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Date: June 29, 2016

To: All clients of The Property Registry

**Re: Electronic Transfer form**

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The Property Registry's (TPR) Client Service Improvement Initiative is pleased to announce the release of the new electronic Transfer (eTransfer) form. Please see the [Registrar-General Directive](#), dated June 29, 2016.

An Adobe PDF copy of the eTransfer form is available for download from The Property Registry's [website](#).

The new eTransfer form:

- Uses a two-part locking system for content and evidence, so the form can be securely used by more than one party.
- Has dedicated sections for transferor (seller) and transferee (buyer) content, evidence and signatures.
- Allows you to save a completed or partially-completed template.
- Can be signed by different users in different locations at the same time.

There are a number of resources available to help you learn how to use the new form. Online training videos, a user guide and general FAQs for the eTransfer form are available on our [website](#).

Use of the eTransfer form will become mandatory on December 31, 2017. The eTransfer, eDischarge, eCaveat and eMortgage forms will be used as the basis for the electronic registration in 2017. Please be sure to access our electronic forms using Adobe Reader 10 or higher.

If you have any questions or feedback related to the eTransfer form, please contact our Client Service Team at [tprclient@tprmb.ca](mailto:tprclient@tprmb.ca).

You received this communication because our records list you as either 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