User Guide: Client Application Form for New Firms

This guide outlines the details of our client application form for **new firms**.

Client Application Form ◉ New Firm ◯ Existing Firm

Firm details

Firm Name

Select the option that best describes your business

- ☐ Agriculture
- ☐ Appraisal (Real Estate)
- ☐ Crown Corporation (MB)
- ☐ Crown Corporation (Fed)
- ☐ Developer
- ☐ Education/School
- ☐ Environmental Services
- ☐ Financial
- ☐ Federal Government
- ☐ Municipal Government
- ☐ Provincial Government
- ☐ Land Registry
- ☐ Legal
- ☐ Real Estate
- ☐ Railway
- ☐ Retail, Sales and Rentals
- ☐ Research
- ☐ Resource Company
- ☐ Software Development
- ☐ Surveyors
- ☐ Title Insurance
- ☐ Title Search
- ☐ Utilities

Firm Contact

Given Name Middle

Surname

Address

City	Province	Country	Postal Code	WLTO Box No (if available)
	Manitoba	Canada		

Primary Phone and Email Address

Phone + 1 204 Extension E-Mail

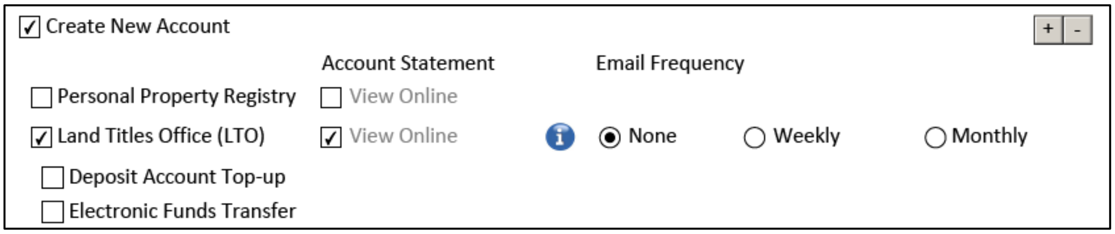
Firm name: The name of your company or organization.
Business type: Select the option that best describes your business.
Firm contact: Your firm's primary contact person.
Address: Your firm's mailing address including city, province, country and postal code.
WLTO box no: Your mail box number in the Winnipeg office (if applicable).
Primary phone: Your firm contact's main phone number.
Primary email address: Your firm contact's main email address.

Services

Select all that apply:

☐ Titles Online	-	Search and order copies of land titles and instruments
☐ eRegistration	-	Submit land titles documents for registration
☐ Documents Online	-	Search and order copies of instruments
☐ Personal Property Registry	-	Search, order and register personal property documents
☐ Survey Plans Online	-	Search and order copies of land titles plans
☐ Plan Deposit Submission	-	Submit land titles plans for registration (must have a Manitoba Land Surveyor in your firm)

Account information



☑ Create New Account

	Account Statement		Email Frequency		
☐ Personal Property Registry	☐ View Online				
☑ Land Titles Office (LTO)	☑ View Online		◉ None	○ Weekly	○ Monthly
☐ Deposit Account Top-up					
☐ Electronic Funds Transfer					

Use the + button to add additional new accounts

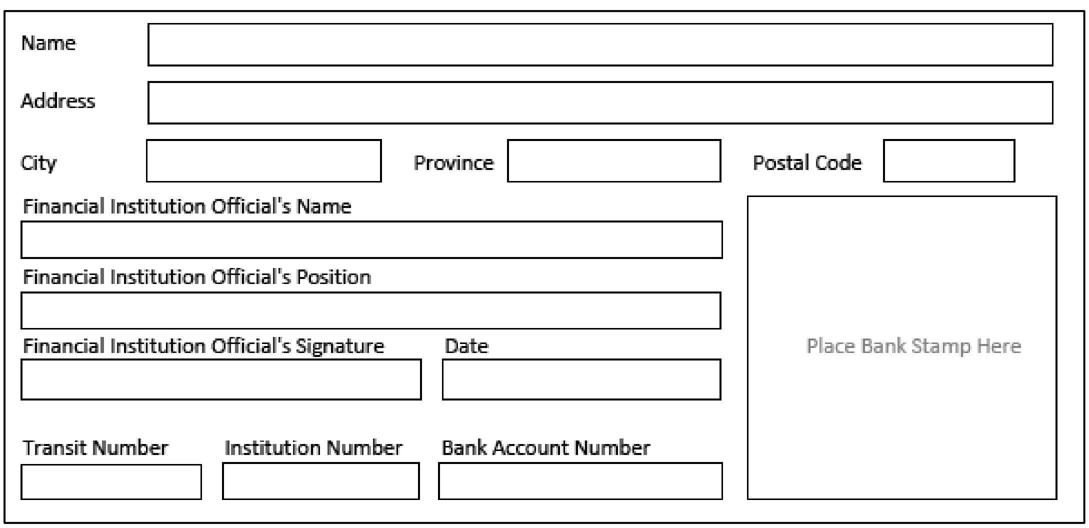
Create new account: All firms need at least one account. If you apply for Personal Property Registry access you will need at least one personal property account. For all other services you require at least one land titles office (LTO) account.

Personal Property Registry account: Statements are online only.

Land title office (LTO) account: Your account administrator will automatically be granted access to view the account statements online, at any time. If you select the weekly or monthly frequency options statements will also be emailed to the same account administrator.

Deposit account top-up: Allows us to top up your LTO account by pulling funds from the bank account of your choosing once the balance in your LTO account reaches a pre-defined minimum level. The first top-up will be withdrawn after your application is processed (5 – 10 business days).

(1) Financial institution information: Complete the name, transit number, institution number and bank account number fields. Once printed, have your financial institution complete the rest of the fields on the application form, sign and stamp in the areas provided. Alternatively your financial institution may opt to provide you a separate printed copy of this information.



Name

Address

City | Province | Postal Code

Financial Institution Official's Name

Financial Institution Official's Position

Financial Institution Official's Signature | Date

Place Bank Stamp Here

Transit Number | Institution Number | Bank Account Number

(2) Minimum balance amount: When your deposit account balance hits your designated minimum, we'll top up your LTO account to the maximum balance amount you select.

Minimum Balance		Maximum Balance	

Electronic funds transfer (EFT) (coming in December 2017): Allows us to automatically withdraw the fees for registrations and tax submitted through eRegistration directly from the bank account of your choosing.

(1) Financial institute information: Please have your financial institution complete, sign and stamp in the areas provided (same fields as deposit account top-up above). Alternatively your financial institution may opt to provide you a separate printed copy of this information.

(2) Account name: Choose a name that will help users identify your EFT account when paying for fees and land transfer tax in eRegistration (for example: trust account or general fees).

Account Name

Choose a name that will help you identify your EFT account when paying for fees and land transfer tax.

User information

☑ Add user access

Given Name ______ Middle ______ [+] [-]

Surname ______

Phone + 1 204 ______ Extension ______

E-Mail ______

Notification E-Mail ______ Surveyor Licence No. (if applicable) ______

Select a secret question

Secret Answer

Designate this user as:

☐ Firm Administrator (adds and removes users on behalf of your firm)

☐ Deposit Account Administrator (accesses and receives accounting reports and maintains the list of authorized deposit account users)

Use the [+] button to add additional users

Full name and phone number: For each user provide contact information including full name and phone number.

Email: User's individual email address.

Notification email: Email address the user wants notification emails to go to (such as emailed status of titles). The notification email may not be relevant to your firm (such as a general email inbox) or may be the same as the user's individual email address.

Surveyor licence number: At least one user is required to have a surveyor licence number for a firm to access Plan Deposit Submission.

Secret question and answer: Each user needs to select a question from the dropdown list and provide the corresponding answer for secure identification.

Designate user as options: Indicate which user is the firm administrator and/or the deposit account administrator.

Terms of use

☑ * I agree to the User Terms and Conditions in the Terms of Use agreement.

You must read and agreed to the terms and conditions in order to print and submit the client application form.

Authorization

Signing Officers

Name (Print)	Signature	☐ Deposit Account Top-up ☐ Electronic Funds Transfer [+] [-]

Administrator is the individual authorized to add and remove users on behalf of the firm.

Firm Administrator (Print)	Signature of Firm Administrator	Date

Mail to/ Drop at: The Property Registry, 276 Portage Avenue, Winnipeg MB, R3C-0B6/Attn: Client Services Manager. DO NOT EMAIL OR FAX

Use the [+] button to add additional signing officers

Signing officers: If you select electronic funds transfer (EFT) and/or top-up, **all** of the people who have signing authority for the bank account provided must sign the Client application form. Use the check boxes beside each signing officer's name to indicate if they are the signing officer for top-up, EFT or both.

Firm administrator: The firm administrator must sign the Client application form.

Additional tips

1. Application forms that don't contain banking information can be emailed to clientservice@teranet.ca.

2. If you are applying for top-up and/or EFT, forms must be mailed or dropped off at:
   Teranet Manitoba, 276 Portage Avenue, Winnipeg MB R3C 0B6
   Attention: Client Services Manager

3. Anyone in your firm who is expected to use, oversee or manage access to your online services and/or accounts needs a user ID.
   This includes anyone who:
   - ✓ Searches our online services
   - ✓ Registers using our online services
   - ✓ Is the firm administrator
   - ✓ Is an deposit account administrator
   - ✓ Is a supervising lawyer to land titles transactions

4. Some fields in the application form are mandatory. Any field that is mandatory must be completed before the form will validate and print.

5. Need more help? Email us at clientservice@teranet.ca.