The Property Registry

Office d'enregistrement des titres et des instruments
Un prestataire de services pour la province du Manitoba

A Service Provider for the Province of Manitoba

Winnipeg Land Titles Office - Titres fonciers Winnipeg

276 avenue Portage Avenue

Winnipeg, Manitoba R3C OB6

November 23, 2015

To: All Clients of The Property Registry

Re: New eRDA & eService Request Forms and Barcode Label Update

The Property Registry (TPR) will release two new forms in December 2015: an electronically fillable Registration Details Application PDF form (eRDA) and an electronically fillable Service Request PDF form (eSR). These two new forms will replace the current paper RDA form and will not change your current process of registering documents.

What does this mean to you?

- The new eRDA and eSR forms will allow you to electronically complete the registration details and service requests on a fillable PDF. Once approved by the Registrar-General, these forms will be available on our website in December 2015.
- The contact information section can be filled and saved, which will eliminate several fields that would otherwise need to be filled for each registration or service request.
- You will no longer receive a yellow copy of the RDA form after registering documents or requesting services. A
 new eReceipt will be emailed to you for each transaction and will contain payment details. eReceipts will be
 emailed to your account administrator and alternate administrator daily after 8:00 PM Monday to Friday.
- See the enclosed attachments for more information on how to read the new eRDA, eSR and eReceipt.

Barcode Label Update

In September 2015, TPR started piloting a new records management process with barcoded labels in the Winnipeg Land Titles Office. The use of barcoded labels will expand to all Land Titles Offices in mid-November 2015. With the introduction of the new eRDA, eSR and the eReceipt in December, 2015, our goal is to have new Land Titles documents available online, through Titles Online and Documents Online, within one to two days after acceptance.

Questions? Please contact our Client Support Team at tprclient@tprmb.ca.

You received this communication, as the primary or alternate firm contact for your organization. We ask that you distribute this notice to anyone within your organization that may be impacted by this change.

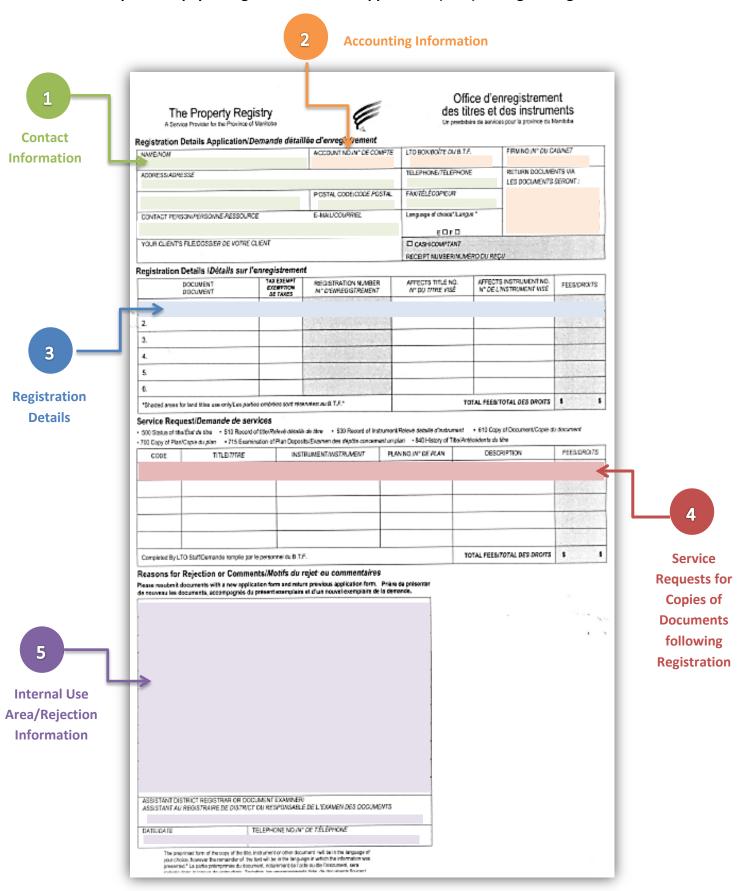
Sincerely,

Maureen Terra

Executive Sponsor, Client Service Improvement Initiative

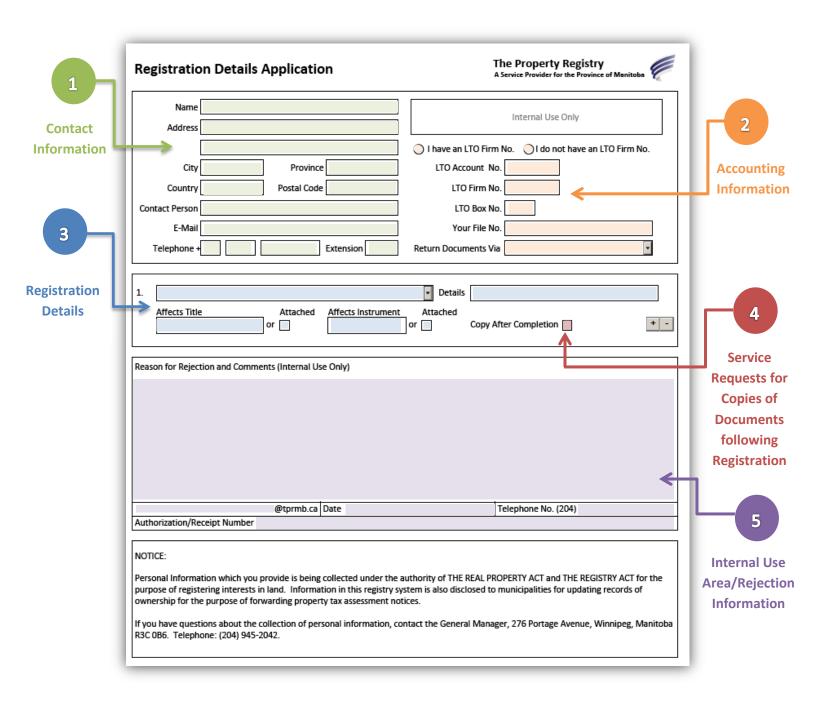
How to Read your New TPR eRDA

The previous paper Registrations Detail Application (RDA) for registering documents

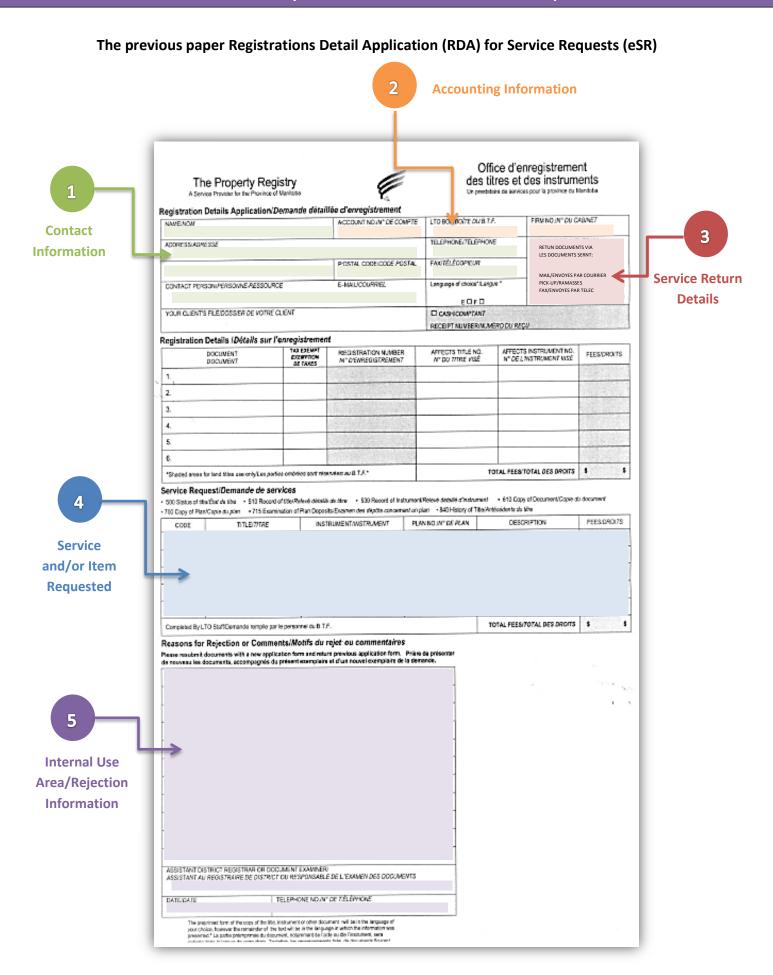


How to Read your New TPR eRDA

Here is your new eRDA for Registrations!



How to Read your New TPR eService Request



How to Read your New TPR eService Request

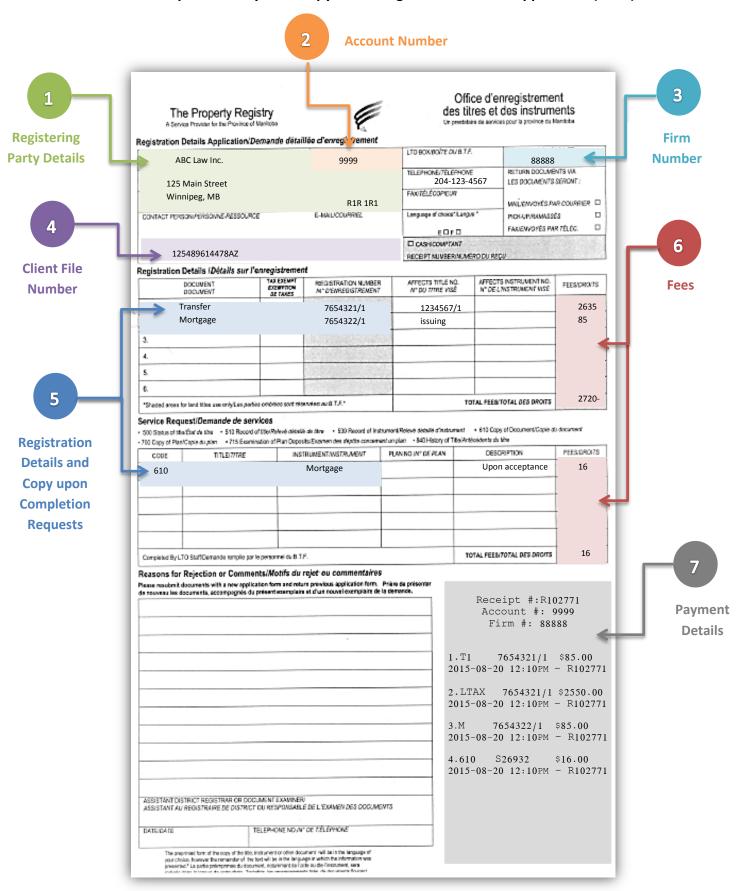
Here is your new eService Request! **Accounting Information** The Property Registry Service Request I have an LTO Firm No. I do not have an LTO Firm No. Name **Contact** Address LTO Account No. **Information** LTO Firm No. LTO Box No. 3 City Province Country Postal Code Your File No. Contact Person Return Documents Via **Service Return** 4 **Details** Telephone + Extension **Service** Rush 📄 1. and/or Item Attached Description + -Requested or 🔃 Comments (Internal Use Only) **Internal Use** Area/Rejection Information Authorization/Receipt Number Tx Number NOTICE: Personal information is protected by privacy provisions of THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. If you have questions about the collection of personal information, contact the General Manager, 276 Portage Avenue, Winnipeg, Manitoba R3C 0B6. Telephone: (204) 945-2042.

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How to Read your New TPR eReceipt

Your receipt was The yellow copy of the Registrations Detail Application (RDA.)



How to Read your New TPR eReceipt

