The name change can be a source instrument, or the particulars of the name change are entered into Statement 61 using the wording from Statement 1606.

Note: Postponement of NOSI – pursuant to the *Homeowner Protection Act, 2024*, NOSIs in respect of collateral that are considered consumer goods were deemed expired and may no longer be registered. As a result, consumer NOSIs should not be postponed.

Postponement of Interest

The *Land Registration Reform Act* – Electronic Registration Regulation provides that a Postponement of Interest must contain the following:

- the registration number and date of the instrument containing the interest being postponed, and the registration number and date of the instrument containing the interest to which it is postponed
- a statement that the document postpones the interest.

An Application General incorporating the prescribed wording from the Postponement of Interest document pursuant to subsection 78(6) of the *Land Titles Act* into Statement 61 is to be used if the documents/interest to be postponed cannot be sourced. See Appendix A of [Bulletin 2014-02](#) for a list of allowable source document types.

Source Instrument

Enter the registration number of the instrument being postponed. All the PIN(s) currently associated with the instrument are imported into the document.

Property

Once the source instrument has been entered, the PIN(s) currently associated with the instrument and description(s) are imported into the document. See General Requirements, Property section.

Party From

Enter the name(s) of the party or parties postponing their interest.

Statements

Select the statement below and enter the required information.

2801 The applicant postpones the rights under the selected instrument to the rights under an instrument registered as number [insert number]

The following statement may be used any time additional information is required. For example, if more than one related registration is being postponed in one Postponement of Interest document (e.g., charge and assignment of rents).

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Law Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Party To

Enter the name(s) of the party or parties to whom the interest is being postponed.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Government Order/By-Law

A by-law is created by an authority whose powers are delegated through provincial legislation, such as a municipality. A by-law may not be registered unless it relates to an estate, right or interest in land.

By-laws are created in order to place regulations on certain jurisdictions, in this case usually with respect to property or undertakings related to property, and are binding for residents of that region. For example, a municipality might wish to dedicate certain lands to form part of a public highway. A by-law would be passed by the municipality and registered in the Land Registry Office in which the lands are situated if they relate to an interest in land. If the by-law doesn't appear to be title related, the client may be contacted and asked to provide the Legislative authority. For example, zoning by-laws and by-laws authorizing the sale of property are not registerable. A by-law must be in effect at the time of registration.

In the Land Registration System there are three distinct types of by-laws. They are:

- by-laws and repealing by-laws, enacted by a municipal authority
- by-laws made pursuant to various Acts (e.g., *Municipal Act*, *Planning Act*, *Public Transportation and Highway Improvement Act*)
- by-laws passed by a condominium corporation (see the Condominium Documents module, Condominium By-Law section).

Government Orders must be title related or there must be a statutory authority permitting the registration. For example, a property standards violation Order may be registered pursuant to a statutory authority however there is no authority to register a Notice of Violation for failure to obtain a permit.

Requirements for Electronic Registration

The electronic registration system provides for the registration of three types of by-laws and the Government Orders. They are:

- Application to Register By-laws
- Application by-law Deeming Plan Not a Plan
- Application by-law to Establish Public Highways
- Application to Register Government Order.

An application to register an order or by-law submitted for electronic registration must contain the following:

- a statement by the applicant that the order or by-law affects land or an interest in land
- the order or by-law
- a statement that the order is still in full force and effect.

Government Order/By-Law

The following statement has been programmed to form part of the electronic document. It cannot be changed:

This Order/By-law affects the selected PIN(s).

Property

Once you have entered the PIN, data from the property record stored in POLARIS is imported into the document. If the by-law/Government Order affects more than one PIN, enter each PIN. For details see General Requirements, Property section

Applicant

Enter the name of the party applying to register the by-law/Government Order.

Statements

Select the appropriate statement below and enter any required information. The first statement is a law statement and can only be signed for completeness by a lawyer.

***3535 This application is based on a government/authority order [import order]. The order is still in full force and effect.**

3536 This application is based on the Municipality By-law [import by-law].

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This Statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When statement 62 is selected the system will require a lawyer to sign the document for completeness.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Construction Liens

A construction lien is an interest that may be registered in accordance with the provisions of the *Construction Act*. Its purpose is to protect the rights and interests of workers and suppliers, and to obtain money owed for work performed, materials supplied, or wages earned.

Anyone claiming a lien under the *Construction Act* may register a lien; the consent of the owner of the property is not required. Registering the lien on title is known as preserving the lien. Persons with liens on the same premises may unite and submit one claim for lien.

Construction liens are **not** registered in the Land Registry Office for the following:

- a public street or highway owned by a municipality
- property owned by the Crown
- a railway right of way.

However, under the *Construction Act*, the lien may be preserved by submitting a copy to the clerk of the municipality, to the ministry or Crown agency, or to the Ontario office of the railway.

Liens may be registered against lands owned by a municipality or a railway other than a public street or highway or a railway right of way.

Note: Time limits for the registration of construction liens, ownership and/or use of lands are not reviewed for compliance with the *Construction Act*.

Construction Liens and related documents must be registered electronically in the Land Titles system. This requirement is set out in [Bulletin 2016-04](#).

Certificates of Action

A certificate of action is a certificate issued by a court of law that certifies that an action has commenced in the court under the *Construction Act*. A construction lien is preserved when a claim for lien against the affected properties is registered. The *Construction Act* requires that an action be commenced within a specific time period; the registration of a certificate of action perfects the claim for lien. A lien claimant may perfect a lien either by commencing an action or by sheltering under another perfected lien. The certificate of action lists the names of the plaintiff and defendant, as well as the registration number(s) of the lien(s) and a description (which must be the same as the lien itself).

To register a Certificate of Action use Certificate type document, see the Certificates module.

Sheltering

A claim for lien may be protected (sheltered) under a certificate of action that has already been registered. The claimant does not have to obtain a separate certificate of action; instead, the lien claimant can use (or shelter under) an existing one. A lien may shelter under an existing perfected lien at the time of registration or under any lien perfected between the date the claimant's lien is registered and the expiry of its perfection.

Rules for Sheltering

The rules for sheltering are as follows:

- a lien may be registered only for services or materials already provided. The same lien claimant may register several successive claims for lien under the same contract,
- each claim should be considered independently, even if there are additional claims for lien registered by the same claimant,
- each lien may not necessarily shelter under the same certificate of action.

For information on the effect of sheltering on powers of sale and foreclosure, see the respective modules.

Application to Delete Construction Lien

The *Land Registration Reform Act* – Electronic Registration Regulation provides that an Application to Delete Construction Lien must include the following:

- registration number of the claim for lien,
- if a certificate of action has been registered, the registration number of the certificate of action and a statement that either:
 - no other claims for a lien have been registered, **or**
 - no other registered claims for a lien are sheltered under the certificate,
- evidence satisfactory to the land registrar that the claim for lien does not affect the land described in the application, to be in the form of:
 - a statement by the applicant that the lien claimant has discharged the claim for lien,
 - a statement that the lien has expired because no certificate of action has been registered within the required period under the *Construction Act*
 - a court order discharging or vacating the claim for lien or vacating the lien and any certificate of action (see below).

Application General to Delete Expired Construction Lien

An expired construction lien may also be released when an application to amend the register is based upon evidence by a solicitor that pursuant to legislation the lien has expired. This evidence must be described and set out in a solicitor's Statement 62.

Registration of Construction Lien

Property

Once the PIN has been entered, data from the property record stored in POLARIS is imported into the document. If the construction lien affects more than one PIN, enter each PIN. For details see General Requirements, Property section.

Claimant

Enter the name(s) of the lien claimant(s). Also enter the address for service.

Statements

A Construction Lien may be registered in one of two ways. Either by using the following statements which contain the information as the prescribed form under the *Construction Act* or by importing the Construction Lien in its entirety into Statement 61 (see below).

Affirmation of Facts

With the amendments to the *Construction Act*, the statements below are optional:

- 2521 I am the lien claimant and the facts stated in the claim for lien are true.
- 2522 I, [insert name], am the agent of the lien claimant and have informed myself of the facts stated in the claim for lien and believe them to be true.
- 2523 I, [insert name], am a trustee of the Workers' Trust Fund which is named as the lien claimant and have informed myself of the facts stated in the claim for lien and believe them to be true

Contract Details

Select the statement below and enter the required information:

- 3707 Name and Address of Owner [insert name and address of owner] Name and address of person to whom lien claimant supplied services or materials [insert name and address of lien claimant] Time within which services or materials were supplied from [insert start date in yyyy/mm/dd format] to [insert end date in yyyy/mm/dd format] Short description of services or materials that have been supplied [insert brief description] Contract price or subcontract price [insert contract amount]. Amount claimed as owing in respect of services or materials that have been supplied [insert claimed amount]

Claim Details

Select the applicable statement below and enter any required information:

- 3711 The lien claimant claims a lien against the interest of every person identified as an owner of the premises described in said PIN to this lien
- 3712 The lien claimant claims a charge against the holdbacks required to be retained under the Act and any additional amount owed by a payer to the contractor or to any subcontractor whose contract or subcontract was in whole or in part performed by the services or materials that have been supplied by the lien claimant in relation to the premises at [insert address]

or,

import the Construction Lien in its entirety and/or any additional information into the statement below:

- 61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Application to Delete Construction Lien

The following statement has been programmed to form part of the electronic document. It cannot be changed:

The applicant applies to delete the selected lien and/or certificate of action.

Only one lien and/or related certificate of action may be released when statement 701 below is selected.

Instrument

Enter the registration date and number of the construction lien. Also enter the last assignment number of the lien, if any, and its date of registration. The name of the last registered owner of the lien is imported into the document from POLARIS.

Applicant

The name(s) of the lien claimant(s) is imported into the document. The name of the imported party may be amended if required.

Statement

Select the appropriate statements below and enter any required information.

It is important to explain the basis for the discharge of the lien and/or certificate of action. The second and third statements are law statements and can only be signed for completeness by a lawyer:

- 701 The lien claimant releases the lien claimed in the claim for lien as in registration number [insert number], and in respect to an improvement to the premises owned by [Owner(s) name] and described in the PIN(s) identified.
- *702 The application is based on a court order [import order],
 discharging/releasing/vacating the lien. The court order is still in full force and effect.**
- *708 The application is based on a court order [import order],
 discharging/releasing/vacating the certificate of action. The court order is still in full
 force and effect.**

Other Statements

Select the appropriate statement(s) below and enter any required information. The first four are law statements and can only be signed for completeness by a lawyer. To facilitate the deletion of a certificate of action that may or may not have another lien sheltering under it, law statement 710 has been added to the statements below.

- *710 The deletion of Certificate(s) of Action number(s) [insert number] is in accordance with the Construction Act.**
- *705 There is sheltering of another lien under Certificate of Action registered as number [insert number].**
- *706 There is no sheltering of another lien under Certificate of Action registered as number [insert number].**
- *703 The lien has expired since no certificate of action has been registered within the prescribed time under the Construction Act.**
- 704 The lien claimant, who is a party to the certificate of action, hereby consents to the release of the certificate of action registered as number [insert number].
- 707 A certificate of action has been registered and no other claims for lien have been registered.
- 709 The lien is released and no certificate of action has been registered.
- 61 Schedule: [insert text]

Lawyer's Statement

- *62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

If the Application to Delete Construction Lien is only deleting the construction lien, Statements 705 or 706 are not required. If only one lien and one certificate of action has been registered, Statement 707 must be selected.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Certificate of Lien under the *Housing Development Act*

Pursuant to the *Housing Development Act*, the Minister may make grants or loans to a municipality or person. Until the loan is repaid it is a lien or charge on the land.

Registering a Certificate of Lien – *Housing Development Act*

A certificate authorized by the clerk of the municipality may be registered. The certificate must contain the following:

- the amount loaned to the owner
- the rate of interest
- a description of the land to which the loan applies.

Discharging a Certificate of Lien – *Housing Development Act*

The lien or charge is discharged when the following conditions have been met:

- full repayment to the municipality of the amount loaned, together with interest
- a certificate signed by the clerk or deputy clerk of the municipality affirming that the repayment has been received in full.

No fee is charged for the registration of this type of lien or discharge.

Certificate of Lien – *Housing Development Act*

The electronic registration system provides for the registration of a Certificate of Lien under the *Housing Development Act*.

Property

Once the PIN has been entered, data from the property record stored in POLARIS is imported into the document.

Claimant

Enter the name of the municipality.

Statements

Select the statement below and enter the required information:

2551 The Municipality gives notice that it has a lien under the *Housing Development Act* for [insert dollar amount of loan] at an interest rate of [insert interest rate]

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Application Delete Housing Development Lien – *Housing Development Act*

The electronic registration system provides for the registration of a discharge of Certificate of Lien created under the *Housing Development Act*.

Source Instrument

Enter the registration number of the Certificate of Lien. All the properties currently associated with the Certificate of Lien are imported into the document.

Property

Once the sourced instrument has been entered, the PIN(s) currently associated with the instrument and description(s) are imported into the document. See General Requirements, Property section.

Discharging Party

The name of the municipality is prepopulated from POLARIS.

Statements

The following statement has been programmed to form part of the electronic document. It cannot be changed:

The applicant applies to delete the selected lien.

Select the statement below:

751 The application is based on a release/discharge by the lien claimant.

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

General Liens and Certificates

Many Acts provide for the registration of liens against land: for example, the *Mining Tax Act*, the *Income Tax Act*, and the *Retail Sales Tax Act* (for liens for unpaid taxes). Other Acts provide for the registration of certificates, such as the *Environmental Protection Act*. There must be a statutory authority permitting the registration of a General Lien against the land.

In the electronic registration system, there are two general document types that allow such liens and certificates to be registered. Prescribed forms under the specific Act are to be entered into the electronic document. The general lien and certificate document types allow these forms to be properly recorded in the parcel register. There is no provision to register a lien under a joint use agreement. A notice under Section 71 of the Act, using [Bulletin 96001](#) can be registered.

A Certificate of Pending Litigation may be registered as a Certificate. The certificate must be imported into Statement 61.

Deletion of the Certificate of Pending Litigation may be completed by registration of an Application to Amend Based on a Court Order. It can also be deleted by Application to Amend with a law statement confirming that the action has been discontinued or dismissed in its entirety. If the registered owner is making the Application, the Notice of Discontinuance or Dismissal must be attached along with a Covenant to Indemnify.

Liens and Certificates

The electronic registration system provides for the registration of general liens and certificates. To release or discharge a lien or certificate registered as this document type, see the Discharges module, Discharge of An Interest section. For a Discharge of Certificate of Action, use Application to Delete Construction Lien—see Construction Lien module.

Property

Once the PIN has been entered, data from the property record stored in POLARIS is imported into the document.

Claimant/Party From

Enter the name of the lien claimant or the applicant.

Statements

Select the appropriate statement below:

61 Schedule: [insert text].

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

3730 This document relates to registration number(s) [insert number(s)]

The Schedule statement is to be used to enter or import prescribed forms under the Act.

For example, a certificate of action must form part of the document and must be imported into Statement 61.

Party To

Enter the name of the party. For a certificate type document, this field is optional.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Restrictions

Annexation of Restrictive Covenants to Land – (Section 119)

An owner may apply to register restrictive covenants running with, or capable of being legally annexed to, land. Restrictive covenants shall not be included in a transfer, they must be registered separately before the transfer.

Note: The registration of a document entitled Restrictive Covenants does not in and of itself make restrictive covenants run with the land if, due to their nature or to the manner in which they are expressed, they would not otherwise do so.

Building Schemes

When a building scheme is being established (usually on a plan of subdivision), an application may be made to annex the restrictions to all land included in the building scheme. A notation of the restrictions will be recorded on the parcel register for each lot.

Restrictions on Transferring or Charging Land – (Section 118)

Section 118 of the *Land Titles Act* states that the registered owner of land or of a charge may impose restrictions on transferring the land or charge by applying to the land registrar. The land registrar will make an entry on the parcel register declaring that no transfer will be made, or charge created, unless specific conditions are met (e.g., a developer may enter a restriction on his land requiring the consent of the municipality).

The No Dealings indicator will be applied to the parcel register, which means that the parcel register is "cautioned". The restriction prohibits any transfer or charge from being registered unless the stated requirements have been met. This restriction ceases when the property is conveyed by the registered owner and the consent has been obtained unless the transferee consents in the transfer to the continuance of the restriction.

When a restriction has been registered that restricts a property from being transferred or charged and a subsequent charge is registered with the consent of the party specified in the restriction, the restriction continues to apply.

Application

The electronic registration system provides a group of instruments related to covenants/conditions/restrictions. The system distinguishes between three different types of applications. After selecting Restrictive Covenants, a drop-down list will appear. In order for the relevant statements to be displayed, the correct restriction document must be selected. They are:

- Application to Annex Restrictive Covenants S.119
- Application Restrictions S.118–Land
- Application Restrictions S.118–Charge

Instrument/Property

For an Application to Annex Restrictive Covenants S.119 and an Application Restrictions S.118—Land, enter the PIN of the property. Data from the property record stored in POLARIS is imported into the document. If the application deals with more than one PIN, enter each PIN.

For an Application Restrictions S.118—Charge, enter the charge number. All the properties currently associated with the charge are imported into the document.

Applicant

For an Application to Annex Restrictive Covenants S.119 and an Application Restrictions S.118—Land, the names of the registered owners are imported from POLARIS.

For an Application Restrictions S.118—Charge, the names of the chargees are imported from POLARIS.

Restriction

Enter the restriction in the following statement field:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This Statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When statement 62 is selected the system will require a lawyer to sign the document for completeness.

Additional Statement

The following statement is optional for an Application Restrictions S.118—Charge only:

3730 This document relates to registration number(s) [insert number(s)]

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document.

See General Requirements, Signatories and General Authority Statement sections.

Discharge of Restriction (Section 118)

Restrictions under Section 118 may at any time be deleted or modified by the owner of the land with the consent of the party or parties named in the restriction. An Application General may be registered to modify the Restriction. If the Restriction is being deleted use the Application to Delete Restrictions below. A law statement, as set below should be used when consents have been obtained. The solicitor making the statement must be the party signing the document.

Discharge or Compliance of Restrictive Covenants

If a restrictive covenant under Section 119 has been registered as annexed to, or running with, land for a fixed period, the land registrar may:

- without application, delete the entry from the parcel register at any time after ten years from the expiration of the fixed period
- or,**
- upon application by the registered owner to amend the parcel register, delete the entry of the restrictive covenants at any time after the expiry of the fixed period.

If no expiry date is fixed, a covenant may be deleted at any time forty years from the date of its registration by the land registrar, with or without application.

The court may order the modification or discharge of a restrictive covenant if proof is made, satisfactory to the court, that the order will benefit the persons principally interested in the enforcement of the covenant (see the *Conveyancing and Law of Property Act*). This procedure is normally used when the original purpose of the covenant no longer applies due to a lapse of time or change in circumstance.

An Application to Delete Restrictions may be used whenever covenants have expired according to the instrument creating them (in accordance with the *Land Titles Act*). If a court order has been obtained deleting or discharging the restriction, an Application to Amend Based on Court Order must be registered.

The land registrar may, at his/her discretion, delete an entry of a restrictive covenant upon application by the registered owner, subject to the consent of every person entitled to the benefit of the restriction.

Evidence of that consent would consist of the law statement set out below, affirming that all parties entitled to the benefit of the restriction have consented to the deletion of the restriction.

Application to Delete Restrictions

Instrument

Enter the registration number of the restrictive covenant. All the properties currently associated with the restrictive covenant are imported into the document. Select a PIN(s) to which the application to delete restrictions is/are to be registered.

Applicant

Enter the name(s) of the applicants).

Statements

Select the statement below:

3737 The applicant applies to delete these restrictions by reason of [indicate reason for deletion and expiry date in yyyy/mm/dd format, if any]

Additional Statements

Restrictions under Section 118

Select the applicable statement below:

***3642 I confirm that all of the required party(ies) have consented to the deletion of this restriction.**

Covenants/Restrictions under Section 119

Select the applicable statement below:

***3643 I confirm that all of the party(ies) entitled to the benefit of the restriction/covenant have consented to the deletion of the restriction/covenant.**

The following statement is optional for either situation above:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This Statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Notice of Compliance

Under Section 75 of the *Land Titles Act*, the parcel register may be amended to record compliance with restrictive covenants. An Application General is required. The following requirements must be met:

- the application and supporting evidence must reference the specific covenants that have been complied with, either by referring to the paragraph numbers of the covenants or by setting out the covenants in full
- the application must include a statement that the compliance is final in nature and does not require subsequent confirmation.

Modification of Restrictive Covenants

It is not unusual for a set of restrictive covenants to contain a paragraph reserving to the vendor a right to waive, alter or modify the restrictions in any manner, without the consent of any other owners who might be in a position to benefit from the restrictions. If a person attempts to waive, alter or modify restrictive covenants pursuant to such a paragraph, the instrument purporting to waive, alter or modify will be registered using a notice under Section 71 of the *Land Titles Act*. Such an instrument will not be accepted as the basis for amending the parcel register pursuant to Section 75 of the *Land Titles Act*.

Cautions

A caution is registered in order to protect the interests of a party claiming to have a proprietary interest in a property or charge. There are several types of cautions, including cautions that:

- prevent dealings with the land or charge(s) without the consent of the cautioner
- claim an interest under an agreement of purchase and sale
- give notice of outstanding taxes
- are registered by an estate trustee to prevent vesting
- fall under the *Bankruptcy and Insolvency Act* (see Bankruptcy).

When a caution that prevents dealings is registered, a "no dealings" indicator is displayed on the parcel register. The registered owner of the land or charge cannot deal with the land or charge without the consent of the cautioner or by selecting another unblocking statement, if applicable. See General Requirements, No Dealings Indicator section.

A land registrar may also caution a property.

Cautions under the *Land Titles Act*

A caution that prevents dealings must be based on a proprietary interest in a property or in a charge (i.e., the right to call for or receive a transfer or charge, or a transfer of charge).

The most common cautionable interest is an Agreement of Purchase and Sale that will generally result in a transfer of land. The actual agreement does not form part of the caution but details of the agreement and statements from the cautioner must be included. The cautioner is required to state that they will produce the agreement for inspection within 14 days of a request from any person, and that they consent to the cancellation of the caution upon presentation of proof satisfactory to the land registrar that the agreement was not produced on request.

Cautions are taxable under the *Land Transfer Tax Act* if the nature of the interest is deemed to be a conveyance of land under the *Act*.

After a caution is registered, no dealing with the land or charge may be registered without the consent of the cautioner, **except**:

- in the case of a Caution registered under Section 71 of the *Land Titles Act*
- under the authority of a judgment or court order
- under power of sale contained in a charge that is prior to the interest under which the cautioner claims, and the cautioner has been served with a notice of power of sale
- if it does not detrimentally affect the interest of the cautioner
- when the person registers it subject to continuance of the caution
- when a registered interest is acquired prior to the registration of the caution
- in the case of statutory liens, construction liens, tax arrears certificates, etc.

Cautions under Section 71, except those based upon an agreement of purchase and sale (Notice), must be approved by the Director of Titles. Cautions by Trustees in Bankruptcy are filed by way of a notice (see the Bankruptcy module).

Cautions under the *Local Roads Boards Act*

The *Local Roads Boards Act* also provides for the taxing authority to register a caution for outstanding taxes. This type of caution prevents dealings with the property. A caution under this statute is registered as a caution (see procedures below). Since these cautions do not expire and the electronic caution requires Statement 3745 authorizing its deletion 60 days from registration, an override will be required in order to register.

Cautions under the *Estates Administration Act*

Under certain circumstances a caution may be registered under the *Estates Administration Act*. Refer to the Estates module for more information.

Requirements of Electronic Registration

In accordance with the *Land Registration Reform Act* – Electronic Registration Regulation, a caution with respect to an agreement of purchase and sale, an assignment or renewal of an agreement of purchase and sale, a notice of option, and a notice of assignment or renewal of an option, must include a complete copy of the agreement or document creating the option, or the following:

- the date of the agreement or of the document creating the option
- the date the sale is or was to be completed, or the date the option expires or expired
- a statement of the provisions, if any, that the agreement or document includes for renewal or extension
- a statement that the applicant will do the following:
 - produce the agreement or the document within 14 days of receiving a request, **and**
 - consent to the cancellation of the notice on presentation of proof satisfactory to the land registrar that the applicant did not produce the agreement, the document creating the option, the assignment, or the renewal.

An assignment of an agreement or option is registered by way of a notice, which must contain a statement that lists the registration number of the assigned agreement or option. A caution based upon an agreement of purchase and sale cannot be renewed; however, if the agreement is extended another caution may be registered based upon the agreement extending the date of closing.

Caution

The electronic registration system distinguishes between the following types of cautions:

- Caution–Land
- Caution–Notice
- Caution–Charge
- Caution of Agreement of Purchase and Sale
- Withdrawal of Caution
- Caution–Land (*Estates Administration Act*)*
- Renew–Caution*

* For procedures on cautions and renewals under the *Estates Administration Act*, refer to the Estates module.

Document types are listed separately because they require different statements or evidence to meet registration requirements. In order for the relevant statements to be displayed, the applicable caution must be selected.

Property

For Caution–Land, Caution–Agreement of Purchase and Sale and Caution–Notice, enter the PIN(s). Once the PIN has been entered, data from the property record stored in POLARIS is imported into the document. If the application affects more than one PIN, enter each PIN. For details see General Requirements, Property section.

Owner

The Owner's name is imported into the document automatically from POLARIS.

Cautioner

Enter the name of the cautioner(s).

Statements

Certain statements are relevant only to certain caution documents.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

Caution–Agreement of Purchase and Sale (Section 71 of the *LTA*)

For a Caution–Agreement of Purchase and Sale, select the following statements and enter the required information:

3702 The applicant is entitled to register a caution against the land under an agreement of purchase and sale dated [insert date in yyyy/mm/dd format]. The sale is to be completed by [insert date in yyyy/mm/dd format]

and

3704 The applicant is prepared to produce the agreement for inspection within fourteen (14) days of request of any person and consents to the cancellation of the caution on presentation of proof satisfactory to the Land Registrar that the agreement was not produced on request.

3744 The Land Registrar is authorized to delete this caution 60 days from the date of closing, which is [insert date in yyyy/mm/dd format].

Note: The date entered in Statement 3744 is calculated as 60 days from the date the sale is to be completed as set out in Statement 3702.

Caution–Land (Section 128 of the *LTA*)

Statements

For a Caution–Land, complete the following statements:

- 1401 The applicant is entitled to register a caution to prevent any dealing with the land without the applicant's consent. The nature of the interest is [describe nature of the interest]
- 3745 The Land Registrar is authorized to delete this caution 60 days from the date of registration.

Caution–Notice (Section 71 of the *LTA*)

Statements

For a Caution–Notice, complete the following statements:

- 3649 The applicant is entitled to register a caution against the interest of [insert name of party] pursuant to S. 71 of the Land Titles Act. The nature of the interest is: [indicate nature of the interest].
- 3745 The Land Registrar is authorized to delete this caution 60 days from the date of registration.

Additional Statements

The following statements are optional:

- 3730 This document relates to registration number(s) [insert number(s)]
- 61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This Statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Caution–Charge (Section 128 of the *LTA*)

Charge Number

For a Caution–Charge, enter the charge number. All the properties currently associated with the charge are imported into the document.

Cautioner

Enter the name of the cautioner.

Statements

Complete the following statements:

- 1402 The applicant is entitled to register a caution to prevent any dealing with the charge without the applicant's consent. The nature of the interest is [describe nature of the interest]
- 3745 The Land Registrar is authorized to delete this caution 60 days from the date of registration.

Additional Statements

The following statement is optional:

3730 This document relates to registration number(s) [insert number(s)]

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Withdrawal of Caution

A Withdrawal of Caution is also sourced by an instrument (i.e., the original caution).

Instrument

Enter the registration number of the caution being withdrawn. All the PIN(s) affected by the instrument are imported into the document. If the caution is only being removed from one or some of the PIN(s), select the appropriate PIN(s).

Cautioner

Enter the name of the cautioner.

Statements

Select one of the statements below and enter any required information. Statement 3521 is a law statement and can only be signed for completeness by a lawyer.

***3521 I [insert name], am the solicitor for the Cautioner and authorize the Land Registrar to withdraw the above caution.**

3523 I am the Cautioner and authorize the Land Registrar to withdraw the above caution.

Additional Statements

The following statement is optional:

3730 This document relates to registration number(s) [insert number(s)]

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Bankruptcy

Trustee in Bankruptcy

The *Bankruptcy and Insolvency Act* is a federal statute which applies to real and personal property. A bankruptcy court appoints a licensed trustee to act as the trustee in bankruptcy of the property of a bankrupt. A trustee in bankruptcy may be registered as the owner of the land or of an interest therein. Proof satisfactory to the land registrar is required before an Application of Trustee in Bankruptcy may be accepted for registration. Any joint tenancy is severed by law when a party declares bankruptcy but, if multiple remaining owners owned as joint tenants, the joint tenancy is not severed as to each other, only as to the bankrupt. A trustee holds the bankrupt's share as a tenant in common. If a notice of disclaimer is registered, the discharged bankrupt will continue to hold the land as tenants in common. If a Notice of Disclaimer (see below) is registered and the parties want to recreate the joint tenancy a self-to-self transfer would be required.

If a trustee in bankruptcy is being entered as the owner, the land registrar will not make the trustee's title subject to the rights of the bankrupt's spouse, even if the property is their principal residence.

Writs of Execution

The title of a purchaser from a trustee in bankruptcy is not made subject to writs of execution filed against the bankrupt prior to the date the receiving order was made, or the assignment filed, since such claims are paid from the proceeds of the sale of the bankrupt's assets. The purchaser will not be affected by writs filed after that date because once a receiving order has been made, or an assignment filed, the bankrupt's property vests in the trustee.

When a bankrupt is discharged and subsequently acquires land, the title of a purchaser from the bankrupt is subject to writs of execution filed before or after the discharge. However, if the bankrupt's solicitor states that they have actual knowledge that the discharge is not conditional with respect to the bankrupt's after-acquired property, and that the judgment on which the execution is based is not a claim to which the bankrupt's assets remain liable after their discharge, the property is not made subject to these writs. A statement based on belief alone is not acceptable proof.

The *Bankruptcy and Insolvency Act* states that the discharge does not release the bankrupt from writs of execution that are for the following:

- any debt or liability arising out of fraud, embezzlement, misappropriation, while acting in a fiduciary capacity
- any fine or penalty imposed by the court or any debt arising out of a recognizance or bail bond
- any debt or liability for alimony
- any debt or liability under a support of maintenance or affiliation order or under an agreement for maintenance and support of a spouse or child living apart from the bankrupt
- any debt or liability for obtaining property by false pretences or fraudulent misrepresentation
- liability for dividend that a creditor would have been entitled to receive on any provable claim not disclosed to the trustee unless the creditor has notice or knowledge of the bankruptcy and failed to take reasonable action to prove the claim.

A writ search on a Transfer by Trustee in Bankruptcy is required if the document is transferring an interest in addition to that of the bankrupt, such as a co-owner. The optional Retrieve Writs search is available and if a writ is found, the system will add the writ number, the debtors name, and the statement "This property is subject to this writ" to the document. The writ clearing statements will be available for the registrant to select if the property is not subject to the writ. The registrant may also enter the writ number

and the debtors name and select the writ clearing statements if the property is not subject to the writ. In this situation, see the Transfer module, Transfer by Trustee in Bankruptcy writ statements.

Notice of Disclaimer

The trustee in bankruptcy may register a notice of disclaimer in order to be divested of any interest appearing in the parcel register. The consent of the majority of the inspectors, or a statement from the trustee to that effect, is required. A notice of disclaimer acts as a discharge or release of any previously registered documents by or on behalf of the trustee with respect to the property referred to in the notice of disclaimer. A notice of disclaimer is registered using a notice under Section 71 of the *Land Titles Act* and must include the following statement:

[Name] having a legal interest in the land described herein, of which [Name] is the Trustee of the Estate of [Name] who is (one of) the registered owner(s) hereby apply under section 71 of the *Land Titles Act* to have registered a Notice of Disclaimer to divest [Name] of its interest in favour of [Name]. This Notice of Disclaimer shall be a discharge of any and all interest registered in my favour under Instrument [Number].

You must also include one of the following statements:

No inspectors have been appointed.

or,

The consent of the majority of the inspectors has been obtained.

Substitute Trustee

The *Bankruptcy and Insolvency Act* provides for the appointment of a substitute trustee. The property passes from the former trustee to the new trustee without a conveyance, assignment, or transfer, however, if required by the inspectors, a notice of the appointment of substituted trustee may be registered as a Section 71 Notice. If a notice of appointment has not been registered when the substitute trustee deals with land titles property, proof of appointment is required. This proof must take the form of a law statement explaining the substitution in the transfer.

Trustee statements

The trustee is only acting in capacity as representative and cannot delegate his or her authority to a third party. Age, spousal, and power of attorney statements are not required or available for either Application for Trustee in Bankruptcy or Transfer by Trustee in Bankruptcy.

Application to Register Trustee in Bankruptcy–Owner

This type of application is used when the ownership of the property is changing due to an owner declaring bankruptcy. Once the application is registered, the trustee(s) name will appear in the Ownership field in POLARIS.

Application to Register Trustee in Bankruptcy–Instrument

This type of application is used when the owner of an interest in an instrument has declared bankruptcy.

Instrument/Property

For an Application to Register Trustee in Bankruptcy–Owner, enter the PIN(s). Once the PIN(s) has been entered, data from the property record stored in POLARIS is imported into the document. If the application affects more than one PIN, enter each PIN. For details see General Requirements, Property section.

For an Application to Register Trustee in Bankruptcy–Instrument, enter the instrument number. All the properties currently associated with the instrument are imported into the document.

Bankrupt

The bankrupt's name is imported into the document from POLARIS. This field should reflect only the name of the bankrupt. If there is more than one owner, and therefore more than one name, change the data to include only the name of the bankrupt party. If there is more than one bankrupt party, a separate application will be required unless the same trustee was appointed for all bankrupt parties under the same file number.

Trustee

Enter the name of the trustee.

Statements

Application Trustee in Bankruptcy–Owner.

Select the following statement:

- 1304 The applicant is entitled to be entered as owner as trustee in bankruptcy under the Bankruptcy and Insolvency Act (Canada).

Application Trustee in Bankruptcy–Instrument.

Select the following statement:

- 1305 The applicant is entitled to be entered as owner as trustee in bankruptcy under the Bankruptcy and Insolvency Act (Canada).

Select one of the following statements:

- 1302 A Receiving Order [import order] appointing me, was made by a Court.
- 1303 The owner has assigned his/her property/interest for the general benefit of creditors to me by assignment in bankruptcy, under File number [insert number] that was filed with [indicate Court name] on [insert date in yyyy/mm/dd format]
- 3541 A proposal was made by [insert name] which was not approved by the [indicate name of the Court] court and this has resulted in my appointment as a trustee in bankruptcy under File number [insert number] as of [insert date in yyyy/mm/dd format].
- 61 Schedule: [insert text]

Note: Statement 1303 – If a court file number has not been assigned, use the wording of Statement 1303 without referring to the court file number in Statement 61 – The court name to be entered may be identified as Office of the Superintendent of Bankruptcy Canada.

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This Statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When statement 62 is selected the system will require a lawyer to sign the document for completeness.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Caution under *Bankruptcy and Insolvency Act*

If a bankrupt owns property or a registered interest or estate under the *Land Titles Act*, and a copy of the receiving order or assignment has not been registered, a caution may be registered by the trustee to protect the interests of the creditors. Any subsequent registration with respect to the land or charge is subject to the caution until it is removed or cancelled.

The electronic registration system distinguishes between two types of cautions. They are:

- Caution–Land (*Bankruptcy and Insolvency Act*)
- Caution–Charge (*Bankruptcy and Insolvency Act*)

Instrument/Property

If the caution is to protect the creditor's interest in the property, select Property and enter the PIN(s). If the caution is to protect the creditor's interest in a charge, select Sourced Instruments and enter the charge number. The PIN(s) associated with the charge are imported from POLARIS.

Cautioner

Enter the name of the trustee in bankruptcy.

Statements

Select one of the following statements based on the bankrupt's interest in the property:

- 1450 The applicant is entitled as Trustee in Bankruptcy to register a caution against the land under the Bankruptcy and Insolvency Act.
- 1403 The applicant is entitled as Trustee in Bankruptcy to register a caution against the charge under the Bankruptcy and Insolvency Act.

In addition, select one of the statements below:

- 1302 A Receiving Order [import order] appointing me, was made by a Court.
- 1303 The owner has assigned his/her property/interest for the general benefit of creditors to me by assignment in bankruptcy, under File number [insert number] that was filed with [indicate Court name] on [insert date in yyyy/mm/dd format]
- 3541 A proposal was made by [insert name] which was not approved by the [indicate name of the Court] court and this has resulted in my appointment as a trustee in bankruptcy under File number [insert number] as of [insert date in yyyy/mm/dd format].
- 61 Schedule: [insert text]

Note: Statement 1303 – If a court file number has not been assigned, use the wording of Statement 1303 without reference to the court file number in Statement 61. The court name to be entered may be identified as Office of the Superintendent of Bankruptcy Canada.

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This Statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When statement 62 is selected the system will require a lawyer to sign the document for completeness.

Additional Statements

For a Caution–Charge (*Bankruptcy and Insolvency Act*), the following optional statement may be selected:

- 3730 This document relates to registration number(s) [insert number(s)]

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Plan Document

The *Land Registration Reform Act* – Electronic Registration Regulation provides that a Plan Document must contain the following:

- the name of the surveyor who prepared the plan, along with the plan's date
- the consents required in order to register the plan.

Property

Once the PIN has been entered, data from the property record stored in POLARIS is imported into the document. If the Plan Document affects more than one PIN, enter each PIN. See General Requirements, Property section.

When the plan affects all of the PIN(s), no changes are required to the imported description. When part of the PIN(s) is affected by the plan, the geographic description should be entered followed by the words, lying within the limits of the proposed plan of subdivision.

Applicant

Enter the name(s) of the owner(s).

Statements

Select the following statement and enter the required information:

2701 The applicant applies to register a plan of subdivision of the land prepared by [insert name of Surveyor] dated [insert date in yyyy/mm/dd format]

Select the appropriate statement below and enter any required information:

2702 All the consents required have been obtained.

***3627 There is/are no charge(s) registered against the land and no consent(s) of the chargee(s) is/are required.**

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This Statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

A Plan Document must be registered even if there are no consents from chargees required. If consents are not required, select Statement 3627.

Writs of Execution

A search for writs of execution against the applicant(s) is performed automatically by the system when a Plan Document is registered. Writ clearing statements are available for selection where required.

A writ search is not required if there are no dedicated lands.

Where there are no dedicated lands optional statement 3628 is available. When selected, the registrant may apply for a refund of the fees paid to perform the writ search:

3628 I confirm that this plan of subdivision does not contain dedicated lands.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, and select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Electronic Plans (ePlans)

The following document types are available to file electronic plans:

- Application–Deposit Plan for a reference plan
- Application–Crown Land Reference Plan (No PIN)
- Application–Register Plan for a subdivision plan (Not available for use at this time)

The *Land Registration Reform Act* – Electronic Registration Regulation and Ontario Regulation 43/96 set out the information that is required for these document types. The preparation of a Crown Land ePlan will continue to be in accordance with the Instructions Governing Ontario Crown Land Surveys And Plans as published by the Ministry of Natural Resources and Part XIII of Ontario Regulation 43/96 under the *Registry Act*.

As Crown Land ePlans are not deposited on a parcel of land (PIN), the properties field is not available for this document type and these plans require an additional informative note placed below the Plan Schedule in the form: Land in this plan is in 'registry office number'. The representative for the Land Registrar will use this information to confirm that the plan is deposited in the correct land registry office.

An Ontario Land Surveyor is required to sign each of these document types for completeness.

The deposit/registration of each plan type is a two-step process whereby a surveyor will prepare and register an Application–Deposit Plan/Application Crown Land Reference Plan (No PIN) or an Application Register Plan for a Reference Plan and Subdivision Plan respectively. Once preapproved, a PDF version of the draft plan is imported into the application by the surveyor and becomes the deposited/registered plan after Land Registry Office staff have processed the Application.

The electronic registration system recognizes a document type group dealing with a Plan Document and Applications to deposit/register reference plans and subdivision plans. Specific Application types are listed separately because they require additional or different statements or evidence to meet registration requirements. In order for the relevant statements to be displayed, the specific Application type must be selected.

Application–Deposit Plan

Property(ies)

Once the PIN has been entered, data from the property record stored in POLARIS is imported into the document. If the application affects more than one PIN, add each PIN.

Note: The description cannot be changed for this document type.

Applicant

Enter the name of the survey corporation or the individual surveyor's name.

Authorization of Application

Every application registered electronically must contain authorization statements which are deemed to have been made by the party. Select the appropriate statement from below.

Corporation as an Applicant

If the applicant is a corporation, the following statement must be made:

- 10 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

Documents Executed under Authority of a Power of Attorney Granted by a Corporation

The applicable statement to the situation being dealt with must be selected. None are law statements.

For an attorney that is a company:

- 2919 (1) Power of Attorney was registered as number [insert number]. (2) To the best of the attorney's knowledge and belief, the power of attorney is still in full force and effect. (3) The attorney is acting within the scope of the authority granted under the power of attorney. (4) At the time this document was executed, [insert name] was the [insert position] of [insert (attorney) company/bank], and had the authority to bind the attorney.

For an attorney that is a named person who is not in a company:

2920 (1) Power of Attorney was registered as number [insert number]. (2) To the best of my knowledge and belief, the power of attorney is still in full force and effect and gives me, [insert name], the authority to bind the donor. (3) I am acting within the scope of the authority granted under the power of attorney.

For an attorney that is a named person or a named position in a company:

2921 (1) Power of Attorney was registered as number [insert number]. (2) To the best of my knowledge and belief, the power of attorney is still in full force and effect and gives me the authority to bind the donor. (3) I am acting within the scope of the authority granted under the power of attorney. (4) At the time this document was executed I, [insert name], was the [insert position] of [insert (attorney) company/bank].

If a document is not signed under the authority of a power of attorney, select the statement below:

2909 This document is not authorized under Power of Attorney by this party.

Partnership as an Applicant

When creating an application in which a partnership is an Applicant, each partner and the firm name must be set out individually as an Applicant.

The following statement must be selected by each partner:

43 I am a partner.

The following statement must be selected for the firm name:

54 This is the firm name of the Partnership/Limited Partnership.

Limited Partnership as an Applicant

When creating an application in which a limited partnership is an Applicant, each general partner and the firm name must be set out individually as an Applicant.

The following statement must be completed for each general partner:

48 I am a general partner.

The following statement is an optional statement and may be selected by one of the general partners if they are authorized under the *Limited Partnerships Act*. If this statement is not selected by any of the general partners, each of the limited partners must be identified, consent to and authorize the document in Statement 61.

45 This transaction is for a partnership purpose within the meaning of the Limited Partnerships Act.

In addition, the following statement applies to the firm name and must be selected:

54 This is the firm name of the Partnership/Limited Partnership.

Statements

There are specific statements required for the Application Deposit Plan. Select the statements below:

3605 I, [insert name] require this plan to be deposited under the Land Titles Act on the identified property(s).

3606 I certify that the survey was completed on [insert date in yyyy/mm/dd format].

Note: For a compiled reference plan, the completion date to be entered in statement 3606 is the date of signing of the plan.

Select the applicable statement below and enter the required information:

3607 I certify that this survey and the attached plan [import plan] are correct and in accordance with the Surveys Act, the Surveyors Act and the [insert legislation] and the regulations made under them.

3608 I certify that this survey and the attached plan [import plan] comprising sheets 1 to [insert total number of sheets] are correct and in accordance with the Surveys Act, the Surveyors Act and the [insert legislation] and the regulations made under them.

Additional Statements

The following statements are optional. If either statement 3609 or 3610 are selected, statement 3611 is also required:

3609 I certify that the structures shown on the attached plan are in existence.

3610 I certify that the structures shown on the attached plan comprising sheets 1 to [insert total number of sheets] are in existence.

3611 I certify that the dimensions shown on the attached plan have been verified by actual measurements.

3612 I certify that the attached plan is an accurate compilation based on data derived from [indicate source of information]

3613 I certify that the attached plan has been approved by the (Assistant) Examiner of Surveys, [insert name of examiner], in accordance with subsection [insert subsection] of the regulation.

61 Schedule: [insert text]

3640 Covenant to Indemnify the Land Titles Assurance Fund [import PDF covenant]

Select the statement below and enter the required information:

3614 The attached Plan was approved for deposit under pre-approval number [insert pre-approval number].

Authority

An additional Statement is required regarding the authority to create and register both Application types. Select the statement below:

5051 I have the authority to sign and register the document on behalf of the Applicant(s).

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. An Application–Deposit Plan can only be signed by a surveyor.

Application–Crown Land Reference Plan (No PIN)

Applicant

Enter the name of the survey corporation or the individual surveyor's name.

Authorization of Application

Every application registered electronically must contain authorization statements which are deemed to have been made by the party. Select the appropriate statement from below.

Corporation is an Applicant

If the applicant is a corporation, the following statement must be made:

- 10 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

Documents Executed under Authority of a Power of Attorney Granted by a Corporation

The applicable statement to the situation being dealt with must be selected. None are law statements.

For an attorney that is a company:

- 2919 (1) Power of Attorney was registered as number [insert number]. (2) To the best of the attorney's knowledge and belief, the power of attorney is still in full force and effect. (3) The attorney is acting within the scope of the authority granted under the power of attorney. (4) At the time this document was executed, [insert name] was the [insert position] of [insert (attorney) company/bank], and had the authority to bind the attorney.

For an attorney that is a named person who is not in a company:

- 2920 (1) Power of Attorney was registered as number [insert number]. (2) To the best of my knowledge and belief, the power of attorney is still in full force and effect and gives me, [insert name], the authority to bind the donor. (3) I am acting within the scope of the authority granted under the power of attorney.

For an attorney that is a named person or a named position in a company:

- 2921 (1) Power of Attorney was registered as number [insert number]. (2) To the best of my knowledge and belief, the power of attorney is still in full force and effect and gives me the authority to bind the donor. (3) I am acting within the scope of the authority granted under the power of attorney. (4) At the time this document was executed I, [insert name], was the [insert position] of [insert (attorney) company/bank].

If a document is not signed under the authority of a power of attorney, select the statement below:

- 2909 This document is not authorized under Power of Attorney by this party.

Partnership as an Applicant

When creating an application in which a partnership is an Applicant, each partner and the firm name must be set out individually as an Applicant.

The following statement must be selected by each partner.

43 I am a partner.

The following statement must be selected for the firm name:

54 This is the firm name of the Partnership/Limited Partnership.

Limited Partnership as an Applicant

When creating an application in which a limited partnership is an Applicant, each general partner and the firm name must be set out individually as an Applicant.

The following statement must be completed for each general partner:

48 I am a general partner.

The following statement is an optional statement and may be selected by one of the general partners if they are authorized under the *Limited Partnerships Act*. If this statement is not selected by any of the general partners, each of the limited partners must be identified, consent to and authorize the document in Statement 61.

45 This transaction is for a partnership purpose within the meaning of the Limited Partnerships Act.

In addition, the following statement applies to the firm name and must be selected:

54 This is the firm name of the Partnership/Limited Partnership.

Statements

There are specific statements required for the Application–Deposit Plan. Select the statements below:

3605 I, [insert name] require this plan to be deposited under the Land Titles Act on the identified property(s).

3606 I certify that the survey was completed on [insert date in yyyy/mm/dd format].

Select the applicable statement below and enter the required information:

3607 I certify that this survey and the attached plan [import plan] are correct and in accordance with the Surveys Act, the Surveyors Act and the [insert legislation] and the regulations made under them.

3608 I certify that this survey and the attached plan [import plan] comprising sheets 1 to [insert total number of sheets] are correct and in accordance with the Surveys Act, the Surveyors Act and the [insert legislation] and the regulations made under them.

Additional Statements

The following statements are optional. If either statement 3609 or 3610 are selected, statement 3611 is also required:

3609 I certify that the structures shown on the attached plan are in existence.

3610 I certify that the structures shown on the attached plan comprising sheets 1 to [insert total number of sheets] are in existence.

3611 I certify that the dimensions shown on the attached plan have been verified by actual measurements.

3612 I certify that the attached plan is an accurate compilation based on data derived from [indicate source of information]

3613 I certify that the attached plan has been approved by the (Assistant) Examiner of Surveys, [insert name of examiner], in accordance with subsection [insert subsection] of the regulation.

61 Schedule: [insert text]

3640 Covenant to Indemnify the Land Titles Assurance Fund [import PDF covenant]

Select the statement below and enter the required information:

3614 The attached Plan was approved for deposit under pre-approval number [insert pre-approval number].

Authority

An additional Statement is required regarding the authority to create and register both Application types. Select the statement below:

5051 I have the authority to sign and register the document on behalf of the Applicant(s).

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. An Application–Deposit Plan can only be signed by a surveyor.

Application–Register Plan (Not available to be used at this time)

Source Instrument

This Application is sourced by the Plan Document instrument. In the source field enter the Plan Document instrument number or WIP. The current owner of the PIN will be prepopulated as the Applicant.

Property

Once the sourced instrument has been entered, the current PIN(s) associated with the Plan Document is imported into the document from the property record stored in POLARIS. See General Requirements, Reason for Change code.

Applicant

The name(s) of the owner(s) is imported into the document automatically from POLARIS.

In some cases, it may be necessary to amend the data contained in the Applicant field, for example, if the name of the owner is not the same as the name on the parcel register, the appropriate document must be separately registered before the Application–Register Plan is registered (e.g., Application to Change Name).

Note: If the change of name has been previously registered in the same Land Registry Office, a separate application to change name is still required. The required evidence may be a recital of an application that has been previously registered since the actual evidence, or statements would have formed part of that document.

Authorization of Application

Every application registered electronically must contain authorization statements which are deemed to have been made by the party. Select the appropriate statement from below.

Corporation as an Applicant

If the applicant is a corporation, select the following statement and enter the required information:

- 10 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

Documents Executed under Authority of a Power of Attorney Granted by a Corporation

The applicable statement to the situation being dealt with must be selected. None are law statements:

For an attorney that is a company:

- 2919 (1) Power of Attorney was registered as number [insert number]. (2) To the best of the attorney's knowledge and belief, the power of attorney is still in full force and effect. (3) The attorney is acting within the scope of the authority granted under the power of attorney. (4) At the time this document was executed, [insert name] was the [insert position] of [insert (attorney) company/bank], and had the authority to bind the attorney.

For an attorney that is a named person who is not in a company:

- 2920 (1) Power of Attorney was registered as number [insert number]. (2) To the best of my knowledge and belief, the power of attorney is still in full force and effect and gives me, [insert name], the authority to bind the donor. (3) I am acting within the scope of the authority granted under the power of attorney.

For an attorney that is a named person or a named position in a company:

- 2921 (1) Power of Attorney was registered as number [insert number]. (2) To the best of my knowledge and belief, the power of attorney is still in full force and effect and gives me the authority to bind the donor. (3) I am acting within the scope of the authority granted under the power of attorney. (4) At the time this document was executed I, [insert name], was the [insert position] of [insert (attorney) company/bank].

If a document is not signed under the authority of a power of attorney, select the statement below:

- 2909 This document is not authorized under Power of Attorney by this party.

Partnership as an Applicant

When creating an application in which a partnership is an Applicant, each partner and the firm name must be set out individually as an Applicant.

The following statement must be selected by each partner:

- 43 I am a partner.

The following statement must be selected for the firm name:

- 54 This is the firm name of the Partnership/Limited Partnership.

Limited Partnership as an Applicant

When creating an application in which a limited partnership is an Applicant, each general partner and the firm name must be set out individually as an Applicant.

The following statement must be completed for each general partner:

48 I am a general partner.

The following statement is an optional statement and may be selected by one of the general partners if they are authorized under the *Limited Partnerships Act*. If this statement is not selected by any of the general partners, each of the limited partners must be identified, consent to, and authorize the document in Statement 61. If the limited partners are individuals, a statement of age and spousal status is required. These statements should also be made in Statement 61:

45 This transaction is for a partnership purpose within the meaning of the Limited Partnerships Act.

In addition, the following statement applies to the firm name and must be selected:

54 This is the firm name of the Partnership/Limited Partnership.

Crown as an Applicant

If the document is authorized by the Crown (provincial or federal), select the following statement:

3734 This document is being authorized by a representative of the Crown.

Municipal Corporation as an Applicant

If the document is authorized by a Municipal Corporation, select one of the following statements and enter the required information:

3742 This document is being authorized by a municipal corporation [insert name of authorizing person(s)].

10 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

Religious Organization as an Applicant

If the Application is by a Religious Organization, neither age and spousal nor *Family Law Act* statements are required. One of the following authorization statements must be selected:

26 The signing trustees are all the trustees of the religious organization or are sufficient in number to bind the said religious organization and all relevant provisions of the Religious Organizations' Land Act have been complied with.

27 The signing trustees are all the trustees of the religious organization or are sufficient in number to bind the said religious organization and all relevant provisions of [insert legislation] have been complied with

30 The signing persons are sufficient to bind the said religious organization and all relevant provisions of [insert legislation] have been complied with

or, if the religious organization is incorporated, use Statement 10:

10 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

Estate as an Applicant

If the Application is by the trustee for an estate, select the following statement:

- 47 This dealing by the estate trustee is consistent with the terms of the will or is permitted by legislation

Statements

There are specific statements required for the Application Register Plan. Select the statements below and enter the required information. Zero is an acceptable entry in any of the blanks in statements 3617 and 3618.

- 3615 This is to certify that [set out lots, blocks, streets, etc., per owners certificate] have been laid out in accordance with my/our instructions.
- 3617 Total number of Lot(s) [insert total number of new lots], if applicable; Total number of Block(s) [insert total number of new blocks], if applicable.
- 3618 Total number of new Lots and Blocks [insert total number of new units].
- 3621 I, [insert name of Surveyor], certify that the survey was completed on [insert date in yyyy/mm/dd format].
- 3625 The attached Plan was approved for registration under pre-approval number [insert pre-approval number].
- 3626 Planning Approval [import image].

Additional Statements

The statement below is optional unless the subdivision contains dedicated lands:

- 3616 The Streets (if any), Street Widenings (if any) and Lanes (if any) are dedicated to [insert full name of Municipality] as public highways.

Select the applicable statement below and enter the required information:

- 3619 I, [insert name of Surveyor], certify that this survey and the attached plan [import plan] are correct and in accordance with the Surveys Act, the Surveyors Act and the [insert legislation] and the regulations made under them.
- 3620 I, [insert name of Surveyor], certify that this survey and the attached plan [import plan] comprising sheets 1 to [insert total number of sheets] are correct and in accordance with the Surveys Act, the Surveyors Act and the [insert legislation] and the regulations made under them.

The statements below are optional. If either statement 3622 or 3623 is selected, statement 3624 is also required:

- 3622 I, [insert name of Surveyor], certify that the structures shown on the attached plan are in existence.
- 3623 I, [insert name of Surveyor], certify that the structures shown on the attached plan comprising sheets 1 to [insert total number of sheets] are in existence.
- 3624 I, [insert name of Surveyor], certify that the dimensions shown on the attached plan have been verified by actual measurements.
- 61 Schedule: [insert text]

3640 Covenant to Indemnify the Land Titles Assurance Fund [import PDF covenant]

Authority

An additional Statement is required regarding the authority to create and register both Application types. Select the statement below:

5051 I have the authority to sign and register the document on behalf of the Applicant(s).

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. An Application–Register Plan can only be signed by a surveyor.

Inhibiting Orders

An inhibiting order is intended to protect the interests of the municipality in the land or easements to be transferred to it prior to the creation of parcels for the lots and blocks on the subdivision and the registration of the subdivision agreement. If different tiers of municipalities are imposing restrictions, they each need to register their own Application for Inhibiting Order. An Application for Inhibiting Order can only be registered after the plan of subdivision. Once the subdivision agreement is registered the municipality's interests are protected as the subdivision agreement binds successive owners. The municipality may include documents such as transfers, transfer of easements to the municipality and agreements, and other documents that will clear title to lands to be acquired or that they are acquiring an easement over. This would include postponements, discharges, discharge of interests, and partial release of easements. The compliance documents must be in favour of the municipality that is registering the Application for Inhibiting Order and not in favour of a third party. If consent is being given by the municipality to the registration of a document that is not a compliance document, the consent must be evidenced by a law statement. Including Agreements as compliance documents in the Application for Inhibiting Order does not make them registerable if they would not otherwise meet registration requirements.

An inhibiting order is not intended to be left on title to the subdivision lots/blocks to require the consent of the municipality to all registrations going forward. If this type of restriction is intended, a Section 118 restriction restricting a transfer or charge may be used. The documents referred to in the Application for Inhibiting Order that are required must be specific instruments that are registrable and enforceable against specific lands. There cannot be general omnibus requirements like "all outstanding matters must be completed to satisfaction of city clerk and solicitor".

An Application for Inhibiting Order–Land registered for this purpose is submitted through OnLand for pre-approval as part of the approval process for a plan of subdivision.

Compliance Documents

As the Application for Inhibiting Order creates a No Dealings Indicator, the compliance documents require a clearing statement. Statement 3741, which is not a law statement, must be used:

3741 This document is being registered pursuant to Inhibiting Order [insert number]

Note: One cannot use Statement 3757 and import a consent in lieu of Statement 3741.

All compliance documents **should** be registered within 10 days.

This application must be registered separately from the Plan Document and after the plan of subdivision.

Once the requirements specified in the Application for Inhibiting Order have been met, an Application to Delete the Inhibiting Order must be made.

Note: Any other type of Application for Inhibiting Order–Land or Charge must be approved prior to its registration by the Director of Titles.

Application for Inhibiting Order–Land

The electronic registration system distinguishes between two types of inhibiting order documents. They are:

- Application for Inhibiting Order—Land to be used by a municipality as part of the registration of a plan of subdivision, and
- Application for Inhibiting Order—Charge which requires the consent of the Director of Titles for registration.

The *Land Registration Reform Act*, Electronic Registration Regulation, provides that an Application for Inhibiting Order must contain a statement that the inhibition will expire either,

on a specified date,

or,

after certain documents have been registered,

or,

after a specified event has occurred.

Property

Once the PIN has been entered, data from the property record stored in POLARIS is imported into the document. If the application affects more than one PIN, enter each PIN. The description must be amended by selecting the reason for change indicator to describe the lands as to the lots and blocks of the plan of subdivision as the inhibiting order is registered on the parent PIN(s) of the plan of subdivision.

Applicant

Enter the name(s) of the applicant(s)/municipality.

Statements

Select the appropriate statement below and enter the required information.

The following is a law statement and can only be signed for completeness by a lawyer:

***2002 The Municipality/applicant applies for an entry inhibiting any dealing with the property until the following [describe condition(s)].**

The Application for Inhibiting Order may import Form 45, R.R.O. 1990, Reg. 690, or the required documents can be listed in Law Statement 2002.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements Signatories and General Authority Statement sections.

Application for Inhibiting Order–Charge

This document type requires consent from the Director of Titles prior to registration.

Instrument

Enter the registration number of the charge. All the properties currently associated with the charge are imported into the document.

Applicant

Enter the name(s) of the applicant(s).

Statements

Select the appropriate statement below and enter the required information.

The following is a law statement and can only be signed for completeness by a lawyer:

***2001 The applicant applies for an entry inhibiting any dealing with the charge until the following [describe condition(s)]. The party(ies) to the charge has agreed not to deal with the charge until the specified condition(s) has been complied with.**

Additional Statements

The following statement is optional (Additional Statements):

3730 This document relates to registration number(s) [insert number(s)]

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Application to Delete Inhibiting Order

Once the requirements specified in the Application for Inhibiting Order have been met, an Application to Delete the Inhibiting Order must be registered. Staff do not confirm that all the compliance documents set out in the Application for Inhibiting Order have been registered and rely on the law statement 3727, set out below. It is not appropriate to import a schedule that purports to indicate compliance in lieu of the law statement certifying same.

Instrument

Enter the registration number of the inhibiting order. All the properties currently associated with the inhibiting order are imported into the document. Select the PIN(s) to which the Application to Delete Inhibiting Order is/are to be registered.

Applicant

The name(s) of the applicant(s)/Municipality in the Inhibiting Order is imported into the document.

Statements

Select the appropriate statement below and enter the required information.

The following is a law statement and can only be signed for completeness by a lawyer:

***3727 All the conditions under the Inhibiting Order have been dealt with and the Inhibiting Order can now be deleted.**

Note: A schedule cannot be imported into Statement 61 that purports to indicate compliance in lieu of a law statement certifying same:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Estates

Upon the death of an owner, the estate trustee must apply to have the title of any property registered in their name as estate trustee. A transmission application may be made by the estate trustee (or executor or administrator) with or without a will. However, if title or interest in an instrument was held in joint tenancy, on joint account with right of survivorship or as trustee, refer to the section entitled Survivorship Application.

Vesting – Real Property

Real property not disposed of by the personal representative, or conveyed to, divided amongst or distributed to those beneficially entitled within three years of the death of the deceased, may vest in those persons so entitled pursuant to section 9(1) of the *Estates Administration Act* under the will (or in cases of intestacy, to the assigns). Conveyance by the personal representative is not required unless they have registered a caution under the *Estates Administration Act*. If a caution has been registered, the real property mentioned therein does not vest in the proper parties for three years from the date the caution was registered. The caution may be renewed for a further three-year period. If the estate trustee fails to register a transmission application within three years of the date of death, a caution under the *Estates Administration Act* is required.

If the personal representative allows the property to vest in those beneficially entitled, the property may only be re-vested in the personal representative pursuant to a court order or with:

- the names of all beneficiaries, identifying any minors, or anyone legally incapable of acting on their own behalf
- the consent of all adult beneficiaries having more than one-half interest in the estate
- the consent of the official guardian or trustee of any minor or person legally incapable of acting on their own behalf.

Vesting can be prevented by the personal representative if they are registered as owner as estate trustee within three years of the deceased's death. If the provisions of the will provide for an express power of sale (i.e., it directs the estate trustee to sell the testator's real property) or an implied one (i.e., to pay debts such as funeral expenses), and these still exist at the end of the three-year period, vesting in the beneficiaries will not occur.

If the property has vested in the beneficiaries under the *Estates Administration Act*, the beneficiaries may apply to the land registrar to be registered as owners of the property.

Vesting – Personal Property

Personal property owned by the deceased, such as charges or leasehold interest, may not vest in those beneficially entitled three years subsequent to the death of the deceased.

Testacy – Real Property

Spousal Entitlement

A surviving spouse may choose either the equalizing entitlement under the *Family Law Act* or the benefits to which they are entitled under the will (or if there is no will, the entitlement conferred by the *Succession Law Reform Act*). The election must be made within six months of the deceased's death and filed in the office of the Estate Registrar for Ontario. If no election is made, the spouse is deemed

to have chosen the benefits under the will (or the entitlement conferred by the *Succession Law Reform Act*), unless a court order orders otherwise.

If the surviving spouse chooses the *Family Law Act* entitlement, any gifts to that spouse under the will are revoked unless the will expressly provides that the gifts are in addition to the entitlement. The will is then interpreted as if the surviving spouse had died before the deceased. In cases of intestacy, a spouse who chooses the *Family Law Act* entitlement disclaims all benefits under the *Succession Law Reform Act*.

If the deceased dies testate as to some property and intestate as to other property, the surviving spouse is free to choose between the benefits under both the will and the *Succession Law Reform Act*, or the *Family Law Act* entitlement only.

The estate may not be distributed among the remaining beneficiaries until six months after the death unless the surviving spouse consents to the contrary, in writing, or a court order is obtained authorizing the distribution. If an application is pending under Part I of the *Family Law Act*, the same conditions apply. Note that the prohibition against distribution of the estate does not preclude the sale of property; it simply means that the proceeds of the sale may not be allotted. The land registrar must be satisfied that the sale is for the payment of debts. If it is for the purpose of distribution of the proceeds, the appropriate statement must be included in the conveyance.

Within Six Months

A transfer of real property to any person beneficially entitled within six months of the date of death must be accompanied by one of the following:

- a statement by the estate trustee that the deceased had no surviving spouse*
- a court order authorizing the transfer
- the consent of the surviving spouse*.

*The consent of the beneficiaries normally required under the will or the *Succession Law Reform Act* is required.

After Six Months

A transfer of real property to any person beneficially entitled six months after the date of death must be accompanied by one of the following:

- a statement by the estate trustee that the deceased had no surviving spouse*
- a court order authorizing the transfer
- a statement by the estate trustee that no election has been made and no application under Part I of the *Family Law Act* has been received*
- the consent of the surviving spouse if an application is pending under Part I of the *Family Law Act**
- a statement by the estate trustee that an election has been filed with the surrogate clerk for Ontario, to include what the election is, and that no application under Part I of the *Family Law Act* is pending*.

*The consent of the beneficiaries normally required under the will, or the *Succession Law Reform Act* is required.

In the last instance, however, if the election by the surviving spouse is in favour of the *Family Law Act* entitlement, their consent is not required because they have ceased to be a beneficiary of the will or of the *Succession Law Reform Act*. On the other hand, if the will provides that the *Family Law Act* entitlement is in addition to the benefits of the will, then the spouse remains a beneficiary under the

will and their consent is required. If no such provision has been included in the will, a statement to that effect must be included.

Dower

Dower is limited to estates in which the owner died prior to March 31, 1978.

Devolution of Estate Trustee

In cases where there are several personal representatives and one or more of them dies, the *Trustee Act* provides that the power conferred upon them shall vest in the surviving personal representative(s), unless there is a provision to the contrary in the will that appointed them estate trustees.

If the deceased estate trustee has proved the will of the deceased registered owner, then the estate trustee of the original testator devolves to the estate trustee of the deceased estate trustee, if their will has been proved. The transmission of an estate trustee in this manner may descend indefinitely so long as the chain is not broken by the appointment of an estate trustee without a will. If the testator's estate trustee dies without having an estate trustee to prove their will, the beneficiaries under the will of the registered owner may nominate any person to apply to the court for a Certificate of Appointment of Succeeding Estate Trustee with a Will.

If an estate trustee has been appointed to administer an estate and dies leaving part of the estate unadministered, a Certificate of Appointment of Succeeding Estate Trustee with a Will is required.

Waiver of Certificate of Appointment of Estate Trustee with a Will

If the total value of the deceased registered owner's estate is less than \$50,000, the requirement for a Certificate of Appointment of Estate Trustee with a Will may be waived by the land registrar. In situations where property, that has been converted to Land Titles through the administrative process, is being dealt with for the first time, this requirement may also be waived (see "First Dealings After Property Converted to Land Titles").

When a transmission application is submitted without a Certificate of Appointment of Estate Trustee with a Will, the following are required:

- completion of a law statement (3635 or 3636 as the case may be)
- a statement of death (statement 601)
- a statement that:
 - the value of the estate does not exceed \$50,000 (Statement 3515), **and**
 - a covenant to indemnify the Land Titles Assurance Fund from those beneficially entitled under the will imported into statement 3640.

The above also applies to wills probated in other jurisdictions. The land registrar is therefore free to accept foreign probates without requiring resealing. However, in cases of intestacy, an application for a Certificate of Appointment of Estate Trustee without a Will appointed in another jurisdiction is not acceptable unless the estate trustee has been granted a certificate by an Ontario court.

If property has vested in the beneficiaries under the provisions of the *Estates Administration Act*, the application will be accepted without the Certificate of Appointment of Estate Trustee with a Will, regardless of the value of the estate. A Covenant to Indemnify the Land Titles Assurance Fund is required.

First Dealings After Property Converted to Land Titles – Exemption from the requirement for Certificate of Appointment of Estate Trustee

Determining if the First Dealings Exemption is Available

The general requirement under the *Land Titles Act* is that, upon the death of an owner, the estate trustee must obtain a Certificate of Appointment of Estate Trustee with a Will (commonly referred to as Probate) or, where there is no will, a Certificate of Appointment of Estate Trustee Without a Will. There has been a long-standing exemption for the requirement for Probate in respect of estates that are \$50,000 or less in total value. However, since automation and administrative conversion of properties from the *Registry Act* to Land Titles Conversion Qualified (LTCQ), the Ministry has provided another exemption from the requirement for Probate for properties that are LTCQ. Land Registrars are authorized to exempt the requirement of a certificate of appointment of estate trustee when a transmission application is registered following the procedures set out below.

First Dealings Exemption, General Availability

The First Dealings Exemption is available, generally, if:

- the deceased owner acquired the property when it was registered under the *Registry Act*
- the property was converted to LTCQ, and remains in LTCQ, **and**
- the deceased owner still owned the property at the time of their death and died with a will.

Effect of the First Dealings Exemption

When the First Dealings Exemption is available, then the estate of the deceased owner may convey the land in accordance with *Registry Act* rules, where Probate is not required for dealings with the land.

Land Titles Absolute

As noted above, the First Dealings Exemption is only available for lands that have been converted from the *Registry Act* into LTCQ. This LTCQ status should be evident by reviewing the Estate/Qualifier field on the parcel register. For greater certainty, the First Dealings Exemption is not available for any lands that are LT Absolute (there is an exception for certain specific crown leases on LT Absolute PIN(s)) or LT Absolute Plus (see below). The term “first conversion from book” simply refers to the transition from paper to an automated parcel register. A property that has always been LT Absolute may have been converted from paper to an automated parcel register.

Upgrading Title to Land Titles Absolute Plus

The First Dealings Exemption is not available for any lands that are LT Absolute Plus. If an owner, who is otherwise entitled to a First Dealings Exemption, then decides to upgrade their title from LTCQ to LT Absolute Plus, the benefit of the First Dealings Exemption will be lost. Owners should consider this consequence before upgrading title.

Upgrading Registry to LTCQ

An upgrade from LTCQ to LT Absolute Plus is not to be confused with the upgrade from the *Registry Act* to LTCQ by the owner. Some properties are subsequently converted from the *Registry Act* to LTCQ by way of deposit from the owner, following resolution of the issues which prevented administrative conversion. How a property was converted from the *Registry Act* to LTCQ (whether by administrative conversion or by way of deposit by the owner) is irrelevant to the application of the First Dealings Exemption. The fact that a property becomes LTCQ by way of deposit does not disqualify it from potential First Dealings Exemption status if the circumstances otherwise meet the criteria.

Condominiums Generally Ineligible

The First Dealings Exemption is rarely available for condominium units since most condominium units in the province are constructed on lands that are LT Absolute or LT Absolute Plus. There are, however, a few LTCQ condos, so the First Dealings Exemption may apply to those LTCQ condos.

Intestacy Ineligible

The First Dealings Exemption is only available as an exemption from Probate for testate owners. There is no equivalent or analogous exemption for deceased intestate owners. A Certificate of Appointment of Estate Trustee Without a Will is required in every instance of a deceased intestate owner under the *Land Titles Act*.

Transfers After Conversion

Generally, a transfer of the owner's fee simple interest after conversion to LTCQ ends the First Dealings Exemption for the transferor. The transferee, not having acquired the property while under the *Registry Act*, never had a First Dealings Exemption in the first place. The First Dealings Exemption does not run with the land for the benefit of the transferee.

Non-Arms' Length Transfers, Related Parties, Gifts, etc.

The transfer of the owner's fee simple interest after conversion from the *Registry Act* to LTCQ ends the First Dealings Exemption even if the transferee is otherwise non-arms' length or a related party, and/or the transfer is for nominal consideration. For example, if a deceased owner acquired the property while under the *Registry Act*, and then transferred that property to a spouse or child after conversion to LTCQ, then the spouse/child, as transferee does not have the benefit of a First Dealings Exemption (since they did not acquire the property while in Registry). There is no extension of the First Dealings Exemption to related transferees.

Transfer of Part of Lands Only

If a deceased owner acquired a property while it was registered under the *Registry Act*, and then validly transferred part of the property after conversion to LTCQ, the First Dealings Exemption would be lost as to the lands transferred but would still be available with respect to any retained lands.

Intervening Instruments Less than a Transfer

Certain conveyances and other dealings on the parcel register fall short of transferring the owner's fee simple title (such as mortgages, discharges of mortgage, notices, leases, restrictive covenants, easements, etc.) and will not jeopardize the First Dealings Exemption. For example, if the deceased owner acquired the property while it was under the *Registry Act*, and then mortgaged the property

and/or leased the property, such intervening instruments will not jeopardize the First Dealings Exemption otherwise available to that deceased owner.

Joint Tenants

If the deceased owner acquired the property while it was registered under the *Registry Act*, together with another owner as joint tenants, and then the property was converted to LTCQ, the death of one joint tenant and the registration of a survivorship application by the other joint tenant does not involve the First Dealings Exemption at all. Dying as a joint tenant gives rise to survivorship rights so the property does not form part of the estate of the deceased owner and would not require Probate. Furthermore, the survivorship will not affect the First Dealings Exemption for the survivor. The surviving joint tenant will enjoy the benefit of the First Dealings Exemption for the whole of the undivided interest in the property when that surviving joint tenant eventually dies.

Tenants in Common

If the deceased owner acquired the property while it was under the *Registry Act*, together with another owner as tenants in common, upon the death of each owner and the registration of a transmission application on their behalf the estate will qualify for a First Dealings Exemption.

Self-to-Self Transfers to Change Tenure Allowed

Typically, a transfer after conversion to LTCQ will end the First Dealings Exemption for the transferor (see below), but an exception to this rule exists for self-to-self transfers made by co-owners to themselves strictly for the purposes of changing tenure (e.g., from joint tenancy to tenancy-in-common or vice versa). For example, if two or more owners acquired property while it was under the *Registry Act* as joint tenants but then one or both of the joint tenants subsequently decides after conversion to LTCQ to sever the joint tenancy, either joint tenant (or both of them) can transfer the property back to themselves as tenants-in-common thereby severing the joint tenancy. One or more self-to-self transfers made to change tenure will not jeopardize the First Dealings Exemption available to any of the now tenants-in-common when they die.

Undivided Share Acquired While in LTCQ Allowed

In the unusual scenario where an owner acquires an undivided interest in a property while it is registered under the *Registry Act* and then acquires another undivided interest in the same property after the property has been converted to LTCQ, the owner's estate may claim the First Dealings Exemption in respect of all of their undivided fractional interests in the same property even though some of those undivided fractional interests may not properly have been acquired while in Registry. For example, consider the scenario where a husband and wife acquire title when the land is registered under the *Registry Act*, as tenants-in-common, each as to an undivided 50% interest. The property is then converted to LTCQ, and the husband dies, but gives his 50% interest to his wife pursuant to the terms of his will. The husband's estate has the benefit of a First Dealings Exemption as to his 50% undivided interest in the property. The wife, in theory, has a First Dealings Exemption only as to her original 50% undivided interest - the second 50% undivided interest came from her husband after conversion to LTCQ (i.e., not acquired while in Registry). Notwithstanding the foregoing, in this limited circumstance, the wife will be entitled to claim a First Dealings Exemption for the entirety of her undivided fractional interests in the property even though a part of her fractional undivided interest was acquired while already in LTCQ.

No Extension of First Dealings Exemption by Merger or Consolidation

There are situations where an owner acquires a property when it is registered under the *Registry Act* and then acquires abutting lands which are already registered under the *Land Titles Act*. While title to

the parcels may have merged due to the common law doctrine of merger and/or for the purposes of the *Planning Act*, only the parcel that was acquired under the *Registry Act* is eligible for the First Dealings Exemption. The otherwise acquired Land Titles parcels were not qualified for a First Dealings Exemption in the first place. This is the case even if the merged parcels have since been consolidated into a single PIN.

Exception for *Veterans' Land Act*

From time to time, we will see a veteran receiving Registry lands under the *Veterans' Land Act* but for reasons set out in this act, the lands are returned to the Department of Veterans Affairs and then re-conveyed back to the veteran at a later date. If this re-conveyance to the veteran occurs after conversion to LTCQ, then the veteran will technically have acquired the lands while in LTCQ. The veteran, in theory, has no First Dealings Exemption for the property since their interest in the property came after conversion to LTCQ. Notwithstanding the general rule that requires the deceased to have acquired their interest while the property was registered under the *Registry Act*, in this limited circumstance the veteran will be entitled to claim a First Dealings Exemption for the property acquired, even though they may have acquired the property after it was already in LTCQ. Note that the re-conveyance in this scenario must be to the exact veteran who first acquired an interest in the land in Registry (not to a relative or other party).

Beneficial Ownership

The test for the First Dealings Exemption is based on the legal owner only. The *Land Titles Act* does not recognize trusts. If the entitlement for a First Dealings Exemption cannot be established for the registered owner, then there will be no First Dealings Exemption available.

Required Statements for First Dealings Exemption

Although Probate is not required where the property qualifies for the First Dealings Exemption, there are still specified statements and the requirement of a covenant to indemnify the Land Titles Assurance Fund to transmit the property of the deceased owner.

The following procedures may be used for transmission applications for the first dealing after the property has been converted to the Land Titles System where no application for a certificate of appointment of estate trustee has been applied for. Land Registrars are authorized to exempt the requirement of a certificate of appointment of estate trustee and the following statements must be selected, the first one is a law statement:

***3634 No application was made for a certificate of appointment of an Estate Trustee, as this transaction is the first dealing after the property was converted from Registry to Land Titles by the Ministry. The value of the estate is [insert value of estate].**

3640 Covenant to Indemnify the Land Titles Assurance Fund [import PDF covenant]

Select the applicable statement below. They are both law statements:

***3635 The will is the last will and was properly executed and witnessed and that a certificate of appointment of estate trustee was not applied for. The testator was of the age of majority at the time of the execution of the will, and that the will has not been revoked by the marriage of the testator or otherwise.**

***3636 The will is the last will and evidence as to the execution and/or witnessing of the will has been obtained and a certificate of appointment of estate trustee was not applied for. The testator was of the age of majority at the time of the execution of the will, and the will has not been revoked by the marriage of the testator or otherwise.**

Probate Notwithstanding First Dealings Exemption

In most cases, where a property is eligible for a First Dealings Exemption, the estate will not be seeking the court appointment of an estate trustee. In some cases, such as in dual will scenarios, the estate trustee may be applying for the appointment of an estate trustee, even though some or all of the deceased owner's real estate may be entitled to the benefit of the First Dealings Exemption. Under these scenarios, a solicitor cannot select the statements that no application was made for a certificate of appointment of an estate trustee since, in fact, an application has been made for Probate. The appropriate process under this scenario is to make the full prescribed law statement required for the First Dealings Exemption, but then to make a supplemental clarification statement in Statement 62 confirming that an application was in fact made for a certificate of appointment of estate trustee but has not yet completed and is not being relied upon. A similar rule would apply if an application was made for a certificate of appointment of estate trustee but was then withdrawn or in the process of being withdrawn.

Successor Estate Trustees

If the estate of a deceased owner is otherwise entitled to a First Dealings Exemption but the named estate trustee dies or is otherwise replaced, the succeeding estate trustee is also entitled to use the First Dealings Exemption (and so on if that succeeding estate trustee also dies or is replaced). The First Dealings Exemption attaches to the estate of the deceased registered owner who acquired the right to the exemption and may be invoked by successor trustees of that deceased owner.

Note: For scenarios not anticipated for a First Dealings Exemption, registrants may provide a detailed explanation to the Director of Titles.

In all cases, a covenant to indemnify the Land Titles Assurance Fund must be imported into Statement 3640.

Debts of an Estate

A transmission application must address the issue of the deceased's debts. For title to be considered debt-free, a statement is required declaring that the creditors of the deceased have been notified and that all debts of the deceased have been paid. Debts must be dealt with on the subsequent transfer and, if at that time Statement 3508 is selected, a property remark shall be made on the PIN, namely "Subject to debts of [Name], if any, as in [Registration Number]". For further information, see Transfer by personal representative, below.

If a beneficiary of a will has acquired from the personal representative title subject to debts, a purchaser from that beneficiary will also take title subject to debts, unless evidence accompanies the conveyance stating that the creditors of the deceased have been notified and that all debts have been paid. Title that has been marked subject to debts may be amended upon application by the registered owner using the options set out in [Bulletin 2008-05](#).

Transfer by Personal Representative

A personal representative may have certain powers of sale and conveyance granted to them under a will.

Executions

A transfer by a personal representative to those beneficially entitled or to a third party, is subject to executions against the deceased registered owner. A record of executions against the deceased registered owner will also be made against the title of those beneficially entitled if they are entered as owners upon the property vesting in them under the *Estates Administration Act*.

Execution searches are also made against a beneficiary under the will who releases their interest in the property being conveyed by the personal representative unless they disclaim all rights or interests in the estate under the will and/or the *Succession Law Reform Act*.

Consenting Beneficiaries

When beneficiaries consent to a transfer by personal representative by a solicitor's statement, the transfer must set out the names of those consenting beneficiaries.

Testacy – Personal Property

Personal property is not handled in the same way as real property. Take note of the following:

- personal property does not vest in those beneficially entitled three years after the death of the deceased
- dower is not applicable to personal property
- the rules related to First Dealings for the waiver of a Certificate of Appointment of Estate Trustee with a Will may be used when dealing with a transmission application of personal property (i.e., charges or leasehold interests owned by the deceased).

Charges

If the personal representative wishes to transfer the charge, they must first be registered as owner under a transmission application. Once registered as owner of the charge, the personal representative has the power to do the following:

- transfer the charge (other than to those beneficially entitled) without the consent of the beneficiaries
- transfer the charge to the beneficiaries *in specie*, provided all the beneficiaries concur.

Leaseholds

The personal representative of a deceased owner of a leasehold parcel may apply to be registered as owner through a transmission application. Once entered as owner, the personal representative is free to exercise the same powers described above under Charges.

Transfer to Beneficiaries *in specie*

For a personal representative to transfer a charge or a leasehold parcel to the beneficiaries *in specie*, the consent of all the beneficiaries is required, along with that of the Children's Lawyer on behalf of any beneficiary who is a minor or the Public Guardian and Trustee on behalf of any beneficiary who has been deemed legally incapable. A statement regarding spousal status is required for each beneficiary, excluding the following:

- a beneficiary who is a transferee
- a beneficiary on whose behalf concurrence is granted by the Children's Lawyer or the Public Guardian and Trustee.

The title of beneficiaries is subject to debts unless the transmission application or transfer is supported by evidence stating that the creditors of the deceased have been notified and that all debts have been paid.

Transfer to Persons Other Than Those Beneficially Entitled

A transfer of a charge or a leasehold parcel to persons other than those beneficially entitled will be marked subject to debts unless the transmission application or transfer states that the creditors of the deceased have been notified and that all debts have been paid, or that the transfer is *bona fide* and for value.

Distribution *in specie*

Pursuant to the *Estates Administration Act*, the personal representative may distribute or divide the real property *in specie* to persons beneficially entitled. This may be done with or without a court order.

Without a Court Order

A personal representative has the power to convey real property to those beneficially entitled, subject to the consent of the beneficiaries or to the Children's Lawyer on behalf of beneficiaries who are minors or the Public Guardian and Trustee on behalf of beneficiaries who have been deemed legally incapable. Property distributed *in specie* without a court order remains subject to debts of the estate unless evidence exists that the creditors of the deceased have been notified and that all debts have been paid.

If the beneficiaries have taken title subject to debts, and subsequently conveyed the property to a purchaser within three years of the deceased's death, the purchaser is subject to those debts for the remainder of the three-year period. However, if legal proceedings have enforced a claim and a caution has been registered against the land during that three-year period, the above does not apply.

If the beneficiaries convey the property to a *bona fide* purchaser for value after the three-year period, and no caution has been registered, the debts will be deleted upon evidence that the conveyance was made subsequent to the three-year period and that the purchaser has acquired the property in good faith, for value, and without any notice of any debts at the time of the purchase.

A statement regarding spousal status is required for each beneficiary, excluding the following:

- a beneficiary who is a transferee in the conveyance
- a beneficiary whose approval is granted by the Children's Lawyer or the Public Guardian and Trustee.

With a Court Order

If the real property is divided *in specie* by the personal representative under a court order, the property remains subject to debts of the estate unless the court order provides otherwise or unless evidence exists that the creditors of the deceased have been notified and that all debts have been paid. If the property is subject to debts and is conveyed by the persons beneficially entitled to a *bona fide* purchaser for value, they will acquire the land free from debt. Evidence must accompany the transfer stating that the sale is *bona fide* and for value and that the transferor, who was beneficially entitled to the land, received it from the personal representative of the deceased by leave of the court.

If evidence from the estate trustee accompanies the transmission application or transfer affirming that the creditors of the deceased have been notified and that all debts have been paid, none of the evidence regarding debts is required.

Devisee/Heir-at-law

When property vests in a beneficiary under a will, or for intestacy under the *Estates Administration Act*, the beneficiary takes title subject to debts unless evidence exists that the creditors of the deceased have been notified and that all debts have been paid.

If property vests in a beneficiary under the *Estates Administration Act* and they are registered as owner subject to debts, a sale by that beneficiary to a purchaser in good faith and for value will be free from debt. Evidence must accompany the transfer stating the following:

- the property has vested in the transferor beneficiary under the *Estates Administration Act*
- the sale is *bona fide* and for value
- the purchaser had no notice of any debts at the time of the purchase.

Complex Transmission Applications

Situations frequently arise in which beneficiary interests in property pass from generation to generation, but no actual change is made to the parcel register. For example, Tom Smith, the great-great-grandchild of John Smith, who died in 1909, may be entitled to property that is still registered in the name of John Smith. The *Land Titles Act* will allow the following:

- the person presently entitled to the property to apply to be registered as owner, provided legal entitlement is by reason of the property vesting in them under the *Estates Administration Act*
- the personal representative of the last deceased beneficiary to apply to be registered as owner.

An application of this type must be supported by all relevant statements (e.g., Certificate of Appointment of Estate Trustee With a Will, date of death statement(s), beneficiaries' consent). If the client is in doubt as to the context of a complex transmission application, a pre-approval request is to be submitted to OnLand.

Executions

Execution searches are required against each person who died while an owner of the property, excluding the last deceased beneficiary if the transmission application has been made by their personal representative. The only executions of concern are those filed in the name of the deceased preceding the date of death or within three years of the death. In addition, execution searches are conducted against any beneficiary under a will who has released their interest in the property, unless the release disclaims all rights or interests in the estate under the will and/or the *Succession Law Reform Act*. In this case, only writs of execution filed prior to the date of release apply.

If the value of the execution is \$50,000 or less, a statement by the applicant declaring that the prior deceased owner is not the same person named in an execution will suffice. If the value is \$50,000 or more, a statement by the judgment creditor or their solicitor is required, indicating that the prior deceased owner is not the same person as the judgment debtor named in the writ.

Debts

Debts are considered against the estate of every person who died while a registered owner of the property in the last 40 years. Evidence is required for each person who was alive within the 40-year period preceding the date of the application, stating that the creditors of the deceased have been notified and that all debts have been paid.

Intestacy – Real Property

If property has vested in the beneficiaries under the provisions of the *Estates Administration Act*, the application will be accepted without the Certificate of Appointment of Estate Trustee Without a Will, regardless of the value of the estate.

Spousal Entitlement

See Spousal Entitlement for Testacy–Real Property section.

Dower

Dower is limited to estates in which death occurred prior to March 31, 1978.

Devolution of Estate Trustee

When an estate trustee who has been appointed under an intestacy dies leaving part of the assets of the estate unadministered, an estate trustee based on a Certificate of Appointment of Succeeding Estate Trustee without a Will must be appointed. See Devolution of Estate Trustee under Testacy–Real Property.

Foreign Certificate of Appointment Estate Trustee

A foreign Certificate of Appointment of Estate Trustee Without a Will is not acceptable, regardless of the value of the estate. The estate trustee will not be registered as owner unless an ancillary Certificate of Appointment of Estate Trustee without a Will is acquired, or the certificate is resealed by the Ontario Surrogate Court.

Debts of an Estate

See Debts of an Estate under Testacy–Real Property section.

Transfer by Personal Representative

The powers of sale and conveyance under the *Estates Administration Act* are the only powers available to an estate trustee appointed without a will.

The power to sell the real property of the deceased for the purpose of paying debts does not require the consent of the beneficiaries and a purchaser may, in good faith and for value, take title free and clear of debts. Evidence must accompany the transfer stating that the sale is *bona fide* and for value, and that it is necessary for the purpose of paying debts.

The power to sell for the purpose of distributing the proceeds to the persons beneficially entitled requires the concurrence of a majority of those beneficially entitled, to represent together not less than one-half of the interest of the estate. Approval of the Children's Lawyer is required for minors with an interest in the real property, even if the adults who approved the sale constitute a majority as defined above. The Public Guardian and Trustee is also authorized to approve such a sale on the behalf of mentally incompetent persons, adult persons whose concurrence cannot be obtained because their place of residence is unknown, and those adults whose concurrence the Public Guardian and Trustee considers to be inconvenient (pursuant to the *Estates Administration Act*).

A transfer by the personal representative for a sale of this type must be accompanied by evidence by the personal representative stating the following:

- that the sale is for the purpose of distributing the proceeds amongst the beneficiaries
- that the beneficiaries whose approvals are attached to the transfer constitute a majority of those beneficially entitled and that they represent together not less than one-half of all the interests in the estate
- that no minors are beneficially interested in the property (if they are, they are to be named)
- that the sale is *bona fide* and for value (if this statement is not provided, the title of the purchaser is subject to the debts of the deceased).

Executions

See Executions under the Testacy–Real Property section.

Intestacy – Personal Property

The requirements for personal property are the same as for testacy. See the Testacy–Real Property section.

Power of Attorney

An estate trustee of a deceased estate may appoint an attorney to deal with the estate, provided the following statements are made:

- [Name of estate trustee] as estate trustee with or without a will of the estate of [name of deceased] has exercised their power to sell the property [to name of transferee] and has delegated to me [attorney's name] only the right to sign on their behalf as estate trustee the necessary transfers and statements/affidavits.
- I am merely completing the transaction and I am not exercising any discretionary powers on the estate trustee's behalf.

Requirements for Electronic Registration

The *Land Registration Reform Act* – Electronic Registration Regulation requires that specific death of owner documents submitted for electronic registration contain certain information.

Transmission by Personal Representative

A transmission application by an estate trustee, executor or administrator must contain the following:

- name and date of death of owner
- **one** of the following:
 - date and court file number of the certificate of appointment or order, **or**
 - proof satisfactory to the Director of Titles that the value of the estate is less than \$50,000 where no application was made for Certificate of Appointment of Estate Trustee, **or**
 - proof satisfactory to the Director of Titles that the estate is a First Dealings after Property Converted to Land Titles where no application was made for Certificate of Appointment of Estate Trustee
- **both** of the following:
 - the applicable statement regarding the debts of the deceased, and

- a statement that the applicant as estate trustee, executor or administrator is entitled by law to be registered as owner.

Transmission by Devisee/Heir-at-law

A transmission application by a devisee or heir-at-law must contain the following:

- name and proof of death of owner satisfactory to the land registrar
- a statement by the applicant that the land affected by the application is not subject to spousal rights under the *Family Law Act* with respect to the deceased, if applicable
- a statement that the land affected by the application is not subject to debts of the deceased, if applicable
- a statement that the application has vested in the applicant
- a statement that the applicant is entitled to be owner as Devisee or Heir-at-Law.
- If the Devisee/Heir-at-law is not the direct beneficiary or heir of the deceased owner and the property has vested multiple times, the chain of vesting must be recited in law Statement 62 setting out:
 - the names of the beneficiaries
 - the legislation under which vesting occurred
 - whether there is a will or no will
 - whether the will, if any, has been proved.

Transfer by Personal Representative

A transfer by an estate trustee, executor or administrator must contain the following:

- a statement that the transferor is entitled to transfer the land affected by the document under the terms of the will, if any, the *Estates Administration Act* and the *Succession Law Reform Act*
- or,
- a statement the transfer is authorized by a court under a file which is still in full force and effect
- a statement by the transferor that the land affected by the application is not subject to spousal rights under the *Family Law Act* with respect to the deceased, if applicable
- a statement that the transferor has obtained the consent of all required parties or that no consents are required
- a statement that the land affected by the transfer is not subject to debts of the deceased, if applicable.

Death of Owner Applications

The electronic registration system distinguishes between several types of Death of Owner applications. After selecting Death of Owner from the Create New Instrument screen, a drop-down menu will appear. In order for the relevant statements to be displayed, the correct document type must be selected.

Property/Instrument

For a Death of Owner application sourced from property, enter the PIN(s). Data from the property record stored in POLARIS is imported into the document.

For a Death of Owner application sourced from an instrument, enter the instrument number. Also enter the last assignment of the instrument, if any. The last registered owner(s) of the instrument is imported into the document from POLARIS.

Deceased

The name(s) of the owner(s) is imported into the document automatically from POLARIS. If the document is only dealing with one party's interest, identify the deceased's name and remove any other owners' names.

Applicant

Enter the name of the estate trustee/devisee/heir at law.

Transmission by Personal Representative–Land

Statements

There are specific statements required for the various Death of Owner applications. Select the law statement below:

***620 The applicant is entitled to be the owner by law, as Estate Trustee of the estate of the deceased owner.**

Select the applicable statement below and enter the required information. The first is a law statement and can only be signed for completeness by a lawyer:

***601 Date of death was [insert date in yyyy/mm/dd format]**

610 Documentation regarding the death of [insert name of deceased], which is sufficient to deal with this transaction, is attached to registration number [insert number]

Select the applicable statement below and enter any required information. They are all law statements:

***3512 The applicant is appointed as Estate Trustee with a will by [indicate name of the Court] Court, under file number [insert number], dated [insert date in yyyy/mm/dd format] and is still in full force and effect.**

***3513 The applicant is appointed as Estate Trustee without a will by [indicate name of the Court] Court, under file number [insert number], dated [insert date in yyyy/mm/dd format] and is still in full force and effect.**

***3515 No application was made for a certificate of appointment of an Estate Trustee, as the total value of the estate of the deceased owner is not more than \$50,000.**

First Dealing

Note: If the value of the estate is greater than \$50,000 but the transfer is the first dealing with the property after the ministry conversion from Registry to Land Titles, you may use the statements set out below. See First Dealing After Property Converted to Land Titles.

Select the statements below and enter any required information. The first one is a law statement:

***3634 No application was made for a certificate of appointment of an Estate Trustee, as this transaction is the first dealing after the property was converted from Registry to Land Titles by the Ministry. The value of the estate is [insert value of estate].**

3640 Covenant to Indemnify the Land Titles Assurance Fund [import PDF covenant]

Select the applicable statement below. They are both law statements:

***3635 The will is the last will and was properly executed and witnessed and that a certificate of appointment of estate trustee was not applied for. The testator was of the age of majority at the time of the execution of the will, and that the will has not been revoked by the marriage of the testator or otherwise.**

***3636 The will is the last will and evidence as to the execution and/or witnessing of the will has been obtained and a certificate of appointment of estate trustee was not applied for. The testator was of the age of majority at the time of the execution of the will, and the will has not been revoked by the marriage of the testator or otherwise.**

Select the applicable statement below and enter any required information. The first two are law statements:

***3508 The property is subject to debts of the deceased**

***3509 The debts of the deceased are paid in full**

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Combined Survivorship/Transmission

The names of all the owners are imported into the deceased field and can be amended if required. Add the date of death for each deceased party in statement 601.

Use Statement 61 to indicate that the property was held as joint tenants by the deceased and that, by right of survivorship, the deceased was entitled to be registered as owner of the land. Spousal status of the first deceased is required:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

For combined survivorship/transmission a search of executions will need to be completed against the first deceased. Complete writ statements 3631 and/or 3632 below as applicable. If a writ is found, the writ information will need to be entered on the writs tab on the Deceased branch and include the appropriate clearing statement. Both are law statements and can only be signed for completeness by a lawyer.

If the search for executions by the registrant produces a Clear Certificate, the following writ statement must be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched:

***3631 This transaction is not subject to any writs of execution. Execution search(s) completed on [insert date in yyyy/mm/dd format - must be the same date as registration]. Clear execution number(s) [indicate certificate(s) to be listed by number(s). and name(s) of party(ies) searched]. I [insert name] confirm the appropriate party(ies) were searched.**

If the search for executions by the registrant produces an Execution Certificate and identifies writs against the name searched, the following writ statement is to be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched:

***3632 An execution search was complete on [insert date in yyyy/mm/dd format - must be the same date as registration] for [insert list name(s) of party(ies) searched]. Execution search number [indicate certificate number(s)] produced the following writs(s) of execution number(s) listed below. The applicable statement for each writ has been provided. I [insert name] confirm the appropriate party(ies) were searched.**

Transmission by Personal Representative–Charge

Select the law statement below:

***621 The applicant is entitled to be the owner by law, as Estate Trustee of the estate of the deceased owner.**

Select the applicable statement below and enter the required information. The first is a law statement and can only be signed for completeness by a lawyer:

***601 Date of death was [insert date in yyyy/mm/dd format]**

610 Documentation regarding the death of [insert name of deceased], which is sufficient to deal with this transaction, is attached to registration number [insert number]

Select the applicable statement below and enter any required information. The first three are law statements:

***3512 The applicant is appointed as Estate Trustee with a will by [indicate name of the Court] Court, under file number [insert number], dated [insert date in yyyy/mm/dd format] and is still in full force and effect.**

***3513 The applicant is appointed as Estate Trustee without a will by [indicate name of the Court] Court, under file number [insert number], dated [insert date in yyyy/mm/dd format] and is still in full force and effect.**

***3515 No application was made for a certificate of appointment of an Estate Trustee, as the total value of the estate of the deceased owner is not more than \$50,000.**

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

The following statement is optional (Additional Statements):

3730 This document relates to registration number(s) [insert number(s)]

Transmission by Devisee/Heir-at-law-Land

Select the two statements below:

612 The applicant is entitled to be the owner, as Devisee/ Heir-at-Law.

***613 The interest is now vested in all the beneficiaries of the estate of the deceased owner under the provisions of the Estates Administration Act, the Succession Law Reform Act and the Family Law Act.**

Select the applicable statement below and enter the required information. The first is a law statement and can only be signed for completeness by a lawyer:

***601 Date of death was [insert date in yyyy/mm/dd format]**

610 Documentation regarding the death of [insert name of deceased], which is sufficient to deal with this transaction, is attached to registration number [insert number]

Select the applicable statement below and enter any required information. The first two are law statements:

***3508 The property is subject to debts of the deceased**

***3509 The debts of the deceased are paid in full**

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness:

3640 Covenant to Indemnify the Land Titles Assurance Fund [import PDF covenant]

Select the applicable statement of the two below and enter any required information. The first is a law statement:

***905 Title to the land is not subject to spousal rights under the Family Law Act**

906 Title to the land is subject to spousal rights of the spouse of [insert name of party]

Note: A covenant to indemnify the Land Titles Assurance Fund is required to be imported into Statement 3640 if a Certificate of Appointment or Probate has not been obtained. If a Certificate of

Appointment or a Probate has been obtained, include the wording of Statement 3512 or 3513 as a law statement in Statement 62.

A search of executions will need to be completed against any beneficiaries consenting or releasing their interest. Complete writ Statement 3631 or 3632 below as applicable. If a writ is found, the writ information will need to be entered on the writs tab on the Deceased branch and include the appropriate clearing statement. Both are law statements and can only be signed for completeness by a lawyer. Enter the information required.

If the search for executions by the registrant produces a Clear Certificate, the following writ statement must be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched:

***3631 This transaction is not subject to any writs of execution. Execution search(s) completed on [insert date in yyyy/mm/dd format - must be the same date as registration]. Clear execution number(s) [indicate certificate(s) to be listed by number(s). and name(s) of party(ies) searched]. I [insert name] confirm the appropriate party(ies) were searched.**

If the search for executions by the registrant produces an Execution Certificate and identifies writs against the name searched, the following writ statement is to be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched:

***3632 An execution search was complete on [insert date in yyyy/mm/dd format - must be the same date as registration] for [insert list name(s) of party(ies) searched]. Execution search number [indicate certificate number(s)] produced the following writs(s) of execution number(s) listed below. The applicable statement for each writ has been provided. I [insert name] confirm the appropriate party(ies) were searched.**

In addition, the writ number(s) and the name(s) searched will need to be entered on the writ tab and the appropriate writ statement selected from the list.

Cautions under *Estates Administration Act*

The following statement, which is the prescribed text from the *Estates Administration Act* is required:

1451 The applicant(s), estate trustee(s) of the estate of [insert name of the deceased], who died on or about [insert date in yyyy/mm/dd format], certify that it may be necessary for him/her (them) under his/her (their) powers and in fulfillment of the duty of estate trustee to sell the real property of the said deceased, as hereinafter described, or part thereof. And of this all persons concerned are hereby required to take notice.

Select the applicable statement below and enter any required information. They are both law statements:

***3512 The applicant is appointed as Estate Trustee with a will by [indicate name of the Court] Court, under file number [insert number], dated [insert date in yyyy/mm/dd format] and is still in full force and effect.**

***3513 The applicant is appointed as Estate Trustee without a will by [indicate name of the Court] Court, under file number [insert number], dated [insert date in yyyy/mm/dd format] and is still in full force and effect.**

Renewal of Caution – *Estates Administration Act*

A Renewal of Caution applies only to a caution under the *Estates Administration Act* and is sourced by an instrument (i.e., the original caution).

Instrument

Enter the registration number of the caution being renewed. All the PIN(s) affected by the caution are imported into the document.

Cautioner

Enter the name of the cautioner.

Statements

Select the following statement:

3601 The interest claimed in the caution continues to exist and is within three years of the registration of the said caution

Additional Statements

The following statement is optional (Additional Statements):

3730 This document relates to registration number(s) [insert number(s)]

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document.

See General Requirements Signatories and General Authority Statement sections.

A Caution under the *Estates Administration Act* may be deleted from the PIN by registration of a Withdrawal of Caution. The appropriate form prescribed under the *Estates Administration Act* must be imported into Statement 61.

Transfer by Personal Representative

The statement below has been programmed to form part of the electronic document. It cannot be changed:

The transferor(s) hereby transfers the land to the transferee(s).

Creation of New Easements and Easement Only Indicator

Notification of an easement can be placed on a parcel register, at the time of receipt, for those lands (known as easement only lands) that prior to Teraview 6.1 did not contain a notice of the easement until it was added to the parcel thumbnail description at certification. This optional functionality allows the registrant to identify the easement only lands in the document creating the easement, and upon receipt, the document will be automatically added to the parcel document pool of the easement only lands. The system will also add the document remark – “New Easement Only” to this entry. Upon certification of the creating document, the easement will be reflected in the parcel thumbnail description and the document and remark will be removed from the document pool of the easement only lands.

Please refer to the Easement module for details.

Property

The names of the owners, including the estate name will be imported automatically. Remove the name of the estate, leaving only the name(s) of the Personal Representative.

Select the applicable statement below. The following are law statements and can only be signed for completeness by a lawyer:

***3508 The property is subject to debts of the deceased**

***3509 The debts of the deceased are paid in full**

***3560 This transfer is for the purpose of paying debts**

***3562 The sale is bona fide and for value.**

Select the applicable statement below. They are both law statements:

***3557 All required parties have given their consent to this transfer**

***3559 No consents are required for this transfer**

Note: If Statement 3557 is selected, the **names** of the parties consenting must be set out in Statement 61.

Select the applicable statement below and enter any required information. They are both law statements:

***3558 The personal representative has the authority to transfer the land under the terms of the will, if any, the Estates Administration Act and the Succession Law Reform Act.**

***3561 This transfer is authorized by Court Order [import order] and is still in full force and effect.**

Select the applicable statement below and enter any required information. The first is a law statement:

***905 Title to the land is not subject to spousal rights under the Family Law Act**

Note: When both Statements 3557 and 905 are selected, Statement 905 is regarded as covering both the estate/deceased and the consenting beneficiaries:

906 Title to the land is subject to spousal rights of the spouse of [insert name of party]

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness:

3640 Covenant to Indemnify the Land Titles Assurance Fund [import PDF covenant]

Note: If a property is being transferred by more than one party of which one is deceased, use the Transfer by Personal Representative document. Enter required statements for other party(ies) in Statement 61, e.g., spousal, age, etc.

Planning Act Consent

If *Planning Act* consent has been obtained, select the following statement from the list of Additional Statements:

4048 The [Name] has consented to the severance herein. [import image]

Additional Statements

Most transfer of title documents will require two different lawyers to sign for completeness, one for the transferor and one for the transferee. Please refer to the Law Statements for Transfer of Title Documents for more information on these statements and any exceptions.

Writs of Execution

Select the applicable statement below. Both are law statements and can only be signed for completeness by a lawyer. Enter the information required.

If the search for executions by the registrant produces a Clear Certificate, the following writ statement must be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched:

***3629 This transaction is not subject to any writs of execution. Execution search(s) completed on [insert date in yyyy/mm/dd format - must be the same date as registration]. Clear execution Number(s) [indicate certificate(s) listed by number(s) and name(s) of party(ies) searched]. I [insert name] confirm the appropriate party(ies) were searched.**

If the search for executions by the registrant produces an Execution Certificate and identifies writs against the name searched, the following writ statement is to be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched:

***3630 An execution search was completed on [insert date in yyyy/mm/dd format - must be the same date as registration] for [insert list name(s) of party(ies) searched]. Execution search number [indicate certificate number(s)] produced the following writs(s) of execution number(s) listed below. The applicable statement for each writ has been provided. I [insert name] confirm the appropriate party(ies) were searched.**

In addition, the writ number(s) and the name(s) searched will need to be entered on the writ tab and the appropriate writ statement selected from the list.

Statements:

The following statements are optional:

34 The statutory covenants are to be amended as follows [insert amendment text]

Note: The implied covenants as set out in 5(1)1(i) and 5(1)3(i) cannot be varied or excluded by Statement 34.

***35 This matter has been proven to the satisfaction of a judge [import order], that the instrument was duly executed by [insert name of party] and at the time of execution, [insert name of party] was of at least 18 years of age and was not a spouse within the meaning of the Family Law Act. The Court Order is still in full force and effect.**

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Land Transfer Tax

For a Transfer by Personal Representative and a Transmission by Devisee/Heir-at-Law, completion of the Tax Branch is mandatory. Enter the value of the consideration of the transfer, if any. Once the appropriate land transfer tax statements have been selected, the land transfer tax is calculated and displayed in the Land Transfer Tax field. Also, an electronic land transfer tax statement is created as part of the document. This is required by the Ministry of Finance.

Note: Only the consideration for the **real** property will be indicated on the Transfer by Personal Representative/Transmission by Devisee/Heir-at-Law document.

If the land transfer tax indicates that the consideration is nominal, enter an amount and then select the appropriate land transfer statement explaining why the consideration is nominal.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Survivorship Application

Two or more owners may hold land as joint tenants. When a joint tenant dies their share passes to the surviving joint tenant(s) according to the right of survivorship at common law. Similarly, a corporation may hold property as a joint tenant with another corporation or individual. When that corporation is dissolved the property transfers to the remaining joint tenant(s).

Where two or more owners are described as trustees, the property is deemed to be vested in them as joint tenants unless it is expressly stated otherwise. A Survivorship Application for owners with the capacity 'trustees' requires an override. The trustee capacity may only be retained if there are multiple surviving trustees.

The same provisions apply as in a charge, in which the chargees hold their interest on joint account with right of survivorship, as joint tenants or as trustees.

A survivorship application submitted for electronic registration must contain the following:

- name and date of death of deceased joint tenant(s)
- proof of death of the deceased, satisfactory to the land registrar
- a statement by the applicant that the land with respect to the deceased is not subject to any spousal rights under the *Family Law Act*.

A Survivorship Application requires the surviving joint tenant to make a statement that the land, with respect to the deceased, is not subject to any spousal rights under the *Family Law Act*. Statements 603, 604 and 605 are available for selection (see statements below). When a survivorship application is signed by a Power of Attorney for the surviving joint tenant a covenant to indemnify the Land Titles Assurance Fund is required to be imported as the *Family Law Act* statement should be based on the survivors' personal knowledge.

The requirement for a covenant will not be required if, in addition to selecting statement 603, 604 or 605, a law statement regarding the spousal rights of the deceased joint is also provided in Statement 62, e.g., **"I [(Name)] solicitor, confirm that the deceased and [Name], a/the surviving joint tenant, were spouses of each other when the deceased died."**

Transfer Registered Prior to Survivorship

When a joint tenant dies, and the survivor sells the property, the-conveyancing sequence is to register the Survivorship Application first, followed by the Transfer. If the Transfer by the survivor is registered before the Survivorship Application, the Transfer will only act to convey the survivor's interest. A Survivorship Application can no longer be registered as the joint tenancy has been severed.

The electronic registration system provides a number of document types related to the death of an owner. The system distinguishes between two types of survivorship applications. After choosing Application Death of Owner, a drop-down list will appear. In order for the relevant statements to be displayed, one of the following must be selected:

- Survivorship Application–Land
- Survivorship Application–Charge

Survivorship Application–Land

This type of application is used when the deceased party owns property. Once the document is registered, the deceased party's name is removed from the Ownership field.

Survivorship Application–Charge

This type of application is used when one of the chargees dies.

Survivorship Application

Instrument/Property

For a Survivorship Application–Land, enter the PIN(s) of the property. Data from the property record stored in POLARIS is imported into the document. If the application affects more than one PIN, enter each PIN. For details see General Requirements, Property section.

For a Survivorship Application–Charge, enter the charge number. All the properties currently associated with the charge are imported into the document.

Pursuant to Section 123 of the *Land Titles Act* when two or more persons are registered as owners of a charge, either as joint tenants or on joint account with right of survivorship, and one of the chargees dies, the interest of the deceased passes to the survivor(s). The use of the capacity “on joint account” alone (without the addition of “with right of survivorship”) does not provide the right of survivorship and this module does not apply. Refer to Transmission by Personal Representative–Charge module in that situation.

If the Charge is being discharged, a Survivorship Application is not required, and the charge may be discharged by the surviving party/parties.

Similarly, if a corporation is the registered owner of a charge with another corporation(s) or an individual(s), either as joint tenants or on joint account with right of survivorship, and if that corporation dissolves (meaning the corporation no longer exists) the charge passes on survivorship to the remaining joint tenant provided that the charge did not ascribe shares.

When two or more chargees own a charge and are described as trustees, (See Section 62(3) of the *Land Titles Act*) the charge shall be deemed to be vested in them as joint tenants unless it expressly states otherwise.

Interest/Estate

The interest/estate defaults to Fee Simple. If the Survivorship Application is being registered against a Leasehold property, the interest/estate may be changed to Leasehold during the creation of the document.

Deceased

For a Survivorship Application–Land, the names of all owners are imported into the document from POLARIS. Remove the name of the surviving joint tenant(s), leaving only the name of the deceased.

Combined Survivorship/Transmission Applications

If the last surviving tenant dies before a survivorship application is registered, a combined Survivorship/Transmission Application registered as a Transmission by Personal Representative–Land/Charge is required. See Estates module.

Where Order of Death Uncertain

In circumstances rendering it uncertain which joint tenant survived the other, they are deemed to be tenants in common and a Transmission by Personal Representative is required.

Writs of Execution

A Survivorship Application–Land requires a writ search. A Survivorship Application–Charge does not. A search for writs of execution is performed automatically against the deceased owner's name. The writs' function will provide the appropriate statement(s) to deal with any outstanding writs (i.e., to either clear the writ or make the parcel register subject to a writ). Refer to the Executions module for more information. If the deceased's name that appears on the proof of death differs from the name on title, add details of the name variance to law Statement 62 and a search for writs of execution is also required against the name on the proof of death. Select the applicable statement below. Both are law statements and can only be signed for completeness by a lawyer. Enter the information required.

If the search for executions by the registrant produces a Clear Certificate, the following writ statement must be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched:

***3631 This transaction is not subject to any writs of execution. Execution search(s) completed on [insert date in yyyy/mm/dd format - must be the same date as registration]. Clear execution number(s) [indicate certificate(s) to be listed by number(s). and name(s) of party(ies) searched]. I [insert name] confirm the appropriate party(ies) were searched.**

If the search for executions by the registrant produces an Execution Certificate and identifies writs against the name searched, the following writ statement is to be selected and completed. The solicitor signing the document will include their name in the statement to confirm that the appropriate parties' names were searched:

***3632 An execution search was complete on [insert date in yyyy/mm/dd format - must be the same date as registration] for [insert list name(s) of party(ies) searched]. Execution search number [indicate certificate number(s)] produced the following writs(s) of execution number(s) listed below. The applicable statement for each writ has been provided. I [insert name] confirm the appropriate party(ies) were searched.**

In addition, the writ number(s) and the name(s) searched will need to be entered on the writ tab and the appropriate writ statement selected from the list.

For a writ of execution to be deleted from the parcel register, the land registrar must be satisfied that the sheriff has not advertised the land for sale in order to enforce the execution. Evidence is, however, not required if the death occurred within six months of the filing of the writ.

When a person owns a parcel of land, and a writ of execution against him/her is entered on the parcel register, the writ binds the land even when that person transfers the land as joint tenant.

When a judgment debtor who became a joint tenant subject to a writ of execution dies, the writ of execution is not to be deleted from the parcel register **unless**:

- the writ has expired and has not been removed
- or,
- a discharge of the writ is filed by the sheriff under the *Land Titles Act*
- or,

- a statement is made by the judgment creditor or his/her solicitor, declaring that the deceased registered owner is not one and the same as the judgment debtor
- or,
- a statement from the surviving joint tenant that the deceased is not one and the same if they provide a covenant to indemnify the Land Titles Assurance Fund and import it into the document using Statement 3640.

Applicant

Enter the name of the surviving joint tenant(s).

Statements

Survivorship Application—Land. Select the two statements below:

- 616 The applicant(s) held the property as joint tenants with the deceased.
- 617 By right of survivorship, the applicant(s) is entitled to be the owner(s), as a surviving joint tenant(s).

Survivorship Application—Charge. Select the two statements below.

- 618 The applicant(s) held the charge on joint account with right of survivorship with the deceased.
- 619 By right of survivorship, the applicant(s) is entitled to be the owner(s), as a surviving joint tenant(s).

Proof of Death

Select the appropriate statement(s) below and enter any required information.

The following statement is a law statement and can only be signed for completeness by a lawyer. No further evidence is required:

***601 Date of death was [insert date in yyyy/mm/dd format]**

If the document is not being completed by a lawyer and evidence has been registered previously, in either the manual system or as evidence indexed on an electronic document, select this statement:

- 610 Documentation regarding the death of [insert name of deceased], which is sufficient to deal with this transaction, is attached to registration number [insert number]

Compliance with *Family Law Act*

If a spouse dies owning interest in a family residence as a joint tenant with a third person (and not their spouse), joint tenancy is deemed to have been severed immediately prior to the time of death. If the tenancy is severed, a transmission application is required. If the death occurred on or after March 1, 1986, an Application for Survivorship must be supported by one of the following statements:

- 603 The deceased and [insert name], a/the surviving joint tenant, were spouses of each other when the deceased died.
- 604 The deceased was not a spouse at the time of death.
- 605 The property was not a matrimonial home within the meaning of the Family Law Act of the deceased at the time of death.

Additional Statements

For a Survivorship Application–Charge, the following statement is optional:

3730 This document relates to registration number(s) [insert number(s)]

For a Survivorship Application–Land, authorized by a Power of Attorney the following statement is required:

3640 Covenant to Indemnify the Land Titles Assurance Fund [import PDF covenant]

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Power of Attorney

Power of Attorney

A party may grant power of attorney to another in order to authorize that party to act on their behalf with respect to land or an interest therein registered under the *Land Titles Act*.

Occasionally an individual or corporate body may not be able to attend to a matter personally; in these cases, authority may be delegated by them to a third party as an attorney, who carries out the act for them on their behalf. This delegation of authority is conveyed by means of a power of attorney.

The *Substitute Decisions Act*, which was passed on April 3, 1995, allows persons to choose others to make personal healthcare and property decisions in advance should they no longer be able to do so themselves. A power of attorney usually identifies an attorney by name. Banks, however, generally authorize the holders of specific positions (e.g., bank managers) to conduct business and enter into contracts on the bank's behalf.

A power of attorney may mention specific conditions which govern the extent of authority. If the conditions extend to a specific parcel of land or to a specific address, the power of attorney is registered as a Limited Power of Attorney. If there are no conditions, the power of attorney is registered as a General Power of Attorney.

Registration of Power of Attorney

The original signed and witnessed Power of Attorney or a notarial or certified copy of the original must be scanned into the electronic registration of a Power of Attorney. It should not contain sensitive personal information (e.g., Social Insurance Numbers, Passport numbers, Driver's licence numbers etc. or electronic copies of same). Any information contained in the power of attorney cannot be redacted.

Note: Only one (1) Power of Attorney may be scanned into the electronic registration.

A PIN cannot be entered in a power of attorney as they are recorded in the Power of Attorney Index.

Donor(s)

Enter all the names of the Donor(s) named in the Power of Attorney. Enter the Surname, then Given Name(s) as it appears on the Power of Attorney. A separate field must be completed for each party and for each name variation reflected from the Power of Attorney (i.e., 'aka names'). Statement 61 may be used to identify that the parties are one and the same.

Donee(s)

Enter all the names of the acting Donee(s) named in the Power of Attorney. Enter the Surname then Given Name. A separate field must be completed for each party and for every name variation reflected from the Power of Attorney (i.e., 'aka names'). Statement 61 may be used to identify that the parties are one and the same.

Note: If multiple donees are appointed to act jointly and severally, enter the names of all donees unless one or more cannot act due to incapacitation, death or renunciation. A law statement providing an explanation in statement 62 will be required if the names of all donees appointed to act jointly and severally are not entered.

If the power of attorney names a substitute that will be acting in place of the named donee(s) (e.g., in cases of incapacitation, death, or renunciation), enter the name of the substitute attorney and provide an explanation in Statement 62.

Statements Pertaining to Registration of a Power of Attorney

In all cases when a Power of Attorney is being registered, the following non-law statement must be selected:

2912 The Power of Attorney is attached hereto as an image in electronic format, is still in full force and effect, and has not been revoked. [import image]

Note: The scanned Power of Attorney image must be legible. Where the power of attorney is a corporate power of attorney executed under corporate seal, the seal must be shaded and visible.

One of the two following non-law statements must be selected:

2927 The power of attorney is for a limited purpose.

2928 The power of attorney is for a general purpose.

One of the two following non-law statements must be selected:

2933 The Donor(s) is the applicant for the registration of this document.

2934 The Donee(s) is the applicant for the registration of this document.

Note: Statements 2933 and 2934 may be made by any one or more of the parties named in the Power of Attorney. Not all donors or donees are required to make Statement 2933 or 2934, however, they are still required to be listed as applicants.

Where the applicant is the donor and is a corporation, one of the following non-law statements must also be selected:

10 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

43 I am a partner.

48 I am a general partner.

45 This transaction is for a partnership purpose within the meaning of the Limited Partnerships Act.

54 This is the firm name of the Partnership/Limited Partnership.

Where the applicant is the donee and is a corporation, one of the following non-law statements must also be selected:

70 I, [insert name of authorized person], have the authority to bind the corporation

71 I am a partner.

72 I am a general partner.

73 This transaction is for a partnership purpose within the meaning of the Limited Partnerships Act.

74 This is the firm name of the Partnership/Limited Partnership.

Additional Statements

The following statement is optional:

61 Schedule: [insert text]

Jointly/Severally

Where two attorneys have been appointed to act jointly or severally, this information may be entered into Statement 61.

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Authority

Additional statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document.

A Power of Attorney document is required to be electronically signed on behalf of the Applicant. See General Requirements, Signatories and General Authority Statement sections.

Searching Powers of Attorney and Revocations

A Power of Attorney and/or revocation may be searched in the electronic land registration system by instrument number, donor(s) name, or attorney(s) name in the Power of Attorney Index.

Revocation of Power of Attorney

A power of attorney may be revoked. The registration of a document revoking that power of attorney may be registered in the Power of Attorney Index. Registration of a document revoking a power of attorney is required for a revocation to become effective. As with a power of attorney, there is no PIN entered in the revocation, the registration number of the power of attorney must be sourced. If the power of attorney was registered in paper, the power of attorney registration date will not be imported into the electronic revocation document. An electronic revocation document will be receipted even if the source instrument (being the paper registered power of attorney) is not found. Regulation 19/99 under *Land Registration Reform Act* states that a revocation of a power of attorney submitted for electronic registration shall contain **the registration number and date of registration**. The electronic revocation instrument will indicate the power of attorney registration number, but **no registration date will be provided**. For the instrument to be in a certifiable form, the registration date

of the power of attorney must be manually entered in Statement 61 in order for the document to comply with the Regulation.

Donor

Enter the name of the party revoking the power of attorney.

Statements

Select the appropriate statement below and enter the required information:

2913 The revocation of power of attorney, effective [insert date in yyyy/mm/dd format], is attached hereto as an image in electronic format. [import image]

***2914 The power of attorney is no longer in force, pursuant to an order which is in full force and effect and is attached hereto as an image in electronic format. [import image]**

2915 Evidence that the power of attorney is no longer in force is attached hereto as an image in electronic format. [import image]

***2916 The power of attorney is no longer in force, pursuant to the death of the donor on [insert date in yyyy/mm/dd format].**

One of the two following non-law statements must be selected:

2933 The Donor(s) is the applicant for the registration of this document.

2934 The Donee(s) is the applicant for the registration of this document.

Note: Statements 2933 and 2934 may be made by any one or more of the parties named in the power of attorney. Not all donors or donees are required to make statement 2933 or 2934, however, they are still required to be listed as applicants.

Donee

Enter the name of the donee.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Documents Signed by Power of Attorney

Documents registered electronically may be signed or authorized by a Power of Attorney. The Power of Attorney must be registered in the same Land Registry Office as the document that is being registered. Different requirements apply to documents signed by individuals and corporations. Powers of Attorney are registered in the Power of Attorney Index in the land registration system by individuals and corporations/banks to authorize someone else to sign a document on their behalf. A law

statement will be necessary when any document is registered under the authority of a Power of Attorney given by an individual. In these cases, a lawyer will be required to discuss the Power of Attorney with their clients and provide the requisite law statement.

A law statement will **not** be required in documents signed under the authority of a Power of Attorney given by a corporation or a bank. In those cases, the attorney will be required to make a statement that they are acting within the scope of the Power of Attorney.

Documents Executed Under Authority of a Power of Attorney Granted by a Donor that is not a Company:

The following statement must be selected together with the appropriate law statement(s) in either (a) or (b):

2904, 2907 I, [insert name] say that to the best of my knowledge and belief, the power of attorney is still in full force and effect and the principal had the capacity to give the power of attorney when giving it and was at least 18 years of age when the power of attorney was executed. The power of attorney was registered as number [insert number]

(a) Where the attorney is not a company:

***2917, *2922 The solicitor signing this document on behalf of this party confirms that I have reviewed the power of attorney with the attorney, and to the best of my knowledge and belief, I confirm that: 1. The attorney is the lawful party named in the power of attorney, 2. The attorney is acting within the scope of the authority granted under the power of attorney, and 3. The power of attorney was lawfully given and has not been revoked.**

(b) Where the attorney is a company:

***2918, *2923 The solicitor signing this document on behalf of this party confirms that I have reviewed the power of attorney with the attorney, and to the best of my knowledge and belief, I confirm that: 1. The attorney is the lawful party named in the power of attorney, 2. The attorney is acting within the scope of the authority granted under the power of attorney, 3. The power of attorney was lawfully given and has not been revoked, 4. At the time this document was executed, [insert name] was the [insert position] of [insert company/bank (donee)] and had the authority to bind the attorney.**

Documents Executed under Authority of a Power of Attorney Granted by a Corporation/Bank:

The applicable statement to the situation being dealt with must be selected. None are law statements:

a) For an attorney that is a company:

2919, 2924 (1) Power of Attorney was registered as number [insert number]. (2) To the best of the attorney's knowledge and belief, the power of attorney is still in full force and effect. (3) The attorney is acting within the scope of the authority granted under the power of attorney. (4) At the time this document was executed, [insert name] was the [insert position] of [insert (attorney) company/bank], and had the authority to bind the attorney.

b) For an attorney that is a named person who is not in a company:

2920, 2925 (1) Power of Attorney was registered as number [insert number]. (2) To the best of my knowledge and belief, the power of attorney is still in full force and effect and gives me, [insert name], the authority to bind the donor. (3) I am acting within the scope of the authority granted under the power of attorney.

c) For an attorney that is a named person or a named position in a company:

2921, 2926 (1) Power of Attorney was registered as number [insert number]. (2) To the best of my knowledge and belief, the power of attorney is still in full force and effect and gives me the authority to bind the donor. (3) I am acting within the scope of the authority granted under the power of attorney. (4) At the time this document was executed I, [insert name], was the [insert position] of [insert (attorney) company/bank].

Estate Trustee and Power of Attorney

Generally, an estate trustee cannot appoint an attorney by Power of Attorney to deal with the estate of the deceased unless the two statements below are entered with Statement 61:

61 Schedule: [insert text] (see below)

[insert name of estate trustee] as estate trustee with or without a will of the estate of [insert name of deceased] has exercised their power to sell the property to [insert name of transferee] and has delegated to me, [insert name of attorney], only the right to sign on their behalf as estate trustee the necessary transfers and statements/affidavits.

I am merely completing the transaction and I am not exercising any discretionary powers on the estate trustee's behalf.

Release of Spousal Rights

An attorney may release spousal rights provided that the Power of Attorney expressly gives the attorney that right. Statements as to the validity of the Power of Attorney and its registration are required.

Application for Absolute Title

Land Titles Conversion Qualified Title to Absolute Title

A registered owner of land with a qualified title may at any time apply to the land registrar to be registered as owner of the land with an absolute title. Evidence to remove the qualifying conditions must form part of the document and prove satisfactory to the land registrar.

Electronic documents and statements are available and may be used in conjunction with the process set out in the August 2001 Client Guide – Land Titles Conversion Qualified (LTCQ) to Land Titles Absolute Plus (LT+).

The guide can be obtained from the Ontario Website at <https://www.ontario.ca/land-registration/land-titles-conversion-qualified-ltcq-land-titles-plus-ltplus-client-guide>.

Also, see [Bulletin 2009–05](#) regarding Descriptions, and Bulletins [2009–06](#), [2017–04](#), and [2024–05](#) regarding Service of Notice also available on the Government of Ontario website.

The LTCQ to LT+ Client Guide uses the term “draft reference plan” to describe the plan, prepared to illustrate the land under the application, together with all its appurtenant and servient interests. The plan is titled draft, as in, it has not been filed in the land registration system. However, the requirement in the Client Guide is for the plan accompanying the Notice of Application for Absolute Title to be complete, in final form, and ready for immediate deposit. There is no pre-approval for the draft reference plan prior to the registration of the Notice of Application for Absolute Title. The land registration system relies on the solicitor and surveyor to work together through the Notice process and to ensure that the draft plan used in the Notice meets the requirements as set out in the Client Guide.

As set out in [Bulletin 2024–04](#), the use of ePlans has now been expanded to include reference plans prepared in support of an Application for Absolute Title.

To change the land from land titles conversion qualified to absolute title status, the following steps must be taken:

- Register the Notice of Application for Absolute Title in the appropriate Land Registry Office and then send notices, accompanied by a white print or legible reduced photocopy of the draft reference plan, to the adjoining owners and any parties with a registered interest in the land and to those who appear to have an interest.
- After the initial notice period has passed, and once objections, if any, have been dealt with, a draft of an Application for Absolute Title (and the supporting materials) must be submitted for review and approval. Requests for review of draft Applications are now accepted through the OnLand website at <https://www.onland.ca/ui/>. Once all the requirements in the LTCQ to LT+ Client Guide have been met, a client request for review through OnLand must follow these two steps:
 - complete a Plan Pre-Approval Request through the OnLand Help Centre website at <https://help.onland.ca/en/contact-us/land-registry-request-forms/plan-pre-approval-request/>, select Application for Absolute Title from the Plan Type menu, and confirm the period for objections has expired, **and**
 - attach a copy of the registered Notice of Application for Absolute Title in PDF to the Request.

No other materials are to be attached to the request. The assigned representative for the Land Registrar will then contact the person named in the Request by email and ask for the draft Application

for Absolute Title (or an Application for Absolute Title electronic document in preparation), together with the supporting materials, to be sent to the representative for review and approval.

Applications for Absolute Title can also be based in part on possession of the land in question. For more information and an outline of the process, please refer to the LTCQ to LT+ Client Guide.

Application for Absolute Title based on possession are **only accepted in paper format** at this time.

Absolute Title Application Documents

The electronic registration system distinguishes between the following two types of absolute title application documents:

- Notice of Application for Absolute Title
- Application for Absolute Title

Each requires different information or evidence to meet registration requirements (see Statements below).

Property

Once the PIN has been entered, data from the property record stored in POLARIS is imported into the document. If the documents deal with more than one PIN, enter each PIN. See General Requirements, Property section for details.

Applicant

Enter the name of the applicant(s).

Owner

Enter the name of the owner(s).

Statements

Different statements are required for specific title application documents.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Notice of Application for Absolute Title

Statements

For a Notice of Application for Absolute Title, select the following statement and enter the required

information:

3724 Take notice that the applicant(s) has made an application to be registered as the owner(s) with an absolute title of land described as follows: [insert registerable description]. And take notice that any person claiming to have any title to or interest in the said land or any part thereof is required on or before [insert date in yyyy/mm/dd format], to file a statement of objection setting out the grounds for the objection at [insert address of solicitor]. This notice is served upon you because you appear to have an interest in land which is adjacent to the land included in the application or an interest in the land included in the application as illustrated on the attached plan in statement 61. A white print or legible reduced photocopy of the draft reference plan must be provided for all parties served with this notice.

Select statement 61 and import a PDF of the draft plan:

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

A Notice of Application for Absolute Title is also used to amend the original registered Notice of Application for Absolute Title, if required.

Select the following statement and enter the required information:

***3766 The applicant(s) hereby applies to amend the Notice of Application for Absolute Title registered as registration number [insert number] by [indicate reason of amendment]. In all other respects, the said Notice of Application for Absolute title is hereby confirmed. This notice is served upon you because you appear to have an interest in land which is adjacent to or included in the application as illustrated on the draft plan attached to the original Notice of Application for Absolute Title or on the attached amended plan in statement 61. A whiteprint or legible reduced photocopy of the plan must be provided for all parties served with this notice. Take notice that any person claiming to have any title to or interest in the said land or any part thereof is required on or before [insert date in yyyy/mm/dd format], to file a statement of objection setting out the grounds for the objection at [insert address for solicitor].**

Select Statement 61 and import a PDF of the draft plan, if required:

61 Schedule: [insert text]

Application for Absolute Title

Until Statement 3725 is revised, registrants are required to enter the Application for Absolute Title (Appendix G of the LTCQ to LT+ Client Guide) as a PDF imported into Statement 61. An override is required to register this document. The Plans Processor assigned to approve your submission will provide instructions to the registrant.

Select statement 61 and enter the required information, being the Application for Absolute Title, Certificate of the Solicitor and the Certificate of the Surveyor as PDFs (see LTCQ to LT+ Client Guide).

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Authority

Additional Statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Condominium Lien

Generally, common expenses are payments by unit/property owners to the condominium corporation to cover maintenance and repair costs of common elements. According to the *Condominium Act, 1998* owners are required to contribute to the common expenses in the proportions specified in the declaration.

Notice of Lien

A notice of lien may be registered by a condominium corporation against an owner of one or more units/properties who fails to contribute their share of the common expenses. The lien is for the unpaid amount of common expenses against the owner's unit/property and its appurtenant common interest, together with all reasonable costs, charges and expenses incurred by the corporation in connection with the collection of the unpaid amount.

In order to preserve the lien, the condominium corporation must register a notice of lien within three months of the default of payment. **(This time period is not verified by the Land Registry Office).** The lien is enforced in the same manner as a charge/mortgage under the *Mortgages Act*, in which power of sale proceedings may be commenced. **Refer to the Sale by Chargee section, Transfer Under Power of Sale module.**

Note: Foreclosure under a Condominium Lien is to be registered as an Application to Amend Based on Court Order. The statements required for an Application Foreclosure Order are to be included in Statement 62.

Upon payment of the unpaid amount, together with all reasonable costs, charges and expenses, the condominium corporation is obliged to provide the owner with a discharge. See Discharge of Condominium Lien below.

Priority of Common Expense Lien

A registered lien for unpaid common expenses on a unit/property in a condominium has priority over every registered and unregistered encumbrance, even if that encumbrance existed prior to the lien arising, except for the following:

- a claim of the Crown other than for a mortgage
- a claim for taxes, charges, rates or assessments levied or recoverable under the *Municipal Act*, the *Education Act*, or the *Local Roads Boards Act*
- a lien or claim that is prescribed.

Notice to be Served

For a lien on a unit/property in a condominium, the *Condominium Act* requires that the condominium corporation give notice to every registered encumbrancer on or before the day the notice of lien is registered. The *Condominium Act, 1998*, requires that notice must be given to the registered owner at least 10 days before the registration of the lien. **(This time period is not verified by Land Registry Staff)**

Condominium Lien (*Condominium Act 1998*)

Property

Once the PIN has been entered, data from the property record stored in POLARIS is imported into the document. If the condominium lien affects more than one PIN, enter each PIN. For details see General Requirements Property section.

Claimant

Enter the name of the condominium corporation.

Statements

Select the following statement and enter the required information:

- 4034 The identified Condominium Corporation certifies that it has a lien under the Condominium Act against the above unit/property for: (a) unpaid common expenses in the amount of [insert dollar amount] as of the date of this certificate; (b) the amount by which the owner defaults in the obligation to contribute, after the registration of this certificate, to the common expenses which include all amounts that under the Act are added to or form part of the common expenses; and (c) all interest owing and all reasonable legal costs and reasonable expenses that the Condominium Corporation incurs in connection with the collection or attempted collection of the amounts described in clauses (a) and (b), including the costs of preparing and registering this certificate of lien and a discharge of it. Upon payment of the amounts described above, the Condominium Corporation shall prepare and register a discharge of this certificate of lien and shall advise the owner in writing of the particulars of registration. This lien does not secure payments of common expenses that became due more than three months before the date of registration of this certificate.

The text of the statement above conforms to the wording of the prescribed form under the *Condominium Act, 1998*.

Note: Consideration is mandatory in Statement 4034 and optional in the consideration field.

Authorization

A condominium lien can only be registered by the condominium corporation. Select and complete the following authorizing statement:

- 10 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

Authority

Additional statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Discharge of Condominium Lien

A discharge of condominium lien must contain the following:

- name of condominium corporation
- registration number of notice of lien.

Discharge of Condominium Lien

Enter the registration number of the condominium lien. All the properties currently associated with the lien are imported into the document. A partial discharge of the lien may be completed. The discharging party has the option to select ALL/PARTIAL/NONE.

Discharging Party

The name of the condominium corporation (claimant) is imported into the document automatically from POLARIS.

Statements

The following statement has been programmed to form part of the electronic document. It cannot be changed:

The identified Condominium Corporation having received payment in the amount of the selected notice of lien in respect of the above PIN(s) pursuant to the Condominium Act hereby discharges the said lien.

Authorization

A condominium lien can only be discharged by the condominium corporation. Select and complete the following authorizing statement:

- 10 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document. See General Requirements, Signatories and General Authority Statement sections.

Condominium – Notice of Change of Address

Under the *Condominium Act*, a condominium corporation may change its address for service and/or mailing address by registering a notice of change of address.

If a party other than the condominium corporation with a registered interest in a property wishes to change an address for service, refer to the Notices module, Notice of Change of Address for Service – No Fee Document section.

Notice of Change of Address for Service–Condominium

Property(ies)

A notice of change of address for a condominium corporation must include all the PIN(s) of the condominium. Once the PIN(s) have been entered, data from the property record stored in POLARIS is imported into the document. The Notice of Change of Address will also be recorded in the Condominium Corporation Index.

Note: If the number of PIN(s) exceed the system limits multiple electronic Notice of Change of Address for Service–Condominium may be registered.

Applicant

Enter the name of the condominium corporation.

Statements

If a new address for service and/or a new mailing address is being registered, select the following statements and enter the required information:

3731 [insert name of Municipality] Condominium Corporation number [insert number of condo corporation.], gives notice that it changes or confirms its address for service to be [insert new address for service].

and,

3732 [insert name of Municipality] Condominium Corporation number [insert number of condo corporation.], gives notice that it changes or confirms its mailing address to be [insert new address for service].

The text of these statements conforms to the wording of the prescribed form under the *Condominium Act, 1998*.

Both of the above statements are required even when only one of the addresses is changing.

Deletion of Notice of Change of Address for Service–Condominium

A Notice of Change of Address for Service–Condominium may be deleted from title by selecting and completing Statement 4075 (set out below). If there are no Notice of Change of Address for Service–Condominium to be deleted, Statement 4076 (set out below) must be selected.

4075 Notice(s) of Change of Address for Service—Condo registered as [insert instrument number(s)] is/are superseded and is/are to be deleted.

or,

4076 There are no Notice(s) of Change of Address for Service—Condo to be deleted.

Authorization

A Notice of Change of Address–Condominium can only be registered by the condominium corporation. Select and complete the following authorizing statement:

10 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document.

See General Requirements, Signatories and General Authority Statement sections.

Condominium By-Law

The *Condominium Act, 1998* provides for a unique form of property management through the use of by-laws and rules. Once a declaration and description are registered, a corporation is created, without share capital, whose members are the owners of the condominium units. The corporation is responsible for managing the property, including common elements and any assets of the corporation. The members of the condominium corporation, through an elected board of directors, may pass by-laws and rules for the benefit of all unit owners.

For a by-law passed by the board of directors to be effective, a copy of the by-law must be registered by the condominium corporation.

Condominium By-Law (*Condominium Act 1998*)

Property

A Condominium By-Law must include all the PIN(s) of the condominium. Once the PIN(s) have been entered, data from the property record stored in POLARIS is imported into the document.

Note: If the number of PINs exceed the system limits, multiple Condominium By-Law documents may be registered. Any subsequent instruments that require a reference to the registration particulars of that by-law must reference all instrument numbers of the Condominium By-Law documents (e.g., if the by-law authorizing a transfer of easement is registered as three Condominium By-Law documents, all three instrument numbers must be referenced in the subsequent Transfer–Easement).

Applicant

Enter the name of the condominium corporation.

Statements

Select the following statement and enter the required information including the by-law:

4033 [insert name of Condominium Corporation] Condominium Corporation Number [insert number of condo corporation] hereby certifies that by-law number [indicate number] attached hereto [import by-law] is a true copy of the by-law. The by-law was made in accordance with the Condominium Act, 1998.

Select the following statement if applicable:

4036 The by-law is a joint by-law made under the Condominium Act, 1998 and is not effective until the corporations that made it being [insert name of condominium corporations] have each registered a copy of the joint by-law in accordance with the Condominium Act, 1998.

Select the applicable statement below based on whether or not subsection 14(2) of Ontario Regulation 48/01 under the *Condominium Act, 1998* applies. One of either Statement 4071 or 4072 is mandatory:

4071 The owners of a majority of the units in the Corporation have voted in favour of confirming the by-law with or without amendment.

or,

4072 The majority of the owners present or represented by proxy at a meeting of owners have voted in favour of confirming the by-law with or without amendment.

Additional statements (if required):

61 Schedule: [insert text]

Lawyer's Statement

***62 I [insert name of solicitor] solicitor make the following law statement [insert details].**

This statement is similar to Statement 61 but is to be used where a statement of law is required but there is not a law statement available for selection. Information may be keyed into this field or imported from a word-processing package. When Law Statement 62 is selected the system will require a lawyer to sign the document for completeness.

Deletion of a Condominium By-Law

A Condominium By-Law may be deleted from title by a condominium corporation registering an Application General and selecting Statement 3603 and Statement 61. Statement 61 must state the reason the by-law is to be deleted (e.g. no longer in effect, etc.). If the by-law being deleted is a joint by-law and not all the condominium corporations that registered it are applying to delete it, Law Statement 62 must have a statement by the lawyer confirming that consent from the additional condominium corporation(s), that are not the party making the application, has been obtained in addition to the reason for deletion. See Application to Amend the Register, Application General module.

3603 I [insert name] having a legal interest in the lands hereby apply under section [insert number] of the Land Titles Act to have the register for the said PIN amended by: [indicate nature of amendment]

Authorization

A Condominium By-Law can only be registered by the condominium corporation. Select and complete the following authorizing statement:

10 A person or persons with authority to bind the corporation has/have consented to the registration of this document.

Documents Signed under the Authority of a Power of Attorney

Every document signed under the authority of a power of attorney requires additional statements to be selected. See General Requirements, Authorization by Power of Attorney for available statements.

No Dealings Indicator/Land Registrar's Investigation

For statements available to make when a No Dealings Indicator is on title, see General Requirements, No Dealings Indicator and Land Registrar's Investigation sections.

Authority

Additional statements are required regarding the authority to create and register a document. For more information on the proper authorization of documents, see General Requirements, General Authority Statement section.

Signatories

Once the document has been created, select Instrument from the menu bar, select Sign from the drop-down list. This screen provides for the authorization of the completeness and release of the document.

See General Requirements, Signatories and General Authority Statement sections.

PIN Correction Guidelines: Requirements and Frequently Asked Questions for Deleting an Interest or Otherwise Amending a PIN

Please follow the process set out in the table below for PIN corrections to delete an interest.

Note: Land Titles is not governed by the *Limitations Act*. PIN corrections and applications will not be accepted solely based on the passing of time unless the document had a clear expiry date (exception see Section 119 Restrictions, only).

Deleting an Interest:

Request to Delete Interest	PIN Correction Yes / No	Registered / Deposited Documentation Required
Subject To (S/T) Spousal	No	See Bulletin 2008-05
Subject to (S/T) Debts	No	See Bulletin 2008-05
Subject to (S/T) Writs of Execution	No	See Bulletin 2008-05
Subject to (S/T) Beneficiaries Interest	No	See Bulletin 2008-05
Mortgage/Charge or other encumbrance – Discharge/Release cannot be obtained	No	See Bulletin 2017-03 , Section 102 Applications MUST be pre-approved
Restrictions Section 119, <i>Land Titles Act (LTA)</i> – Fixed Expiry Plus 10 Years After Expiry	Yes	
Restrictions Section 119, <i>Land Titles Act (LTA)</i> – Fixed Expiry BUT Less than 10 Years After Expiry	No	See Electronic Registration Procedures Guide
Restrictions Section 119, <i>Land Titles Act (LTA)</i> – No Expiry OR Less 10 Years After Expiry	No	See Electronic Registration Procedures Guide
Restrictions Section 119, <i>Land Titles Act (LTA)</i> – No Fixed Expiry AND More than 40 Years	Yes	

Electronic Registration Procedures Guide
PIN Correction Guidelines

Request to Delete Interest	PIN Correction Yes / No	Registered / Deposited Documentation Required
Expired Agreements	Yes, If the following is provided in the original document: <ul style="list-style-type: none"> • expiry date • authorization for the Land Registrar to delete 	See Electronic Registration Procedures Guide
Remove Subject To (S/T) Re-Entry as in No.	Yes, if original document states “earlier” of set expiry date or occurrence of a happening (e.g., acceptance of subdivision agreement) and set expiry date has passed No, if original document stated “later” of set expiry date or occurrence of a happening (e.g., acceptance of subdivision agreement)	If original document stated “later” of set expiry date or occurrence of a happening (e.g., acceptance of subdivision agreement), registration of documentation required with Law Statement supporting that “occurrence of said happening has occurred” (e.g., acceptance of subdivision agreement) See Bulletin 2005-02 Easements and Release Easements
Remove Notation “Except easement therein”	No	See Bulletin 2008-05 , Section 3.2, and Bulletin 2007-02 <i>Registry Act</i> Amendments
Expired Registry Documents on an LTCQ PIN	Assess qualifications for: <ul style="list-style-type: none"> • A PIN Correction request, or, • When an Application must be registered 	See Bulletin 2008-05 to determine what may qualify for a PIN Correction request and what requires an Application to be registered
Delete Subject To (S/T) a Transfer # in the Property Description, where the Transfer has been deleted from the instrument list	No	Interests created in a Transfer are not automatically deleted when the ownership transfer is deleted See Frequently Asked Questions and Answers below for more information
Delete General Assignment of Rents	Assess qualifications for: <ul style="list-style-type: none"> • A PIN Correction request, or, • When an Application must be registered 	See Electronic Registration Procedures Guide

Frequently Asked Questions and Answers

- Q1. When can Subject To (S/T) Re-Entry as in No. XXX be removed by a request for PIN Correction?
- A1. When the Re-Entry has a specific expiration, for example:
- The Re-Entry will expire 5 years from the date of registration of this transfer, or the Re-Entry will expire the EARLIER of 5 years from the registrations date of this transfer or until the subdivision has been assumed by the municipality. The key word is “earlier”.
 - If the wording of the right or re-entry includes “later” rather than “Earlier” then an application will have to be registered to remove the re-entry from the property description stating that 5 years have passed, and the subdivision was assumed.
- A2. See [Bulletin 2005-02](#) Easements, Release of Easements
- Q2. How do I remove expired Registry Documents from the document pool of my Land Titles Conversion Qualified (LTCQ) PIN?
- A3. Depending on the document type, some documents may be removed with a PIN Correction request, but many require an Application General to be registered using appropriate statements.
- A4. See Bulletin [2008-05](#) to determine what may qualify for a PIN Correction request & what requires an Application to be registered.
- Q3. I would like a document pre-approved by the Land Registry Office before I submit the document for registration.
- A5. The Land Registry Office only pre-approves complex documents. Further details and a list of those documents is available on OnLand.ca. <https://help.OnLand.ca/en/pre-approval-request-document-types/>.
- Q4. My PIN has S/T an instrument number that is a deleted transfer. Please remove this notation because the transfer has been deleted from the PIN.
- A6. Review the transfer document to confirm if an interest, such as an easement was created when the transfer was registered. The PIN notation is not automatically removed when the transfer is deleted; the easement or interest remains. Based on the wording in the easement and if the easement is expired, you may require an Application General or Transfer – Release and Abandonment to be registered or a PIN Correction request to delete the PIN notation.
- A7. See [Bulletin 2005-02](#) Easements, and Release of Easements and [Bulletin 2022-08](#) Releasing and Deleting Easements
- Q5. My PIN has a description that states, “As in instrument number except the easement therein” My PIN is supposed to be T/W an easement. Please remove the “except easement therein” notation.
- A8. At the time of conversion, the lands that were to be subject to this easement could not be confirmed

- A9. See [Bulletin 2008-05](#), Section 3.2.
- A10. Please refer to [Bulletin 2007-02](#) Registry Act Amendments for further details outlining the process to delete this PIN notation and have the easement or right of way reflected on the PIN(s).
- Must be submitted for Pre-Approval
 - NOTE: An application under [Bulletin 2007-02](#) cannot be accepted if the servient lands remain in Registry
- Q6. How do I go about converting a Registry PIN to an LTCQ PIN?
- A11. Please follow instructions in [Bulletin 2004-02](#) Non-Converts to LTCQ
- A12. Data Retention reports can be requested for Registry PINs only
- A13. Must be submitted for Pre-Approval
- Q7. How do I know if my property qualifies for First Dealings?
- A14. See Electronic Registration Procedures Guide, Estates module – First Dealings After Property Converted to Land Titles. The standard rule is that the property must have an LTCQ qualifier and the deceased party obtained their interest when the lands were in the Registry system.

Absolute Title Application Documents, 220

Applicant, 220
Owner, 220
Property, 220

Add Easement, 16

Affects Part of Property, 16

Age Statements, 22

**Annexation of Restrictive Covenants to Land –
(Section 119), 149**

Application Consolidation Parcels, 105

Applicant, 105
Property, 105
Statements, 105

**Application Delete Housing Development Lien,
145**

Discharging Party, 145
Property, 145
Source Instrument, 145
Statements, 145

Application for Absolute Title, 219, 221

Application for Inhibiting Order – Charge, 180

Applicant, 180
Instrument, 180
Statements, 180

Application for Inhibiting Order – Land, 178

Applicant, 179
Property, 179
Statements, 179

Application for Leasehold Parcel, 127

**Application For Restrictions Based On Court
Order, 103**

Applicant, 103
Party From, 103
Property, 103
Statements, 103

Application for Vesting Order, 101

Land Transfer Tax, 102
Owner, 102
Party From, 101
Property, 101
Statements, 102
Writs of Execution, 102

Application General, 107

Applicant, 108
Party to, 109
Property, 108
Statements, 108
Writs of Execution, 108

Application General – Deletion of Easement, 91

Applicant, 92
Land Transfer Tax, 93
Party To, 92
Property, 91
Statements, 92
Writs of Execution, 92

Application to Amend Based on Court Order, 100

Applicant, 100
Party From, 100
Property, 100
Statements, 100

Application to Amend the Register, 109

Applicant, 110
Property, 109
Schedule, 110

Application to Change Name, 94

Applicant, 96
Instrument, 94
Owner, 94
Party From, 94
Statements–Reason for Change, 96
Writs of Execution, 95

Application to Delete Construction Lien, 142

Application to Delete Executions, 132

Applicant, 132
Property, 132
Solicitors Statements, 132
Statements, 132
Writ Deletions, 132

Application to Delete Inhibiting Order, 181

Applicant, 181
Instrument, 181
Statements, 181

Application to Delete Restrictions, 152

Applicant, 152
Instrument, 152
Statements, 152

Application to Register Court Order, 99

Applicant, 99
Party From, 99
Property, 99
Statements, 99

Authorization

by a Corporation, 25
by a Municipality, 25
by a Partnership, 26
by a Religious Organization, 26
by Power of Attorney, 24
by Power of Attorney for a Company, 25
by Power of Attorney for an Individual, 24
by the Crown, 25
of Documents, 22
of Public Guardian and Trustee/Children's Lawyer,
23

Background, 1

Bankruptcy, 160

Application to Register Trustee in Bankruptcy –
Instrument, 161
Application to Register Trustee in Bankruptcy –
Owner, 161
Notice of Disclaimer, 161
Substitute Trustee, 161
Trustee statements, 161
Writs of Execution, 160

Bankruptcy, Applications

Bankrupt, 162
Instrument/Property, 162
Statements, 162
Trustee, 162

Caution, 155

Cautioner, 156

Electronic Registration Procedures Guide
Index

- Owner, 156
- Property, 156
- Statements, 156
- Caution – Charge (S. 128), 157**
- Caution – Land (S. 128), 156**
- Caution – Notice (S. 71), 157**
- Caution under *Bankruptcy and Insolvency Act*, 163**
 - Cautioner, 163
 - Instrument/Property, 163
 - Statements, 164
- Caution–Agreement of Purchase and Sale (S. 71), 156**
- Cautions under *Estates Administration Act*, 201**
- Cautions under the *Estates Administration Act*.
See Estates Module**
- Cautions under the *Land Titles Act*, 154**
- Cautions under the *Local Roads Board Act*, 155**
- Certificate of Lien – *Housing Development Act*, 144**
 - Claimant, 144
 - Property, 144
 - Statements, 144
- Certificates of Action, 139**
- Change Name, 94**
- Charge, 46**
 - Amendment of Statutory Covenants, 53
 - Authorization by Corporation, 48
 - Authorization by Crown, 49
 - Authorization by Municipal Corporation, 49
 - Charge by Partnership, 50
 - Charge by Religious Organization, 49
 - Charge Provisions, 52
 - Chargee(s), 51
 - Chargor is a Limited Partnership, 50
 - Chargor is Partnership Property, 50
 - Chargor(s), 47
 - Dealing with Fraction of Property, 49
 - Family Law Act* and Age Statements, 47
 - If chargor is an estate, 49
 - Interest/Estate, 47
 - Limited Partnership as Chargee(s), 52
 - Partnership as Chargee(s), 52
 - Personal Representative (Estate Trustee) as Chargee, 51
 - Property(ies), 47
 - Trustee of Registered Pension Fund as Chargee, 51
 - Writs of Execution, 47
- Combined Documents, 32**
- Combined Survivorship/Transmission, 198**
- Combined Survivorship/Transmission Applications, 207**
- Common Court Orders, 98**
- Condominium**
 - Deletion of Notice of Change of Address for Service, 227
 - Notice of Change of Address, 226
- Condominium By-Law, 228**
 - Applicant, 228
 - Deletion, 229
 - Properties, 228
 - Statements, 228
- Condominium Lien, 224**
 - Claimant, 224
 - Discharge, 225
 - General, 223
 - Notice of Lien, 223
 - Notice to be Served, 223
 - Priority of Common Expense Lien, 223
 - Property, 224
 - Statements, 224
- Construction Liens, 139**
 - Application to Amend the Register, 140
 - Application to Delete, 140
 - Application to Delete Construction Lien, 142
 - Certificates of Action, 139
 - Registration, 140
 - Rules for Sheltering, 139
 - Sheltering, 139
- Court Order Appointing Receiver, 98**
- Court Order Discharging Charge, 98**
- Court Orders, 98**
- Covenant to Indemnify, 19**
- Create New Form from Parcel Register, 14**
- Death**
 - Order Uncertain, 208
- Death of Owner Applications, 196**
 - Applicant, 197
 - Deceased, 197
 - Property/Instrument, 197
- Debenture/Deed of Trust and Mortgage, 46**
- Deletion of a Court Order, 101**
- Deletion of Lease by Registered owner, 126**
- Description, 15**
- Discharge of An Interest, 62**
 - Related Deletions, 64
- Discharge of Charge, 57**
 - Discharging Party, 58
 - Name of Chargee, 58
 - Property, 58
 - Related Deletions, 61
 - Source Instrument, 57
 - When a chargee cannot be found, 62
 - When a chargee dies, 59
 - When a discharge cannot be obtained, 61
- Discharge of Condominium Lien, 225**
 - Discharging Party, 225
 - General, 225
 - Statements, 225
- Discharge of Construction Lien**
 - Discharging Party, 142
 - Instrument, 142
 - Statements, 142
- Discharge of Notice of Security Interest, 63**
- Discharge of Restriction (Section 118), 151**
- Discharge of Support Order, 99**
- Discharge of Vendor's Lien, 63**
- Discharge or Compliance of Restrictive Covenants, 151**
- Discharge Seizure of Charge, 63**
- Discharges, 57**
- Document**
 - Combined, 32

Electronic Registration Procedures Guide
Index

- must affect an interest in Land, 33
- Preparation, 32
- Registration of, 33
- Types Available, 31
- Documents Signed by Power of Attorney, 215**
- Easement Indicator, 15, 85, 203**
 - Electronic Documents with Easement Only
 - Indicator Available, 15
- Easement, Release of, 88**
- Easements, 82**
 - Assignments of Easement in Gross, 83
 - Condominiums, 84
 - Creating Easement in a Transfer of Land, 83
 - Creation of Easement, 82
 - Division of dominant lands, 84
 - Easements in Gross, 83
 - Easements to Fulfill Obligations in Subdivision
 - Agreements – Rights of Entry, 83
 - Other Document Types Purporting To Create New Easements, 83
 - Tenement registered under different Acts, 84
 - Transfer of Easement, 82
 - Transfer, Release and Abandonment, 88
- Electronic Plans (ePlans), 167**
- ePlans**
 - Application – Crown Land Reference Plan (No PIN), 171
 - Application – Deposit Plan, 168
 - Application – Register Plan, 173
- Estate Trustee and Power of Attorney, 217**
- Estates, 183**
 - Power of Attorney, 195
- Executions, 129**
 - General Writ Statements, 130
 - Partnership Property, 130
 - Similar Names, 130
 - Statement re
 - Writs Against Deceased Joint Tenant, 131
 - Statements by a solicitor, 131
 - Statements when automatic writ search not performed, 131
 - Transfer by Personal Representative, 130
- Family Law Act Statements, 21**
- Fixed and Floating Charges, 46**
- Foreclosure, 76**
 - Application Foreclosure Order, 79
 - Documents that are not Deleted, 77
 - Dower, 76
 - Encumbrances Registered after the Statement of Claim, 77
 - Final Order of Foreclosure, 79
 - Land Transfer Tax, 81
 - Other Statements, 80
 - Owners, 80
 - Party From, 79
 - Prior Encumbrances, 76
 - Property, 79
 - Source Instrument, 79
 - Spousal Rights, 76, 80
 - Subsequent Encumbrances, 77
 - Writs of Execution, 79, 80
- General Liens and Certificates, 147**
- General Requirements, 10**
- Government Order/By-Law, 137**
 - Applicant, 138
 - Property, 138
 - Statements, 138
- Inhibiting Orders, 178**
- Instruments Requiring Execution Searches, 129**
- Interest/Estate, 17**
- Intestacy – Personal Property, 195**
- Intestacy – Real Property, 194**
 - Debts of an Estate, 194
 - Devolution of Estate Trustee, 194
 - Dower, 194
 - Executions, 195
 - Foreign Certificate of Appointment Estate Trustee, 194
 - Spousal Entitlement, 194
 - Transfer by Personal Representative, 194
- Land Registrar's Investigation (LRI), 21**
- Land Titles Conversion Qualified Title to Absolute Title, 219**
- Law Statements, 21**
- Lease or Interest in a Lease, 120**
 - Parties From, 121
 - Parties To, 121
 - Property/Instrument, 121
- Leases, 120**
 - Land Transfer Tax, 120
- Legislative Framework, 1**
- Liens and Certificates, 147**
 - Claimant/Party From, 147
 - Party To, 148
 - Property, 147
 - Statements, 147
- Limited Liability Company (LLC), 28**
 - as a Party To, 28
- Limited Partnership, 39**
 - as a Party From, 27
 - as a Party To, 27
- Limited Partnership Property, 27**
- No Dealings Indicator, 19**
- Non-Disturbance Agreements, 114**
- Notice of a Charge of Lease, Assignment of, 125**
- Notice of a Lease or an Interest in a Lease, 122**
- Notice of Agreement Amending/Extending Charge, 114**
- Notice of Application for Absolute Title, 220**
- Notice of Assignment of Lessee's Interest in Lease, 122**
- Notice of Assignment of Lessor's Interest in Lease, 123**
- Notice of Assignment of Rents – General, 123, See Lease Module**
- Notice of Assignment of Rents – Specific, 124**
- Notice of Change of Address for Service, 118**
 - Address Change, 119
 - Applicant, 119
 - Condominium, 226
 - Property/Instrument, 118
- Notice of Charge of Lease, 54, 125**
- Notice of Compliance/Partial Compliance with Subdivision Agreement, 115**

Electronic Registration Procedures Guide
Index

- Notice of Determination of Lease, 126**
- Notice of Lien for joint use agreements, 114**
- Notice of Life Lease, 113, 120**
- Notice of Oil and Gas Lease, 127**
- Notice of Right of First Refusal/Option to Purchase, 116**
- Notice of Security Interest, 117**
- Notice of Security Interest, Discharge of, 117**
- Notice of Subdivision Agreement, 114**
- Notice of Sublease, 125**
- Notices**
 - Applicant, 115
 - Approval by Director of Titles, 111
 - Contents, 114
 - Deletion of notice of agreements, 113
 - Expiration of notice, 112
 - Expiry of Notice Statements, 115
 - General, 111
 - Land Transfer Tax, 118
 - Party To, 115
 - Planning Act*, 112
 - Property, 115
 - Specific, 113
 - Statements, 115
- Order of Registration, 33**
- Paper Documents Registration, 2**
 - Appendix A, 5
 - Registration, 3
 - Requirements, Tips, and Best Practices, 4
 - Submission, 2
- Partnership**
 - as a Party To, 26
- Partnership as a Party From, 26**
- Partnership Property, 26, 38**
- PIN, 11**
- PIN Correction Guidelines, 231**
 - Deleting an Interest, 231
 - Frequently Asked Questions, 233
- Plan Document, 166**
 - Applicant, 166
 - Property, 166
 - Statements, 166
- POLARIS®, 1**
- Postponement of Interest, 134**
 - Party From, 135
 - Party To, 135
 - Property, 135
 - Source Instrument, 134
 - Statements, 135
- Power of Attorney, 212**
 - Jointly/Severally, 214
- Power of Attorney, Release of Spousal Rights, 218**
- Powers of Attorney and Revocations, Searching of, 214**
- Property, 11**
- Property Identification Number, 11**
- Reason for Change code, 16**
- Redescription, 16**
- Registration of Construction Lien**
 - Affirmation of Facts, 141
 - Claim Details, 141
 - Claimant, 140
 - Contract Details, 141
 - Property, 140
 - Statements, 140
- Registration of Documents, 33**
- Registration of Power of Attorney, 212**
- Remove Easement, 16**
- Remove S/T interest, 16**
- Renewal of Caution – Estates Administration Act, 202**
 - Cautioner, 202
 - Instrument, 202
 - Statements, 202
- Restrictions, 149**
 - Additional Statements, 150
 - Applicant, 150
 - Application, 149
 - Building Schemes, 149
 - Description, 150
 - Instrument/Property, 150
- Restrictions on Transferring or Charging Land – (Section 118), 149**
- Restrictive Covenants**
 - Notice of Compliance, 153
- Restrictive Covenants, Modification of, 153**
- Revocation of Power of Attorney, 214**
- Signatories, 23**
- Source by PIN or Instrument Number, 11**
- Source from a Work in Progress (WIP) Document, 11**
 - Create New Form window, 12
 - Documents allowed for sourcing from WIP, 13
 - Instrument in Progress window, 12
- Split, 16**
- Statements, 17**
 - Family Law Act*, 21
 - General, 18
 - General Authority, 28
 - Land Titles Assurance Fund Covenant, 19
 - of Age, 22
 - of Law, 21
 - Optional or Additional, 19
 - Prohibited, 18
 - Schedule, 19
 - Supporting Evidence, 19
 - Surveyor, 21
 - Use of, 17
- Support Order, 98**
- Supporting Evidence, 19**
- Surrender of Lease, 126**
- Surveyor Statements, 21**
- Survivorship Application, 207**
 - Applicant, 209
 - Compliance with *Family Law Act*, 209
 - Deceased, 207
 - Instrument/Property, 207
 - Interest/Estate, 207
 - Proof of Death, 209
 - Statements, 209, 210
 - Writs of Execution, 208
- Survivorship Application – Charge, 207**
- Survivorship Application – Land, 206**

Testacy – Personal Property, 191

- Charges, 191
- Complex Transmission Applications, 193
- Debts, 193
- Devisee/Heir-at-law, 193
- Distribution *in specie*, 192
- Executions, 193
- Leaseholds, 191
- Transfer to Beneficiaries *in specie*, 191
- Transfer to Persons Other Than Those Beneficially Entitled, 192

Testacy – Real Property, 183

- After Six Months, 184
- Develution of Estate Trustee, 185
- Dower, 185
- First Dealings After Property Converted to Land
 - Titles – Exemption, 186
- Spousal Entitlement, 183
- Waiver of Certificate of Appointment of Estate Trustee with a Will, 185
- Within Six Months, 184

Testacy–Real Property

- Consenting Beneficiaries, 191
- Debts of an Estate, 190
- Executions, 190
- Transfer by Personal Representative, 190

Transfer, 34

- Amendment of Statutory Covenants, 44
- Authorization of Transfer, 36
- Compliance with Inhibiting Order, 44
- Dealing with Fraction of Property, 37
- Debts against deceased, 44
- Family Law Act and Age Statements, 35
- General Writ Statements, 41
- If transferor is a corporation, 36
- If transferor is a Municipal Corporation, 36
- If transferor is the Crown, 36
- Interest/Estate, 35
- Land acquired or disposed of by Government, 37
- Land Transfer Tax, 45
- Limited Partnership as a Party From, 39
- Limited Partnership as Transferee(s), 43
- Partnership as a Party From, 38
- Partnership as Transferee(s), 42
- Planning Act* Consent, 44, 204
- Planning Act* Statements, 43
- Property(ies), 35
- Transfer by Partnership, 38
- Transfer by Religious Organization, 38
- Transfer by Trustee in Bankruptcy, 40
- Transferee(s), 42
- Transferor(s), 35
- Writ Statements by a Solicitor, 41
- Writs of Execution, 40

Transfer by Personal Representative, 196, 203

- Land Transfer Tax, 205
- Property, 203
- Statements, 205
- Writs of Execution, 204

Transfer of Charge, 54

- Change of Name – Chargee, 55
- Property(s), 55

- Source Instrument, 54
- Statements, 55
- Transferee, 55
- Transferor, 55

Transfer of Charges

- Multiple, 54

Transfer of Easement, 84

- Interest/Estate, 85
- Land Transfer Tax, 88
- Other Statements, 87
- Planning Act* Consent, 87
- Planning Act* Statements, 86
- Property, 84
- Transferee(s), 86
- Transferor(s), 85
- Writs of Execution, 86

Transfer Under Power of Sale, 65, 66

- Amendment/Exclusion of Statutory Covenants, 72
- Charge Transferred After Notice, 67
- Compliance with the *Family Law Act*, 68
- Debenture/Deed of Trust and Mortgage, 65
- Discharge of a Charge registered Prior to, 65
- Encumbrances, 68
- Entries that will Not be Deleted from the Parcel
 - Register, 73
- Interest/Estate, 67
- Planning Act* Consent, 71
- Planning Act* Statements, 71
- Power of Sale Under Common Expense Lien –
 - Condominium, 66
- Property(s), 67
- Rules for Sheltering – *Construction Act*, 74
- Sale by Chargee Under a Charge of Lease, 66
- Sale by Chargee Under a Notice of Charge of Lease, 66
- Spousal Rights, 68
- Statements by Transferor/Chargee, 67
- Transferee(s), 70
- Transferor, 67
- Transferor/Chargee, 69
- Writs of Execution, 68

Transfer, Release and Abandonment

- Interest/Estate, 89
- Land Transfer Tax, 91
- Partial release, 90
- Planning Act* Statements, 90
- Property, 89
- Statements, 89
- Transferee(s), 90
- Transferor(s), 89
- Writs of Execution, 90

Transmission by Devisee/Heir-at-law, 196

- Land, 200

Transmission by Personal Representative, 195

- Charge, 199
- Land, 197

Trustee in Bankruptcy, 160

User Accounts

- Electronic Document Submission, 23

Vesting – Personal Property, 183

Vesting – Real Property, 183

Withdrawal of Caution, 158

Electronic Registration Procedures Guide
Index

Writs of Execution, 32, 40

Application General – Deletion of Easement, 92

Transfer of Easements, 86

Transfer Release and Abandonment, 90

Writs of Execution, Application General, 108

Writs of Execution, Application to Change Name, 95

Writs of Execution, Bankruptcy, 160

Writs of Execution, Charge, 47

Writs of Execution, Estates, 204

Writs of Execution, Foreclosure, 79, 80

Writs of Execution, Survivorship Application, 208

Writs of Execution, Transfer Under Power of Sale, 68

Writs of Execution, Vesting Order, 102