

In this Issue

Summer is Here— Message from the Editor	1
Tips to help Serve you better!	1
Viewing of Historical Documents	2
Hours and Fees	2
Helpful Hints	3
Accounts	3
Historical Documents	4
E-Submission	4
Frequently Asked Questions	4
Historic Indexes	5
Codes	5

Summer is Here! Message from the Editor

Summer is finally here and, I have to say, things here at Service New Brunswick have been busy! From new appointments, to some internal branch and departmental re-organizations, the last couple of quarters have been exciting!

As part of a recent restructuring, Real Property, the Personal Property and the Corporate Affairs registries have all fallen under one new branch called, simply, *Registries*. I am proud to welcome Charles McAllister as the new Executive Director of the Registries branch. Charles is a lawyer and brings with him many years of experience as the past Director of the Corporate Affairs Registry.

Also, Bernard Arseneau has been confirmed as the new Vice-President of the Operations division where the Registries branch resides. The Operations division is responsible for all service delivery aspects of the Corporation, including the provision of over 300 government services in 37 centres province-wide. The division also includes the TeleServices and Online Services delivery channels, the Real Property Assessment functions, Surveys and Topographic Infrastructure.

I hope this edition of Planet Express will bring you up to speed on what's been happening these past several months. You'll find some new info, some new hints and as always – some new updates. Enjoy this edition and enjoy the rest of summer!

Debby Frost
Planet Express Editor

Tips to Help Serve You Better

As part of our commitment to constantly improve service, we have compiled a list of tips to consider when using our services.

- You can place your Registrant Number on the back of the document. If you are unsure of what it is, please contact Debby Frost at 627-4033.
- If you are paying by Electronic Funds Transfer, place your EFT account number on the back of the document and in the cover letter.
- Ensure the documents are in the right order in the bundle when you submit them.
- Ensure that the AFR is registered before you submit your Land Titles documents.
- Check and double check documents that include the PID number. Many recalls and rectifications are caused due to the PID number being incorrect on the document.
- Make a checklist for yourself:
 - Is it signed?
 - Is it witnessed?
 - Does it need Development Officer Approval?
 - Is it the correct PID?
 - Is the Affidavit of Transfer filled out and attached?
 - Is there a need for a Residential Tax Credit Form to be filled out and attached?
 - Is the Certificate of Effect filled out and signed and attached?
 - Is the Affidavit of Witness attached?

Viewing Images of Historical Documents

. Main menu:

Welcome to SNB's Registry and Mapping Services

Select one of the following menu items to initiate your search:

- [Real Property Information](#)
- [Land Gazette](#)
- [Registration Index](#)
- [PID Databank](#)
- [Land Titles](#)
- [Land Titles Covenants](#)
- [General Powers of Attorney](#)
- [User Administration](#)
- [Accounting Information](#)
- [Assessment / Tax Notice Retrieval](#)

. Registration Index:

Registration Index

- [Search Registration Index By Grantor](#)
- [Search Registration Index By PID](#)
- [Search Registration Index By Grantee](#)
- [Search Registration Index By Document](#)
- [Search Documents in Process](#)
- [Search Registration Index By Plan](#)
- [Search Plans in Process](#)
- [Search For Judgments And Liens](#)

Historical Registration Index

VIEW IMAGES OF HISTORICAL

- [Search Grantor Index by County](#)
- [Search Grantee Index by County](#)

Historical Documents

[Search Historical Documents](#)

PLANET Hours of Business

The **Registration Index** is available from 7:30 am to 10:00 pm, Monday to Saturday (except for statutory holidays) and on Sunday from 7:30 am to 5:00 pm. These hours of business include the Historical Index and viewing Historical Documents.

The search fee, which is billed to your regular browser account, is the same as it is in the Registry Offices: \$15.00 per half day ending/starting at 12:00 noon.

Registry and Mapping Services

Monday to Saturday - 7:30 a.m. to 10:00 p.m. and Sunday from 7:30 a.m. to 5:00 p.m.

Fees

Are you looking for the Mapping Fees? Follow this link to find out more:

<http://www.snb.ca/e/1000/1008e.asp#2>.

Registration Fees for Registry and Land Titles can be found at:

<http://www.snb.ca/e/4000/4100e.asp>

For a detailed document of all related fees attached to Service New Brunswick's Registry and Mapping Services follow this link:

https://www.web11.snb.ca/snb7001/e/2000/PLANETAccounting_2004-08-25.pdf

Helpful Hints

Requesting Corporate Documents for Registration Purposes

If you are requesting a Certificate of Fact relating to an Amalgamation or Name Change of a corporation from Corporate Affairs for registration in the Real Property Registry, you should request that it be certified on legal-sized paper instead of the standard 8 ½ x 11. This eliminates the non-compliance with the Instrument Standards regulation and the larger fee.

Such requests for certificates should be infrequent given the procedure established since 2004 between these registries, as follows:

- As part of Service New Brunswick's initiatives to improve the provision of its services to the public, information links have been established between the Corporate Affairs Registry, the Real Property Registry and Assessment systems to reflect name changes and amalgamations of corporations on a go-forward basis.
- Where there is an amalgamation or change in the name of a corporation in the Corporate Affairs Registry, SNB will update the Real Property Registry and the Assessment system to reflect the change by filing the appropriate certificate of fact in the Real Property System. This service enhancement will eliminate the need for corporations or their lawyers to file such certificates of fact themselves from Corporate Affairs to effect filing in the Real Property Registry.
- Such changes to the Real Property Registry should be recorded within 10 days of a change at Corporate Affairs. Nevertheless, if you feel a need to register on an expedited basis the relevant certificate of fact in the Real Property Registry, you can continue to request the relevant certificate of fact from Corporate Affairs.

Based on these established procedures, it is most likely any requests being made by you relate to an amalgamation or name change that took place before 2004.

Affidavits of Consideration and Affidavits of Value

It is important for lawyers to check with the new property owner as to their actual mailing address for property tax bill purposes.

Many Affidavits are showing the mailing address as the actual location of the property when, in fact, the people do not live there at all. Owners may plan to live there at some time, but it is important that we have a correct mailing address for tax bill purposes. This becomes very frustrating when tax bills are returned to the office as non-deliverable. We don't mind contacting the lawyer's office to get the proper mailing address but it takes time and it is sometimes difficult to find the responsible lawyer. The lawyer then has to contact the property owner and so on.

Affidavit of Transfer & Payment of Property Taxes

Under the provisions of Regulation 83-107 under the Registry Act; Where the date of acquiring title in a calendar year is before the date a penalty is payable under section 10(3) of the Real Property Tax Act, taxes are to be paid up to the end of the previous calendar year. The date a penalty is payable is June 1, 2007, not March 1, when the property tax notices are mailed.

Therefore, during this calendar year (2007), between January 1 and May 31, taxes are required to be paid up to December 31, 2006. Between June 1 and December 31, taxes are required to be paid up to December 31, 2007. This is reflected in the affidavit as follows:

There are no outstanding taxes or penalties on the real property under the Real Property Tax Act as of:

- the end of ____ (the previous calendar year), or
- the date of acquiring title.

The first option would apply between January 1 and May 31, and the second option for the remainder of the year.

Accounts

Please note that all Notices are posted on our website <https://www.pwx1.snb.ca/snb7001/e/2000/2400e.asp> and as well, we send each active client a copy of the Notice in bilingual format. If you don't receive them, please contact us at RPIIS.Comments@snb.ca.

If your e-mail address is not up to date and you would like to change it, or you would like to change your password, you can fill out the following form (Form 5) at https://www.pwx1.snb.ca/snb7001/e/2000/2019e_2.asp and update your information. When complete, please send via email to RPIIS.Comments@snb.ca.

This information should be imparted to anyone using the account.

Note: If you change your password, please contact those who may also use the account. If they try to sign on and don't use the right password, the account will be locked.

Historical Documents

Saint John County (1913 Unbound Books)

Our service provider is currently scanning the documents in our Saint John office. There are approximately 600 books online. If you need to view images, see instructions on page 2 (*Viewing Images of Historical Documents*).

The scanning of historical documents in our Edmundston, Miramichi, Perth, St. Stephen, Hampton and Woodstock offices is now complete.

Carleton County Book Range numbers 1 to 780 are online

Charlotte County Book Range numbers 113 to 763 are online

Kings County Book Range numbers 1 to 1646 are online

Madawaska County - All registry books are online (A to C-22 & 579 to 1020)

Northumberland County Book Range numbers 1 to 16 & 106 to 1243 are online

Saint John County Book Range numbers 1407 to 2197 are online

Victoria County Book Range numbers 61 to 563 are online

E-Submission Update

Here is a quick update on the ongoing developments on E-Submission:

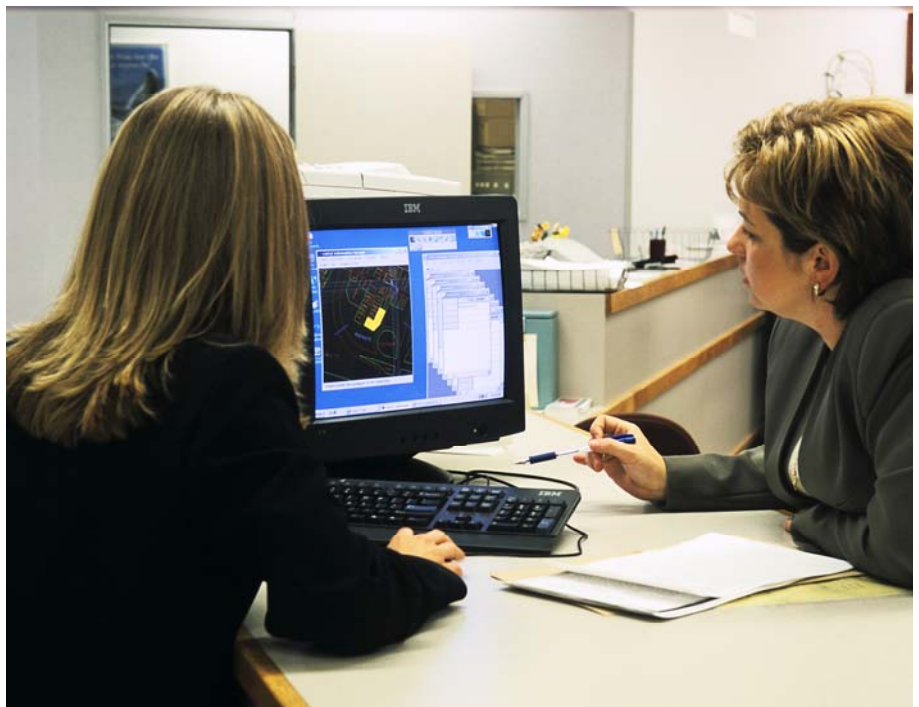
- Claude Poirier, Service New Brunswick's Legal Counsel, and Ed Quinton, Manager of the Real Property Registry, met with the Canadian Bankers Association (CBA) on March 22 in Toronto. There will be some changes to the system as a result.
- On March 30, Mr. Poirier attended a meeting with the Law Society of New Brunswick to review the E-Submission initiative.
- Mr. Poirier and Mr. Quinton had a meeting with CARIS representatives on June 7 to define changes to the PLANET system to accommodate the requests made at the CBA meeting.

Frequently Asked Questions

Frequently Asked Questions have been added to our website.

<https://www.web11.snb.ca/snb7001/e/2000/2413e.asp>

We will continue to add questions as we receive them. If you have any questions, please send them to us via email and we will add them to the website: bulletin@snb.ca.



Historic Indexes

The Historical Registration Indexes are progressing well. Charlotte County went live in May, bringing the number of indexes available online to nine.

COUNTY	Historical Registration Index	Registration Index	PLANET Implementation Date	Land Titles Implementation Date
Albert	1846 to 1985	1986-01-01	1999-10-04	2000-09-25
Carleton	1832 to 1991	1992-01-01	1998-12-04	2001-01-15
Charlotte	1784 to 1980	1981-01-01	1999-10-22	2001-02-12
Gloucester	1827 to 1989	1990-01-01	1998-11-09	2000-10-23
Kent	1827 to 1987	1988-01-01	1999-09-07	2001-03-19
Kings	1785 to 1992	1993-01-01	1999-02-16	2001-02-12
Madawaska	1850 to 1999	1990-01-01	1998-11-26	2000-12-04
Northumberland	1787 to 1992	1993-01-01	1998-11-25	2001-03-19
Queens	1786 to 1991	1992-01-01	1998-12-02	2001-01-22
Restigouche	1838 to 1988	1988-01-01	1998-11-19	2000-11-20
Saint John	1784 to 1992	1993-01-01	1999-02-11	2001-02-19
Sunbury	1786 to 1991	1992-01-01	1998-12-02	2001-01-22
Victoria	1850 to 1989	1990-01-01	1998-11-25	2000-12-04
Westmorland	1785 to 1990	1990-01-01	1999-10-04	2001-03-12
York	1786 to 1991	1992-01-01	1999-02-23	2001-01-15

Indicates Counties which are not live yet

How to find codes – follow these two steps:

Step 1

Registration Index

[Search Registration Index By Grantor](#)
[Search Registration Index By PID](#)
[Search Registration Index By Grantee](#)
[Search Registration Index By Document](#)
[Search Documents in Process](#)
[Search Registration Index By Plan](#)
[Search Plans in Process](#)
[Search For Judgments And Liens](#)

Historical Registration Index

[Search Grantor Index by County](#)
[Search Grantee Index by County](#)

Historical Documents

[Search Historical Documents](#)

Service New Brunswick Developed by

[Back](#) • [Home](#) • [Help](#) • [Codes](#) • [Problem Report](#)

Having trouble finding the codes for Document Types, Enterprise Lists, Registrant Users, etc? Follow these two simple steps and you'll find them in no time!

Step 2

View PLANET Code Tables

[Document Types](#)
[Enterprise List](#)
[Registrant Users](#)
[Surveyors](#)