# Electronic Assignment of Lease

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>.

## Create New Electronic Document

Select a Document Type: Assignment of Lease

Continue

- Application of Survivor(s)
- Assignment of Charge
- Assignment of Lease
- Assignment of Mortgage
- Collateral Mortgage
- Discharge of Mortgage
- Mortgage
- Other Assignment
- Transfer

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Enter the PID and then click on <Insert>.

## Create New Electronic Document

### Assignment of Lease

Enter values for new record

PID: 50350461

Insert    Clear

Return to Worksheet

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 | Type | 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 | | | Yes ▼ |

In the Assignee block, click < Add Assignee>.

### Assignee

No Records returned

Add Assignee

# Electronic Assignment of Lease

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



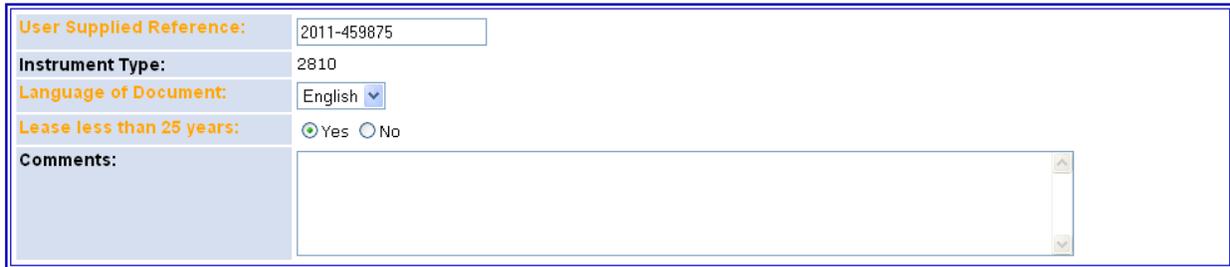Click on <Insert>.

**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**.



## 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>

# Electronic Assignment of Lease

## 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.



### Electronic Document Worksheet

| PID | Owner Name | Document Type | Creation Date/Time | Status | Requested By |
|-----|-----------|---------------|--------------------|--------|--------------|
| 50350461 | Tetagouche CBDC Inc. | Assignment of Lease | 2012-11-28 16:11:28 | Requested Authentication | Shirley Cormier |

Refresh    New    Assign

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>.



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.

| Reject Assignment | Print Assignment |

| Update | Revert |

→ | Verify for Authentication | Dylan LeBlanc | LOV

| Return to Worksheet |

## 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 Assignment | Print Assignment | ←

| Authenticate | Dylan LeBlanc | LOV

| Update | Revert |

| Return for Correction | Dylan LeBlanc | LOV

| Return to Worksheet |

Service New Brunswick / Nouveau Brunswick

**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    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

# Electronic Assignment of Lease

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>.



## 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.
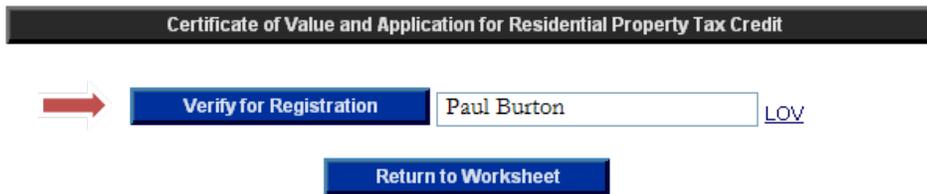
## Verify for Registration

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.

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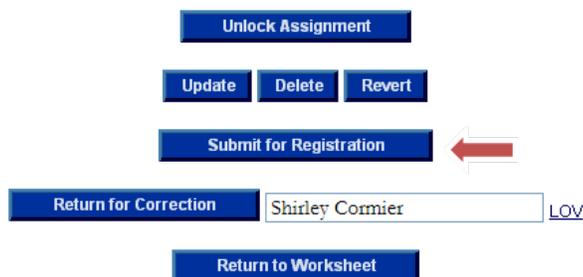
A popup window will ask you to validate this choice. Click <OK>.

# Electronic Assignment of Lease

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.

**Service New Brunswick**

### 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.

OK    Cancel

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Take note of the registration number, date and time.

**Service New Brunswick**

### 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.

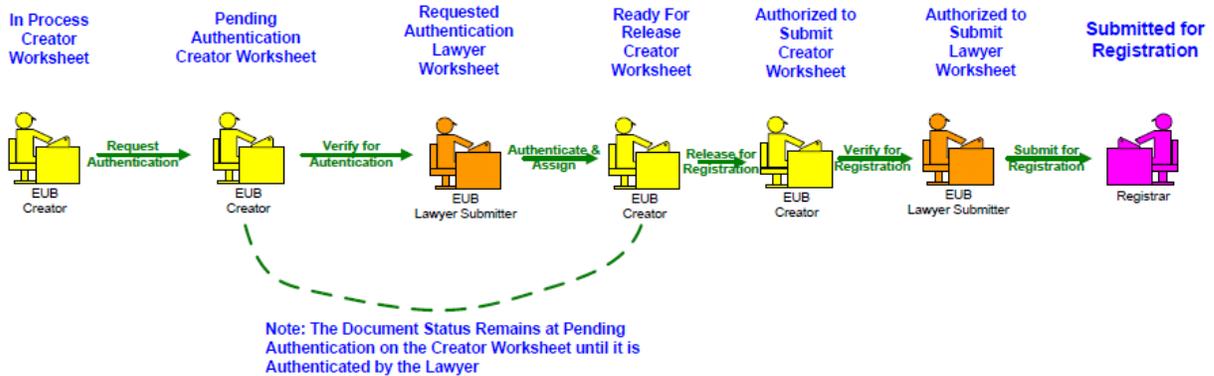Back • Home • Help • Problem Report

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

# Electronic Assignment of Lease

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

Note: The Document Status Remains at Pending Authentication on the Creator Worksheet until it is Authenticated by the Lawyer



Registration Process for an Electronic Assignment of Lease - "TWO" Subscribing Lawyers
1) Assignor's Lawyer – Authenticates
2) Assignee's Lawyer – Submits for Registration
3) All other data entry & navigation by ESUB Creators

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