

**Ministry of  
Government and  
Consumer Services**

**ServiceOntario**

Central Production and  
Verification Services Branch

**Ministère des  
Services gouvernementaux  
et des Services aux  
consommateurs**

**ServiceOntario**

Direction de la réglementation



**Date: February 12<sup>th</sup> 2018**

**Re: Land Registry Offices accepting the New Centralized Email Access Point for PIN Corrections and Pre-Approvals**

Over the past 2 years Jeffrey Lem, The Director of Titles, has incrementally sent notice to 49 Land Registry Office's (LROs) to invite them to participate in an exciting new project whereas their respective jurisdictions professional clients are allowed to send in their PIN Corrections and Pre- Approvals to a centralized email address:

[LROclientSubmit@ontario.ca](mailto:LROclientSubmit@ontario.ca)

At this new email address, we accept (i) PIN corrections; (ii) pre-approvals of complex documents and other related queries that otherwise were submitted to Land Registry Office staff via telephone or in person. The concept is that you can now send by email these types of service requests, together with scanned copies of all supporting documents, to be addressed promptly by a team of specialists drawn from across the province.

This initiative will continue to expand by adding 1 or 2 LROs a month. Therefore for convenience we are sharing the attached documents in order to help you ascertain which LRO's are providing this email service and which LROs will continue to use the traditional method of sending a fax request for a PIN Correction or Pre-Approval until further notice

We will be rolling-out the centralized email access to all clients throughout the province at a future date in 2018 until then; Teranet clients can utilize Teraview or Teranet Express for updates.

Yours truly,

The Support Network Team

February 12 2018



# LAND REGISTRATION REQUEST FORM

ACTION REQUIRED (choose one) Submit One Request Per	
PIN Correction - Description	
PIN Correction - Document	
Pre-Approval	
Query	
Non-Convert	
Override	
Crown Document	
Exemption from Reference Plan	
Revenue Refund Request (Attach ELR Recommendation for Refund Request Form)	

REQUIRED CLIENT INFORMATION	
Contact Name	
Organization/Firm	
Telephone Number	
Email Address	

REQUIRED INFORMATION			
LRO Name		LRO #	
PIN(s) #		Registration # (Include Prefix)	
Issue/Question (set out the details):			

## SUBMITTING EMAIL INSTRUCTIONS

Email a copy of this completed form and remember to attach all supporting documentation to: [LROclientSubmit@ontario.ca](mailto:LROclientSubmit@ontario.ca)

Examples

- Current PIN Printout
- Document in preparation
- All supporting material/evidence

**LROs in the Support Network accepting requests through  
LROclientSubmit@ontario.ca**

**(As of February 12<sup>th</sup>, 2018)**

1	Algoma (Sault Ste. Marie)
2	Brant (Brantford)
4	Ottawa (Ottawa)
6	Cochrane (Cochrane)
7	Dufferin (Orangeville)
8	Dundas (Morrisburg)
11	Elgin (St. Thomas)
12	Essex (Windsor)
13	Frontenac (Kingston)
14	Glengarry (Alexandria)
15	Grenville (Prescott)
16	Grey (Owen Sound)
18	Haldimand (Cayuga)
19	Haliburton (Minden)
20	Halton (Milton)
21	Hastings (Belleville)
22	Huron (Goderich)
23	Kenora (Kenora)
24	Kent (Chatham)
25	Lambton (Sarnia)
27	Lanark (Almonte)
28	Leeds (Brockville)
29	Lennox (Napanee)
30&59	Niagara North & South (St. Catharines)
31	Manitoulin (Gore Bay)
33	Middlesex (London)
35	Muskoka (Bracebridge)
36	Nipissing (North Bay)
37	Norfolk (Simcoe)
39	Northumberland (Cobourg)
40	Durham (Whitby)
41	Oxford (Woodstock)
42	Parry Sound (Parry Sound)
44	Perth (Stratford)
45	Peterborough (Peterborough)
46	Prescott (Hawkesbury)
47	Prince Edward (Picton)
48	Rainy River (Fort Frances)
49	Renfrew (Pembroke)
50	Russell (Embrun)
51	Simcoe (Barrie)
52	Stormont (Cornwall)
53	Sudbury (Sudbury)
54	Timiskaming (Haileybury)
55	Thunder Bay (Thunder Bay)
57	Victoria (Lindsay)
61	Wellington (Guelph)
65	York (Aurora)
66/80	Toronto (Toronto)

