



Winnipeg Land Titles Office - Titres fonciers Winnipeg

276 avenue Portage Avenue
Winnipeg, Manitoba R3C 0B6

December 7, 2015

To: All Clients of The Property Registry (TPR)

Re: New eRDA, eService Request, and eReceipt

TPR's Client Service Improvement Initiative is pleased to release two new electronically fillable PDF forms: a Registration Details Application form (the eRDA) and a Service Request form (the eSR), on **December 7, 2015**. The enhanced eRDA and eSR will replace the current RDA form, but will continue to be submitted in paper. Please see the [Registrar-General Directive](#) dated December 7, 2015.

Adobe PDF copies of these two new forms are available for download from The Property Registry's [website](#). Please be sure to access these smart forms using Adobe Reader 10 or higher.

What does this mean to you?

- No more ordering bundles of RDA forms from TPR. You can now download and print them in your office.
- You can save precedents to your computer, with pre-filled content such as contact information, account and firm numbers.
- There is a convenient drop down list of documents that can be registered or services that can be requested.
- Both forms are expandable to allow multiple registrations in one series or services requested.
- They can be single sided and are designed to be used on letter size paper (8 ½ X 11).
- 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 contain payment details. eReceipts will be emailed to your account administrator and alternate administrator daily after 8:00 pm Monday to Friday.
- You will no longer receive a yellow adjustment receipt for adjustments such as refunds and extra fees. All adjustment details will be provided to your account administrator and alternate administrator on the Client File Report following acceptance. Please see the enclosed attachment for more information on how to read the Client File Report.
- Accepted registrations will be available for download through Titles Online and Documents Online within a couple of days of acceptance.

The eRDA, eSR and eReceipt are designed to be very user friendly. Handouts and a user guide are available to help ensure you have all the information you need to use the new forms and eReceipt. Please visit TPR's website for more information.

If you have any questions or feedback related to these two new forms or eReceipt, please email The Property Registry at tprclient@tprmb.ca.

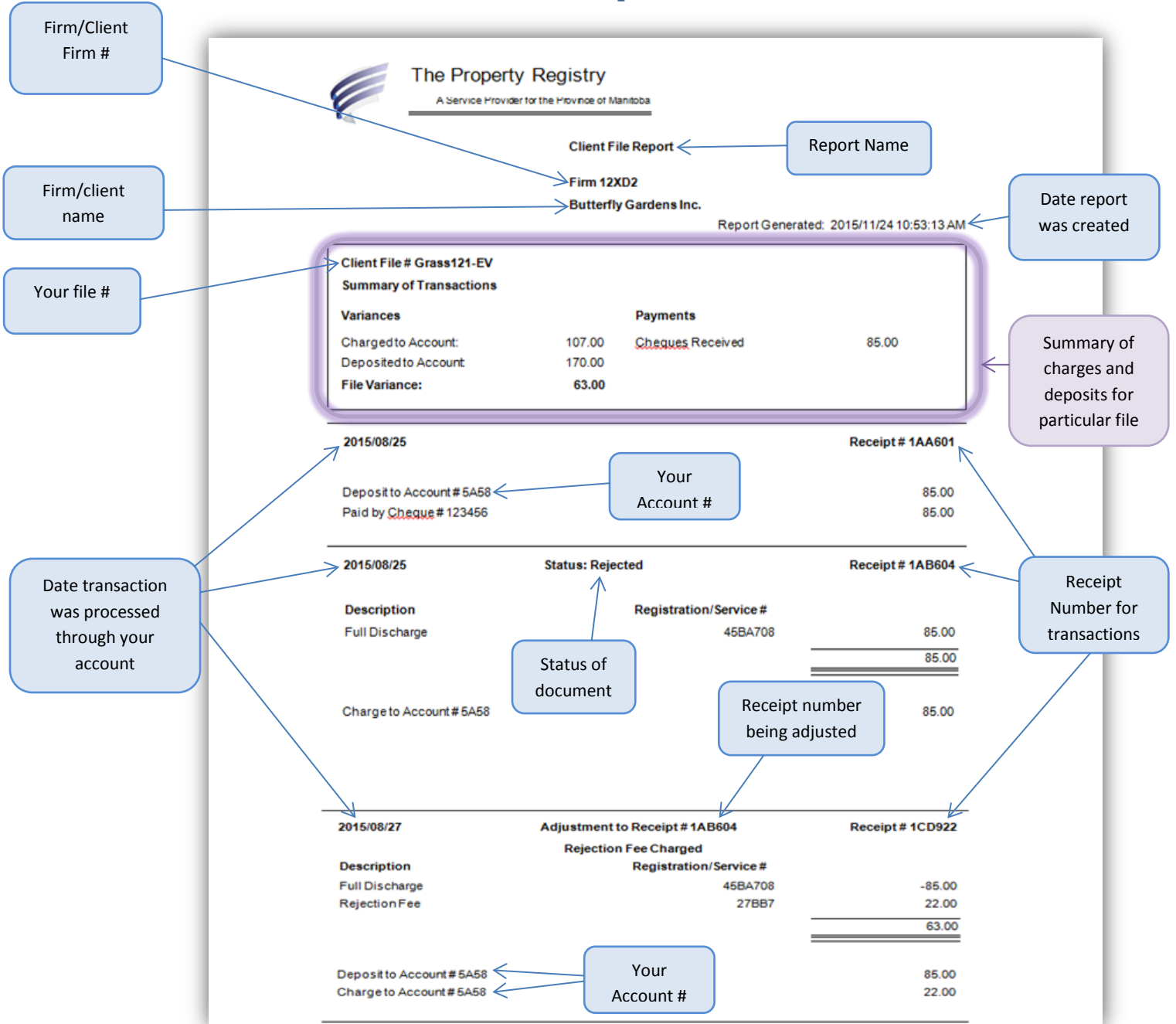
You received this communication, as the primary or alternate firm contact for your organization. We ask that you distribute this notice to anyone within your organization that may be impacted by this change.

Sincerely,

Maureen Terra
Executive Sponsor, Client Service Improvement Initiative

How to Read your Client File Report

Client File Report Overview



How to Read your Client File Report

Summary of Transactions Explanation

Charged to Account

- A** Discharge 45BA708 for \$85
- B** Rejection fee for Discharge 45BA708 for \$22.00

This gives you your Total Charged to account of \$107.00

Deposit to Account

- C** Deposit of cheque # 123456 for \$85.00
- D** Rejection credit for Discharge 45BA708 \$85.00

This gives you your Total Deposits to account of \$170.00

Payments

- E** Cheque # 123456 received for deposit for \$85.00, also shows up as a credit to your account under deposit to account see C.

Client File # Grass121-EV
Summary of Transactions

Variances

Charged to Account: 107.00
Deposited to Account: 170.00
File Variance: 63.00

Payments

Cheques Received 85.00

2015/08/25

Receipt # 1AA601

Deposit to Account # 5A58
Paid by Cheque # 123456

85.00
85.00

2015/08/25

Status: Rejected

Receipt # 1AB604

Description Registration/Service #
Full Discharge 45BA708

85.00
85.00

Charge to Account # 5A58

85.00

2015/08/27

Adjustment to Receipt # 1AB604
Rejection Fee Charged

Receipt # 1CD922

Description Registration/Service #
Full Discharge 45BA708
Rejection Fee 27BB7

-85.00
22.00
63.00

Deposit to Account # 5A58

85.00

Charge to Account # 5A58

22.00