



The Property Registry

A Special Operating Agency of the Province of Manitoba

Office d'enregistrement des titres et des instruments

Un organisme de service spécial de la Province du Manitoba

August 1, 2008

To: All Clients of the Manitoba Land Titles System

Re: Client Service Initiative

The Property Registry is pleased to announce a number of changes to improve the delivery of Land Titles services. These changes will go in to effect on August 25, 2008.

In brief, you will see the following changes:

1. New document: Record of Instrument
2. Registration Details Application (RDA) and Service Request (SR) merged into one form
3. Automatic confirmatory notice
4. Improved Status of Title
5. Client file identifier on Status of Title
6. Non-certified copies discontinued
7. New paper for printed copies

New Document: Record of Instrument

The Land Titles Office is pleased to introduce a new printed output called a Record of Instrument. Each Record of Instrument will show the same information you would obtain by performing a complete online search of a registered instrument.

The Record of Instrument is available to be ordered through the Service Request process. The cost is \$10.00.

See the attached for an example of the new Record of Instrument.

Registration Details Application and Service Request Merged into One Form

The current RDA form and SR form are being merged into one form, to be called *The Property Registry Application* form. The Land Titles Office will provide the printed forms at no cost.

The size of the form will increase to legal size (8.5 x 14). Printed in English and French on the back of the yellow client copy will be the notice respecting personal information collection practices and the following notification:

If you have requested a copy of a title or instrument or registered document(s) with the Land Titles Office, this copy of The Property Registry Application form provides registration and payment details. Upon completion of the registration of any document(s), you can expect to receive a Record of Instrument or a Status of Title giving information pertaining to your registration. Check our website for turnaround times at <http://www.gov.mb.ca/tpr/landtitles.html>.

Automatic Confirmatory Notice

Upon completion of the registration of documents, the land titles electronic system will automatically generate for the presenter, a confirmatory notice. This service enhancement will eliminate the need for you to complete a Conditional Service Request to receive a confirmatory Status of Title. Upon acceptance of a series, the system will automatically generate a Status of Title for each active title either created by, or affected by, the series.

Where a series does not affect or create a title (e.g. where a Power of Attorney, Standard Charge Mortgage Terms or Grant of Probate is registered), the presenter will receive a Record of Instrument.

Effective August 25, 2008, the Land Titles Office will return to the presenter any Service Request that requests a Status of Title, conditional upon acceptance of the series. Note: the Land Titles Office will continue to receive and process any Service Request that requests a copy of an instrument, conditional upon acceptance of the series.

During the transition from the old to the new process, the presenter of a series may receive 2 statuses of title – one resulting from a conditional service request submitted prior to August 25th, and a second one which will be automatically produced by the system on or after August 25th.

The information currently provided to you via the Notice of Completion will now be provided to you through either a Status of Title or a Record of Instrument. This change, along with the merger of the RDA and the SR forms into the new TPR Application form mean that the Notice of Completion is no longer required. Effective August 25, 2008, the current Notice of Completion will be dispensed with.

Improved Status of Title

The current Status of Title has been enhanced to include:

- address(es) for service
- originating instrument(s)
- survey index information
- duplicate title information
- client file identifier

See the attached for an example of the improved Status of Title. Note that the PRODUCED BY field displays either first registration number of the series or, if ordered through the Service Request process, the name of the staff who generated the Status of Title.

Client File Identifiers on Status of Title

The Land Titles Office is now going to provide an additional service benefit which will allow you to match each Status of Title produced by our office with files back at your office. Effective August 25, 2008, any Status of Title produced for you will include your client file identifier.

This change means that your client file identifier will be entered into the Land Titles system. To speed entry, please keep your client file identifiers as short as possible. Where the client file identifier exceeds the maximum length, the first 30 characters will be entered.

Note that your client file identifiers will be protected and at no time will they display on LT public search screens. Once a series or service request is processed by our Office, your client file identifier will be deleted from our computer system.

The format of your client file identifier is your choice. The Land Titles system can accommodate alpha, numeric and all special characters other than an underscore (it will display as a space). To avoid entry errors, ensure your client file identifier is clearly legible. Where the client file identifier is left blank or is eligible, the Land Titles Office will enter 'NA'.

Non-certified Copies Discontinued

The streamlining of Land Titles Office fees means the practice of issuing printed outputs which are not certified is being discontinued. Clients will no longer need to differentiate between certified or non-certified when ordering a Status of Title or Record of Title. Each Status of Title or Record of Title the Land Titles Office system produces will be a certified extract of the information in our LT database. As such, these outputs will no longer be signed.

New Paper for Printed copies

Effective August 25, 2008, you can expect the Status of Title, Record of Title and Record of Instrument to be printed on a new type of paper, bearing the crest for the Province of Manitoba.

Questions?

Inquiries concerning the above initiative can be made by contacting Craig Hornby, Public Services Manager, Winnipeg Land Titles Office at 945-2772.

Le registraire général et
chef de l'exploitation,

A handwritten signature in black ink, appearing to read 'R.M. Wilson', written over a light blue horizontal line.

R.M. Wilson
Registrar-General and
Chief Operating Officer

Form 28

MANITOBA

DATE: REGISTRATION NO:
TIME: RECORD OF INSTRUMENT PAGE:

STATUS..... PRODUCED FOR..
ORIGINATING OFFICE..... ADDRESS.....
REGISTERING OFFICE.....
REGISTRATION DATE.....
COMPLETION DATE..... LTO BOX NO....
CLIENT FILE...
PRODUCED BY...

INSTRUMENT TYPE:
DESCRIPTION:
FROM/BY:
TO:
PRESENTED BY:
CONSIDERATION:
SWORN VALUE:

TITLE(S) AFFECTED:
TITLE NUMBER EFFECT NOTES TITLE STATUS TYPE : LAND INDEX

ADDRESS(ES) FOR SERVICE:
EFFECT NAME AND ADDRESS POSTAL CODE

AFFECTED INSTRUMENT(S) :
REGISTRATION NUMBER TYPE STATUS NOTES

AFFECTING INSTRUMENT(S) :
REGISTRATION NUMBER TYPE STATUS NOTES

CREATED TITLE(S) :
TITLE STATUS REGISTRATION ASSESS. CONS. LAST UPDATED
NUMBER DATE OFFICE Y/N DATE BY

FIRST INSTRUMENT NO. IN SERIES...
NO. OF INSTRUMENTS IN SERIES.....

ACCEPTED THIS DAY OF
BY FOR THE DISTRICT REGISTRAR OF
THE LAND TITLES DISTRICT OF

CERTIFIED TRUE EXTRACT PRODUCED FROM THE LAND TITLES DATA
STORAGE SYSTEM ON OF INSTRUMENT NUMBER

***** END OF RECORD OF INSTRUMENT *****

Form 24.1

MANITOBA

DATE:
TIME:

STATUS OF TITLE

TITLE NO:
PAGE:

STATUS OF TITLE.....
ORIGINATING OFFICE.....
REGISTERING OFFICE.....
REGISTRATION DATE.....
COMPLETION DATE.....

PRODUCED FOR...
ADDRESS.....

LTO BOX NO.....
CLIENT FILE.....
PRODUCED BY.....

LEGAL DESCRIPTION:

ACTIVE TITLE CHARGE(S):

FROM/BY:		REG'D:
TO:		
CONSIDERATION:	NOTES:	

ADDRESS (ES) FOR SERVICE:

EFFECT NAME AND ADDRESS

POSTAL CODE

ORIGINATING INSTRUMENT(S):

REGISTRATION NUMBER	TYPE	REG. DATE	CONSIDERATION	SWORN VALUE
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PRESENTED BY:
FROM:
TO:

FROM TITLE NUMBER(S):

LAND INDEX:

ACCEPTED THIS DAY OF
BY FOR THE DISTRICT REGISTRAR OF
THE LAND TITLES DISTRICT OF

CERTIFIED TRUE EXTRACT PRODUCED FROM THE LAND TITLES DATA
STORAGE SYSTEM ON OF TITLE NUMBER

***** END OF STATUS OF TITLE
