



Winnipeg Land Titles Office - Titres fonciers Winnipeg

276 avenue Portage Avenue
Winnipeg, Manitoba R3C 0B6

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

2 Accounting Information

1

Contact Information

The Property Registry
A Service Provider for the Province of Manitoba

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

Registration Details Application/Demande détaillée d'enregistrement

NAME/NO	ACCOUNT NO./N° DE COMPTE	LTO BOX/BOÎTE DU B.T.F.	FIRM NO./N° DU CABINET
ADDRESS/ADRESSE	POSTAL CODE/CODE POSTAL	TELEPHONE/TELEPHONE	RETURN DOCUMENTS VIA LES DOCUMENTS SERONT :
CONTACT PERSON/PERSONNE-RESSOURCE	E-MAIL/COURRIEL	FAX/TÉLÉCOPIEUR	
YOUR CLIENT'S FILE/DOSSIER DE VOTRE CLIENT		Language of choice*"LANGUE"	
		<input type="checkbox"/> e <input type="checkbox"/> f <input type="checkbox"/>	
		<input type="checkbox"/> CASH/COMPANT	
		RECEIPT NUMBER/NUMERO DU REÇU	

3

Registration Details

Registration Details /Détails sur l'enregistrement

DOCUMENT DOCUMENT	TAX EXEMPT EXEMPTION DE TAXES	REGISTRATION NUMBER N° D'ENREGISTREMENT	AFFECTS TITLE NO. N° DU TITRE VISÉ	AFFECTS INSTRUMENT NO. N° DE L'INSTRUMENT VISÉ	FEES/DROITS
1.					
2.					
3.					
4.					
5.					
6.					
Shaded areas for land titles use only/Les parties ombrées sont réservées au B.T.F.					TOTAL FEES/TOTAL DES DROITS \$ \$

4

Service Requests for Copies of Documents following Registration

Service Request/Demande de services

- 500 Status of Title/Etat du titre • 510 Record of Title/Relevé détaillé de titre • 530 Record of Instrument/Relevé détaillé d'instrument • 610 Copy of Document/Copie du document
- 700 Copy of Plan/Copie du plan • 715 Examination of Plan Deposits/Examen des dépôts concernant un plan • 840 History of Title/Arborescence du titre

CODE	TITLE/TITRE	INSTRUMENT/INSTRUMENT	PLAN NO./N° DE PLAN	DESCRIPTION	FEES/DROITS
Completed By LTO Staff/Demande remplie par le personnel du B.T.F.					TOTAL FEES/TOTAL DES DROITS \$ \$

5

Internal Use Area/Rejection Information

Reasons for Rejection or Comments/Motifs du rejet ou commentaires
Please resubmit documents with a new application form and return previous application form. Prière de présenter de nouveaux documents, accompagnés du présent exemplaire et d'un nouvel exemplaire de la demande.

ASSISTANT DISTRICT REGISTRAR OR DOCUMENT EXAMINER
ASSISTANT AU REGISTRE DE DISTRICT OU RESPONSABLE DE L'EXAMEN DES DOCUMENTS

DATE/DATE TELEPHONE NO./N° DE TÉLÉPHONE

The approved form of the copy of the title instrument or other document will be in the language of your choice. However the remainder of the text will be in the language in which the information was presented. La partie approuvée du document, instrument de titre ou autre document sera présentée dans la langue de votre choix. Toutefois, le reste du document sera présenté dans la langue dans laquelle l'information a été présentée.

How to Read your New TPR eRDA

Here is your new eRDA for Registrations!

1 Contact Information

2 Accounting Information

3 Registration Details

4 Service Requests for Copies of Documents following Registration

5 Internal Use Area/Rejection Information

Registration Details Application

The Property Registry
A Service Provider for the Province of Manitoba

Name Internal Use Only

Address

I have an LTO Firm No. I do not have an LTO Firm No.

City Province LTO Account No.

Country Postal Code LTO Firm No.

Contact Person LTO Box No.

E-Mail Your File No.

Telephone + Extension Return Documents Via

1. Details

Affects Title or Attached Affects Instrument or Attached Copy After Completion

Reason for Rejection and Comments (Internal Use Only)

@tpymb.ca | Date | Telephone No. (204)

Authorization/Receipt Number

NOTICE:

Personal Information which you provide is being collected under the authority of THE REAL PROPERTY ACT and THE REGISTRY ACT for the purpose of registering interests in land. Information in this registry system is also disclosed to municipalities for updating records of ownership for the purpose of forwarding property tax assessment notices.

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.

How to Read your New TPR eService Request

The previous paper Registrations Detail Application (RDA) for Service Requests (eSR)

1 Contact Information

2 Accounting Information

3 Service Return Details

4 Service and/or Item Requested

5 Internal Use Area/Rejection Information

The Property Registry
A Service Provider for the Province of Manitoba

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

Registration Details Application/Demande détaillée d'enregistrement

NAME/NOM	ACCOUNT NO./N° DE COMPTE	LTO BOX/BOÎTE DU B.T.F.	FIRM NO./N° DU CABINET
ADDRESS/ADRESSE		TELEPHONE/TELEPHONE	RETURN DOCUMENTS VIA LES DOCUMENTS SERONT: MAIL/ENVOYÉS PAR COURRIER PICK-UP/RAMASSES FAX/ENVOYÉS PAR TELEC
	POSTAL CODE/CODE POSTAL	FAX/TELECOPIEUR	
CONTACT PERSON/PERSONNE-RESSOURCE	E-MAIL/COURRIEL	Language of choice*/Langue*	
YOUR CLIENT'S FILE/DOSSIER DE VOTRE CLIENT		<input type="checkbox"/> CASH/COMPANT	
		RECEIPT NUMBER/NUMERO DU RECQ	

Registration Details /Détails sur l'enregistrement

DOCUMENT DOCUMENT	TAX EXEMPT/EXEMPTION DE TAXES	REGISTRATION NUMBER N° D'ENREGISTREMENT	AFFECTS TITLE NO. N° DU TITRE VISÉ	AFFECTS INSTRUMENT NO. N° DE L'INSTRUMENT VISÉ	FEES/DROITS
1.					
2.					
3.					
4.					
5.					
6.					
TOTAL FEES/TOTAL DES DROITS					\$ \$

Shaded areas for land titles use only/Les parties ombrées sont réservées au B.T.F.

Service Request/Demande de services

- 500 Status of title/État de titre
- 513 Record of title/Relevé détaillé de titre
- 530 Record of Instrument/Relevé détaillé d'instrument
- 513 Copy of Document/Copie du document
- 700 Copy of Plan/Copie du plan
- 715 Examination of Plan Deposits/Examen des dépôts concernant un plan
- 840 History of Title/Antécédents de titre

CODE	TITLE/TITRE	INSTRUMENT/INSTRUMENT	PLAN NO./N° DE PLAN	DESCRIPTION	FEES/DROITS
TOTAL FEES/TOTAL DES DROITS					\$ \$

Completed By LTO Staff/Demande remplie par le personnel du B.T.F.

Reasons for Rejection or Comments/Motifs du rejet ou commentaires

Please resubmit documents with a new application form and return previous application form. Priez de présenter de nouveaux documents, accompagnés du présent exemplaire et d'un nouvel exemplaire de la demande.

ASSISTANT DISTRICT REGISTRAR OR DOCUMENT EXAMINER
ASSISTANT AU REGISTREUR DE DISTRICT OU RESPONSABLE DE L'EXAMEN DES DOCUMENTS

DATE/DATE TELEPHONE NO./N° DE TÉLÉPHONE

The annotated form of the copy of the title instrument or other document will be in the language of your choice, however the remainder of the form will be in the language in which the information was presented. La partie préremplie du document, notamment de l'acte ou de l'instrument, sera présentée dans la langue de votre choix. Toutefois, le reste du formulaire sera en français.

How to Read your *New* TPR eService Request

Here is your new eService Request!

1 Contact Information

2 Accounting Information

3 Service Return Details

4 Service and/or Item Requested

5 Internal Use Area/Rejection Information

Service Request

The Property Registry
A Service Provider for the Province of Manitoba

Name
Address
City Province
Country Postal Code
Contact Person
E-Mail
Telephone + Extension

I have an LTO Firm No. I do not have an LTO Firm No.

LTO Account No.
LTO Firm No.
LTO Box No.
Your File No.
Return Documents Via

1. Number Rush
Description Attached or

Comments (Internal Use Only)

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.)

1 Registering Party Details

2 Account Number

3 Firm Number

4 Client File Number

5 Registration Details and Copy upon Completion Requests

6 Fees

7 Payment Details

The Property Registry
A Service Provider for the Province of Manitoba

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

Registration Details Application/Demande détaillée d'enregistrement

ABC Law Inc. 9999 LTO BOX/BOÎTE CU/B.T.F. 88888

125 Main Street Winnipeg, MB R1R 1R1

TELEPHONE/TELEPHONE 204-123-4567 RETURN DOCUMENTS VIA LES DOCUMENTS SERONT: MAIL/ENVOYÉS PAR COURRIER PICK-UP/RAMASSÉS FAX/ENVOYÉS PAR TÉLÉC.

CONTACT PERSON/PERSONNE-RESSOURCE E-MAIL/COUREL R1R 1R1

Language of choice "LANGUE" e f

CASH/COMPTANT RECEIPT NUMBER/NUMERO DU REÇU

125489614478AZ

Registration Details /Détails sur l'enregistrement

DOCUMENT DOCUMENT	TAX EXEMPT EXCEPTION DE TAXES	REGISTRATION NUMBER N° D'ENREGISTREMENT	AFFECTS TITLE NO. N° DU TITRE VISÉ	AFFECTS INSTRUMENT NO. N° DE L'INSTRUMENT VISÉ	FEES/DROITS
Transfer		7654321/1	1234567/1		2635
Mortgage		7654322/1	issuing		85
3.					
4.					
5.					
6.					
Shaded areas for land titles use only/Les parties ombrées sont réservées au B.T.F.					TOTAL FEES/TOTAL DES DROITS 2720-

Service Request/Demande de services

• 500 Status of title/Etat du titre • 510 Record of title/Relevé détaillé de titre • 530 Record of Instrument/Relevé détaillé d'instrument • 610 Copy of Document/Copie du document
• 700 Copy of Plan/Copie du plan • 715 Examination of Plan Deposits/Examen des dépôts concernant un plan • 840 History of Title/Antécédents de titre

CODE	TITLE/TITRE	INSTRUMENT/INSTRUMENT	PLAN NO IN° DE PLAN	DESCRIPTION	FEES/DROITS
610		Mortgage		Upon acceptance	16
Completed By/LTO Staff/Demande remplie par le personnel du B.T.F.					TOTAL FEES/TOTAL DES DROITS 16

Reasons for Rejection or Comments/Motifs du rejet ou commentaires

Please resubmit documents with a new application form and return previous application form. Prière de présenter de nouveaux documents, accompagnés du présent exemplaire et d'un nouvel exemplaire de la demande.

ASSISTANT DISTRICT REGISTRAR OR DOCUMENT EXAMINER
ASSISTANT AU REGISTREUR DE DISTRICT OU RESPONSABLE DE L'EXAMEN DES DOCUMENTS

DATE/DATE TELEPHONE NO./N° DE TÉLÉPHONE

The approved form of the copy of the Writ, Instrument or other document will be in the language of your choice. However the remainder of the text will be in the language in which the information was presented. La partie approuvée du document, instrument ou autre document sera présentée dans la langue de votre choix. Toutefois, le reste du texte sera présenté dans la langue dans laquelle l'information a été présentée.

Receipt #: R102771
Account #: 9999
Firm #: 88888

1. T1 7654321/1 \$85.00
2015-08-20 12:10PM - R102771

2. LTAX 7654321/1 \$2550.00
2015-08-20 12:10PM - R102771

3. M 7654322/1 \$85.00
2015-08-20 12:10PM - R102771

4. 610 S26932 \$16.00
2015-08-20 12:10PM - R102771

How to Read your New TPR eReceipt

Here is your new eReceipt!

1 Registering Party Details

2 Account Number

3 Firm Number

4 Client File Number

5 Registration Details and Copy upon Completion Requests

6 Fees

7 Payment Details

Transaction Type
Sale

Receipt-Sale
 Receipt Date: 29-Jan-15
 Receipt No.: 2466
 Original Receipt No.:
 Office: Winnipeg

The Property Registry
 A Service Provider for the Province of Manitoba
 276 Portage Avenue Winnipeg MB R2C 0V6
 1-204-945-2042
 GST # R823483334

Account Number 9999
Firm Number 88888
 ABC Law Inc.
 125 Main Avenue
 Winnipeg Manitoba R1R 1R1

Client File #
 125489614478AZ

Sales Item	Type	Description	Reg/Serv#	FMV	QTY	Fee	Tax	Amount
TR1	REGN	Transfer > 30,000	7654321		1.00	85.00	0.00	85.00
LTAX	TAX	Land Transfer Tax	7654321	245,000.00	1.00	2,550.00	0.00	2,550.00
M	REGN	Mortgage	7654322		1.00	85.00	0.00	85.00
610	SRVC	Certified Copy of Document	16195		1.00	16.00	0.00	16.00
Total						\$0.00		\$2,736.00

Comment:

Payments	Description	Amount
CR	Credit Account	\$2,736.00
Total Paid		\$2,736.00