

HINTS & TIPS

FORMS & DOCUMENTS

General

- When registering paper documents, refer often to the Interest Type Key. These are the only options for adding interests to parcels
- Ensure proper use of qualifiers
 - *List of qualifiers is attached*
- POA statement is mandatory. Ensure POA statement does not conflict with document attached
- Interests can only be added or removed if they are the result of the document attached.
- When submitters are required to submit a document in paper, they are permitted to submit all documents in paper which relate to that transaction
- Various owners or Various PIDs is NOT permitted on forms. Submitters are required to identify the affected parcels

FORM 24

- “Reason for Removal of Interest” – This box should only be completed if the interest is being removed by operation of law and no document is attached. This is a non-chargeable registration.
- S/D by deed or consolidation deeds must have the box checked that reads “This Form 24 creates or is part of a subdivision or consolidation”. This is the only indication to staff that the document must be processed by the mapper
- Any Form 24 that adds either a DTP or a STP, must have a corresponding document registered for the flip. Flip side may be registered in either system
- The following F24s must be submitted in paper
 - Adding or removing recorded interests
 - Easements that have a flip side (utility easement do not)
 - Adding Judgments
 - Elevating TIC interests
 - Removal of Interest by operation of law
 - F24 to change a TQ
- On E-subbed F24, ensure the correct DTT rate is chosen. The system will allow the document to be submitted but staff cannot make changes and will be forced to reject

FORM 26

General POA Roll documents

- Be sure to use the current version of form. Newest version will have box for POA Donor and Donee name & mailing address
- No PIDs
- Appropriate POA option chosen (No POA applies)
- Complete the name and address of POA donor and donee. Do not complete the name and address of interest holder added (for Parcel Register documents only)
- For duplicating an existing POA from the GGI to the General POA Roll, there should be no document attached but the Reference to Related instrument must reference the recording particulars of the POA in the GGI

Parcel Register

- Must indicate affected PIDs
- Must have Interest Holder Name and interest type to be added along with a complete mailing address
- Any document that references a previously recorded document must have a reference to related instrument.
 - Assignments
 - Amendments
 - Postponements (must reference at least 2 documents, the one giving and receiving priority)
 - Assumptions
- Any F26 that adds 2 interest holders must be submitted in paper. I.e: private mortgages or Exceed Funding & Exceed Mortgages

FORM 27

- Releasing mortgages & related documents. If the release references the recording particulars of the mortgage only, submitters should remove the associated documents too. (assignments, amendments & postponements etc). Staff are unaware which associated documents relate to which mortgage and submitters are required to reference the mortgage and the associated documents on F27. E-submission will allow the removal of both.
- Releases that remove 2 mortgages will attract 2 recording fees (paper or e-sub)
 - These may be submitted in paper making reference to both mortgages on F27
 - Or can be e-subbed twice to remove each mortgage
 - Exception: private mortgages with 2 mortgagees or mortgages that have been re-recorded. These must be submitted in paper to avoid the double registration fee
- If the name of the mortgagee has changed.
 - Form must ask staff to remove the name of the interest holder appearing on the parcel register

- If the document doesn't make reference to the previous name ie: Bank of XXX, successor to Bank of YYY, this can be noted on the F27
- For e-sub, submitters should check the box that reads "The interest holder being released from the parcel register is a successor...."

FORM 47

Discharge of judgment from the courts

- Do not complete and scan the paper F47. Only scan the certificate of satisfaction signed by the court
- Court seals must be visible on scanned images

FORM 48

Full or partial release of judgment from the creditor

- Judgment roll only. These documents cannot be used to release judgments from parcels

FORM 48A

Full or partial releases of judgment against parcels that cannot be recorded on a F47 or F48

- Indexed in Judgment Roll but used to remove judgments from parcels
- To be used to record Stat Dec re Judgment if the Stat Dec is removing judgments from parcels
- To be used to record Discharges of Bankruptcy if document is removing judgments from parcels

RECTIFICATIONS

GENERAL

- Always requires a reference to related instrument whether you are adding or removing interests
- Reason for rectification must be made clear to staff. This way, we can better understand if your forms are correcting the types of errors being made
- Forms must be completed by the lawyer who made the mistake
 - Exception: Form 49

- If ownership has changed since the error was made, permission to rectify must be granted by the RG

FORM 17

- Corrects registered ownership errors
 - Names
 - Interest types
 - Manner of Tenure
 - Non-Resident
 - TQs dealing with ownership

FORM 6A

- Corrects any error, other than registered owners, on a previously submitted CLE
 - Errors on migration
 - Errors on Revision
 - Errors on F45

FORM 49

- Corrects errors made on F26, 27 or 28

ACCEPTABLE QUALIFIERS FOR USE ON AFRs & DOCUMENTS

- Estate
- Owner Unknown
- Trustees
- Otherwise known as
- Personal Rep
- Executor