This document explains how to create, complete, authenticate and submit for registration an electronic Assignment of Lease for Law Firm users that have signed E-Submission agreements with Service New Brunswick. Please refer to the tutorial on Electronic Document Submission for additional information on the steps in the online documents process, the general buttons, the alert boxes, the document states and for completing the Certifcate of Value & Application for Residential Property Tax Credit.

General

The two main roles for law Firm users are:

ESUB Creator- A user with this role can complete the information at all stages except at the stages of Awaiting Authentication and Authorized to Submit.

ESUB Lawyer Submitter – A user with this role can initiate, complete, authenticate and submit the Assignment of Lease document for registration.

An electronic Assignment of Lease can be initiated, completed, authenticated and submitted by a single ESUB Lawyer Submitter or could involve two ESUB Lawyer Submitters.

For the purpose of this training document a sample Assignment of Lease process by two ESUB Lawyer Submitters was used.

Creating a new Assignment of Lease document

The following steps apply to either an ESUB Creator or an ESUB Lawyer Submitter.

In the PLANET "Welcome to SNB's Registry and Mapping Services" menu, click on <Land Titles > Electronic Documents > Electronic Document Worksheet > New.



In the dropdown menu, select the Document Type <Assignment of Lease>, then click on <Continue>.



Electronic Assignment of Lease



Enter the PID and then click on <Insert>.



The Assignment of Lease form will open. All Interest Holders of type Lessee will have a corresponding <Assignor> dropdown box with Yes or No values. Select <Yes> for the lease that is to be assigned.

				Interest	Holders				
Name	Qualifier	Interest Type	Туре	County	Registration Date	Number	Book	Page	Assignor
Tetagouche CBDC Inc.		Owner	1100	Restigouche	2008-02-29	25254658			
Caisse Populaire Tetagouche Ltee		Mortgagee	5110	Restigouche	2008-02-29	25254740			
Dr Dolittle Corporation Professionnelle Inc.		Lessee	2100	Restigouche	2009-02-17	26835208		\rightarrow	Yes 💌

In the Assignee block, click < Add Assignee>.

Assignee
No Records returned
Add Assignee



Enter the name and address of the Assignee or select the Assignee's name from the List of Values (LOV).



Assignee

Enter values for new record Enterprise Name: Coffee Cup Inc. LOV 🔶 Crown Name: Last Name: First Name: Middle Name: Qualifier * Comp Site ID: Postal Delivery: ۷ Postal Delivery ID: Postal Station Name: Floor: Unit Type: ~ Unit ID: Building Name: Civic Number: 875 Suffix: Street Name: Main Street Type: Street-English * Street Direction: ~ Place Name: Campbellton Province/State: NΒ LOV Country: Canada <u>LOV</u> Postal Code: E3N 3G1 insert Clear Cancel

Click on <Insert>.



Document Information:

Fill in the orange mandatory fields, and any other fields as required.

User Supplied Reference - This is a field where users can enter information to assist them in tracking billing related to the current assignment.

Indicate if the lease is for a term of less than 25 years. If the lease is for a term of 25 years or more, it will be **mandatory** to fill in the **Certificate of Value**.

User Supplied Reference:	2011-459875
Instrument Type:	2810
Language of Document:	English 💌
Lease less than 25 years:	Yes ○ No No
Comments:	

Requesting Authentication

At this stage, all the blocks have been completed with the exception of the Authentication block. Once you have reviewed the document, you are ready to request authentication. Select the lawyer for the Assignor, or the ESUB Creator working for the lawyer for the Assignor, from the list of values (LOV) and click on <Request Authentication>





Verify for Authentication:

The following steps apply to either an ESUB Creator or an ESUB Lawyer Submitter representing the Assignor.

On the electronic document worksheet, select the Electronic Assignment of Lease document you wish to work on by clicking on the PID link.

		Electr	Servi New Bruns	CC wick	
PID	Owner Name	Document Type	Creation Date/Time	Status	Requested By
<u>50350461</u>	Tetagouche CBDC Inc.	Assignment of Lease	2012-11-28 16:11:28	Requested Authentication	Shirley Cormier
			Refresh New Assian		

Obtain the necessary names of the signatories and complete the Authentication block. If the field for the Assignee is filled in, the signature line will appear on the PDF version of the Assignment of Lease created. Check off the appropriate boxes for Marital Property and Affidavit/Declaration of Marital Status Executed. Click on <Update>.

	Au	uthentication					
Date (yyyy-mm-dd):	2012-11-28						
Witness	Assignor	Attorney/Officer	Regist	ration Part	iculars f	or POA	Voor
Phillip Smith	Dr Dolittle Corporation Professionnelle Inc.	Robert Dolittle, presider	County	Number	BOOK	rage	rear
	Dr Dolittle Corporation Professionnelle Inc.		~				
Witness	Assignee	Attorney/Officer	Regist	ration Part	iculars f	or POA	N
	Coffee Cup Inc.			Number	BOOK	rage	rear
	Coffee Cup Inc.		~				
Marital Property	Yes 🗸	No 📃					
Affidavit/Declaration	n of Marital Status Exect 🗾 Yes 🗹	No 📃					
	Reject Assignm	ent Print Assignr	nent				

Note: At this stage the Assignment may be printed by clicking on <Print Assignment > and sent for collection of signatures. Whether this is done at this step by the ESUB Creator of the Assignor or at the next step, by the ESUB Lawyer Submitter of the Assignor is a business process decision for each Law Firm.

Click on <Verify for Authentication>. If the user is a Creator, the electronic Assignment of Lease will be moved to the selected lawyer's worksheet. If the user is a lawyer, it will update the current view.



Electronic Assignment of Lease



Authenticating an Assignment of Lease.

The following steps apply to an ESUB Lawyer Submitter only, being either the lawyer representing both the assignor and the assignee, the lawyer representing the other non-subcribing lawyer or the lawyer for the Assignor.

Click on <Print Assignment > to generate a PDF file for printing to review the final document and compare it to the signed original.

Reject Assignm	ient	Print Assign	ment
Authenticate	ylan LeE	Blanc	LOV
U	pdate	Revert	
Return for Correction	Dyla	n LeBlanc	LOV
Re	turn to W	orksheet	



Form 23 ASSIGNMENT Land Titles Act, S.N.B. 1981, c.L.1.1, s.29, 31,43 Parcel Identifier: 50350461 Assignor: Dr Dolittle Corporation Professionnelle Inc. PO BOX 125 Campbeliton NB E3N 3G1 Assignee: Coffee Cup Inc. 875 Main ST Campbeliton NB Type of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Registration Particulars of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Lease, Notice of Lease or Sub- 26835208 Lease Differ Corporation Professionnelle against the specified parcel. Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Inc. Robert Dolittle, President	Form 23 ASSIGNMENT Land Titles Act, S.N.B. 1981, c.L-1.1, s.29, 31,43 Parcel Identifier: 50350461 Assignor: Dr Dolittle Corporation Professionnelle Inc. PO BOX 126 Campbellon NB Campbellon NB E3N 3G1 Assignee: Coffee Cup Inc. Main ST Campbellon NB Type of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Registration Particulars of Instrument Assigned: Lease, Notice of Lease or Sub- 26835208 Care with the assignee the specified instrument registered against the specified parcel. Data : 2012112 Matrix: Main ST Matrix: Main ST Campbellion NB Coffee Cup Inc. Type of Instrument Assigned: Lease, Notice of Lease or Sub- Lease, Notice of Lease or Sub- 26835208 Lease: Dr Dolitite Corporation Professionnelle Inc. Data: Main ST Data: Dr Dolitite Corporation Professionnelle Inc. Robert Dolitite, President Notert Dolitite, President		Page 1 of
Form 23 ASSIGNMENT Land Titles Act, S.N.B. 1981, c.L-1.1, s.29, 31,43 Parcel Identifier: 50350461 Assignor: Dr Dolittle Corporation Professionnelle Inc. PO BOX 125 Campbellton NB E3N 3G1 Assignee: Coffee Cup Inc. 875 Main ST Campbellton NB Type of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Registration Particulars of Instrument Assigned: Lease, Notice of Lease or Sub-Lease The assignor assigns to the assignee the specified instrument registered against the specified parcel. Di Dolittle Corporation Professionnelle Inc. Robert Dolittle, President Phillip Smith Dr Dolittle Corporation Professionnelle Inc. Robert Dolittle, President	Form 23 ASSIGNMENT Land Titles Act, S.N.B. 1981, c.L.1.1, s.29, 31,43 Parcel Identifier: 50350461 Assignor: Dr Dolititle Corporation Professionnelle Inc. PO BOX 125 Campbellton NB E3N 3G1 Assignee: Coffee Cup Inc. 375 Main ST Campbellton NB Type of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Registration Particulars of Instrument Assigned: Lease Lease 26835208 The assignor assigns to the assignee the specified instrument registered against the specified parcel. Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolititle Corporation Professionnelle In-Robert Dolititle, President		
ASSIGNMENT Land Titles Act, S.N.B. 1981, c.L-1.1, s.29, 31,43 Parcel Identifier: 50350461 Assignor: Dr Dolittle Corporation Professionnelle Inc. PO BOX 125 Campbeliton NB E3N 3G1 Assignee: Coffee Cup Inc. 875 Main ST Campbeliton NB Type of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Registration Particulars of Instrument Assigned: Lease or Sub-Lease The assignor assigns to the assignee the specified instrument registered against the specified parcel. 26835208 Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Inc. Robert Dolittle, President	ASSIGNMENT Land Titles Act, S.N.B. 1981, c.L-1.1, s.29, 31,43 Parcel Identifier: 50350461 Assignor: Dr Dolittle Corporation Professionnelle Inc. PO BOX 125 Campbellton NB E3N 3G1 Assignee: Coffee Cup Inc. B75 Main ST Campbellton NB Type of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Registration Particulars of Instrument Assigned: Lease, Notice of Lease or Sub- Campbellton NB The assignor assigns to the assignee the specified Instrument registered against the specified parcel. Difference Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Introduction Professi		Form 23
Land Titles Act, S.N.B. 1981, c.L-1.1, s.29, 31,43 Parcel Identifier: 50350461 Assignor: Dr Dolittle Corporation Professionnelle Inc. PO BOX 125 Campbellton NB E3N 3G1 Assignee: Coffee Cup Inc. 875 Main ST Campbellton NB Type of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Registration Particulars of Instrument Assigned: Lease, Notice of Lease or Sub-Lease The assignor assigns to the assignee the specified instrument registered against the specified parcel. Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Inc. Robert Dolittle, President	Land Titles Act, S.N.B. 1981, c.L-1.1, s.29, 31,43 Parcel Identifier: 50350461 Assignor: Dr Dolittle Corporation Professionnelle Inc. PO BOX 125 Campbellton NB E3N 3G1 Assignee: Coffee Cup Inc. 875 Main ST Campbellton NB Type of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Registration Particulars of Instrument Assigned: Lease Lease, Notice of Lease or Sub-Lease The assignor assigns to the assignee the specified instrument registered against the specified parcel. Date: Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle In Robert Dolittle, President		ASSIGNMENT
Parcel Identifier: 50350461 Assignor: Dr Dolittle Corporation Professionnelle Inc. PO BOX 125 Campbellton NB E3N 3G1 Assignee: Coffee Cup Inc. 875 Main ST Campbellton NB Type of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Registration Particulars of Instrument Assigned: Lease, Notice of Lease or Sub-Lease The assignor assigns to the assignee the specified instrument registered against the specified parcel. Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Inc. Robert Dolittle, President	Parcel Identifier: 50350461 Assignor: Dr Dolittle Corporation Professionnelle Inc. PO BOX 125 Campbeliton NB E3N 3G1 Assignee: Coffee Cup Inc. 875 Main ST Campbeliton NB Type of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Registration Particulars of Instrument Assigned: Lease Lease 26835208 The assignor assigns to the assignee the specified instrument registered against the specified parcel. Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Introduction Professionnelle Int	Land Tit	les Act, S.N.B. 1981, c.L-1.1, s.29, 31,43
Assignor: Dr Dolittle Corporation Professionnelle Inc. PO BOX 125 Campbellton NB E3N 3G1 Assignee: Coffee Cup Inc. 875 Main ST Campbellton NB Type of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Registration Particulars of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Lease, Notice of Lease or Sub- 26835208 The assignor assigns to the assignee the specified instrument registered against the specified parcel. Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Inc. Robert Dolittle, President	Assignor: Dr Dolittle Corporation Professionnelle Inc. PO BOX 125 Campbellton NB E3N 3G1 Assignee: Coffee Cup Inc. 875 Main ST Campbellton NB Type of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Registration Particulars of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Lease, Notice of Lease or Sub- 26835208 Lease The assignor assigns to the assignee the specified instrument registered against the specified parcel. Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Introduction	Parcel Identifier:	50350461
Assignee: Coffee Cup Inc. 875 Main ST Campbellton NB Type of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Registration Particulars of Instrument Assigned: Lease, Notice of Lease or Sub- Lease, Notice of Lease or Sub- 26835208 Lease The assignor assigns to the assignee the specified instrument registered against the specified parcel. Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Inc. Robert Dolittle, President	Assignee: Coffee Cup Inc. 875 Main ST Campbellton NB Type of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Registration Particulars of Instrument Assigned: Lease, Notice of Lease or Sub- 26835208 Lease Notice of Lease or Sub- 26835208 The assignor assigns to the assignee the specified instrument registered against the specified parcel. Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle In- Robert Dolittle, President	Assignor:	Dr Dolittle Corporation Professionnelle Inc. PO BOX 125 Campbellton NB E3N 3G1
Type of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Registration Particulars of Instrument Assigned: Lease, Notice of Lease or Sub- Lease 26835208 Lease The assignor assigns to the assignee the specified instrument registered against the specified parcel. Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Increase	Type of Instrument Assigned: Lease, Notice of Lease or Sub-Lease Registration Particulars of Instrument Assigned: Lease, Notice of Lease or Sub- 26835208 Lease The assignor assigns to the assignee the specified instrument registered against the specified parcel. Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Introduction Professionnelle Interview	Assignee:	Coffee Cup Inc. 875 Main ST Campbellton NB
Registration Particulars of Instrument Assigned: Lease, Notice of Lease or Sub- 26835208 The assignor assigns to the assignee the specified instrument registered against the specified parcel. Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Increase	Registration Particulars of Instrument Assigned: Lease, Notice of Lease or Sub- 26835208 Lease The assignor assigns to the assignee the specified instrument registered against the specified parcel. Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Introduction Professionnelle International Professionnelle Internationelle International Professionnelle International Professionnelle	Type of Instrument Assigned:	Lease, Notice of Lease or Sub-Lease
Lease 26835208 The assignor assigns to the assignee the specified instrument registered against the specified parcel. Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Inc.	Lease Notice of Lease or Sub- 26835208 Lease The assignor assigns to the assignee the specified instrument registered against the specified parcel. Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle International Robert Dolittle, President	Registration Particulars of Inst	rument Assigned:
The assignor assigns to the assignee the specified instrument registered against the specified parcel. Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Inc. Robert Dolittle, President	The assignor assigns to the assignee the specified instrument registered against the specified parcel. Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle International Robert Dolittle, President	Lease, Notice of Lease or Sub- Lease	26835208
Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Inc. Robert Dolittle, President President	Date: 2012-11-28 Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle International Robert Dolittle, President	The assignor assigns to the assig specified parcel.	gnee the specified instrument registered against the
Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Inc. Robert Dolittle, President	Witness: Assignor: Phillip Smith Dr Dolittle Corporation Professionnelle Internation Robert Dolittle, President	Date: 2012-11-28	
Phillip Smith Dr Dolittle Corporation Professionnelle Ind Robert Dolittle, President Robert Dolittle, President	Phillip Smith Dr Dolittle Corporation Professionnelle Inc. Robert Dolittle, President	Witness:	Assignor:
		Phillip Smith	Dr Dolittle Corporation Professionnelle In Robert Dolittle, President



When all data verification has been completed and you are satisfied that the electronic document is accurate and complete, set the certification check box to <Yes>. Click <Authenticate>.

		A	uthentication					
Date (yyyy-mm-dd):	2012-11-28							
Witness	Assignor		Attorney/Officer	Reg	istration Pari	iculars f	or POA	Vear
Phillip Smith	Dr Dolittle Corporation Profe	ssionnelle Inc.	Robert Dolittle, Presic	er i		DOOK	lage	rear
	Dr Dolittle Corporation Profe	ssionnelle Inc.			·			
Witness	Assignee		Attorney/Officer	Reg County	istration Parl Number	iculars f Book	or POA Page	Year
	Coffee Cup Inc.				•			
	Coffee Cup Inc.				•			
Marital Property		Yes 🗹	No 📃					
Affidavit/Declaration	n of Marital Status Executed	Yes 🗹	No 📃					
Certification	-	Yes 🗹	No I her desig Title: the t acco elect parti	eby certify that I hav gnated for electronic 5 Act, in prescribed fo lest of my knowledg mpanied by the appi ronic instrument con cular contained in th	ve in my posse submission b orm and in pap and belief, c opriate proof tains every m e said paper i	ession an y regulatio per format luly execu of execut aterial pro nstrumen	instrume on under t that has ited and t ion, and t ovision ar t.	nt the Land been to vitnessed, hat this id



Release for Registration

The following steps apply to either an ESUB Creator or an ESUB Lawyer Submitter.

At this point the document must be reviewed to ensure all the data is correct and complete. Once that is done click on <Release for Registration> which, in a two lawyer scenario, will return the document to the law firm representing the Assignee.

Rejec	t Assignment	
Release for Registration	Shirley Cormier	
Return	ı to Worksheet	



Verify for Registration

The following steps apply to either an ESUB Creator or an ESUB Lawyer Submitter representing the Assignee.

At this stage the document is read only.

If the term of the lease is 25 years or more, the Certificate of Value **must** be filled in before clicking on <Verify for Registration> . If the term of the lease is less than 25 years the Certificate of Value and Application for Residential Property Tax Credit button will not appear.

Certificate of Value and Appli	cation for Residential Property Tax Credit	
Verify for Registration	Paul Burton LOV	
Retur	n to Worksheet	

Once the information has been verified, click on <Verify for Registration>.

Submit for Registration

The following steps apply to an ESUB Lawyer Submitter representing the Assignee.

When all data verification has been completed and you are satisfied that the electronic document is accurate and complete, click <Submit for Registration>. The document is now sent to the Registrar.



A popup window will ask you to validate this choice. Click <OK>.

? Y	'ou have requ	iested to sub	mit this docume	nt for Registration. Are you s	ure you wish to do this?
			ОК	Cancel	



You will then see the following screen displaying the registration costs. Click <OK> when ready. These charges will be debited via the Electronic Funds transfer upon successful registration.



Electronic Document Confirmation

Assignment of Lease

PID(s): 50350461

The cost of this registration is **\$ 75.00**. Are you sure you want to submit this electronic document for registration?

I hereby certify that I am authorized to submit this electronic instrument for registration.



Take note of the registration number, date and time.



Electronic Document Submission

Assignment of Lease

Success!

Your Assignment of Lease has been successfully submitted and is IN PROCESS at SNB.

 Document Number:
 28121458

 PID(s):
 50350461

 Date/Time:
 2012-11-30 15:31:09

Click Here to Return to Worksheet.



Back • Home • Help • Problem Report

Developed by Caris

On registration of the Assignment of Lease, a Certificate of Registered Ownership (CRO) is sent to the submitter.



The following process charts were designed to cover typical scenarios;

Registration Process for an Electronic Assignment of Lease - "ONE" Subscribing Lawyer 1) Lawyer Representing both parties – Authenticates for Assignor – Submits for Registration for Assignee 2) All other data entry & navigation by ESUB Creator



