

Submitting a document to the Land Registry? Please read this first.

You can save time and help us serve you better by reviewing our processing requirements below before submitting your document(s). Documents not meeting requirements will be returned. Thank you for your cooperation. (You may also find this information online at <https://www.pwx1.snb.ca/snb7001/e/2000/2406-6e.asp>)

Standard Forms

REQUIRED FORMS

- **Land Titles:** <http://laws.gnb.ca/en/ShowPdf/cr/83-130.pdf>
- **Registry:** <http://laws.gnb.ca/en/ShowPdf/cs/S-12.2.pdf>
 - Deeds and transfers: <http://laws.gnb.ca/en/ShowPdf/cr/83-131.pdf>
 - Leases: <http://laws.gnb.ca/en/ShowPdf/cr/83-131.pdf>
 - Mortgages: <http://laws.gnb.ca/en/ShowPdf/cr/83-133.pdf>
 - Debentures: <http://laws.gnb.ca/en/ShowPdf/cr/84-137.pdf>

NON-STANDARD FORM

- If a format of a standard form is used (ex: Form 23 for assignment of rents), please make sure that all language pertaining to the *Land Titles Act* or the *Registry Act* is removed from the format and that the wording reflects the document (ex: "mortgagor/assignor", etc.) The form number should also be replaced by the title of the document.

PID / Schedule A

SYSTEM-SPECIFIC REQUIREMENTS

- **Land Titles:** The PID needs to be identified on the first page and complete civic addresses need to be provided for each applicable party
- **Registry:** Please identify the county for which the document is to be registered
 - **Schedule A:** Development Officer Approval: see section 46(3) of the Registry Act (approval or affidavit of non-subdivide or reference to plan by name with registration data)

Affidavit of Value / Transfer

- **Land Titles:** Form 54
- **Registry:** Form 1
- Please make sure the transfer tax is calculated correctly and that clause #7 reflects the proper date (see **Directive 2001-005:** http://www.snb.ca/d_t/library/RPREGDIRENG2001_005E.pdf)
- If the transaction qualifies for an exemption, clause #13 of the Affidavit of Value/Transfer needs to be provided:
 - <http://laws.gnb.ca/en/ShowPdf/cs/R-2.1.pdf>
 - <http://laws.gnb.ca/en/ShowPdf/cr/83-106.pdf>

Certificate of Assessment

- **Directive 1300-002:** http://www.snb.ca/d_t/library/1300-002e.pdf

Registration cost

- **Fee calculation:** <https://www.pwx1.snb.ca/snb7001/e/2000/2403-1e.asp>

Exemptions

- **Land Titles:** Documents designated for electronic submission that need to be submitted in paper format require an exemption from Senior Land Registry Officers. Documents excepted from e-submission by operation of section 21.1 of the General Regulation (ex: transfers specifying interests to benefit or burden) do not require any further exemption from Senior Land Registry Officers.
- **Registry:** In a 2008 Communiqué, certain circumstances were deemed to qualify documents for an exemption from registration in Land Titles under subsection 2(5) of the Land Titles Act (ex: Deed where consideration is \$5000 or less). In such circumstances, a cover letter, providing an explanation, must accompany the documents. <https://www.pwx1.snb.ca/snb7001/e/PDF/Exemptions-Titles-lawyers-E.pdf>

Other

PLEASE ENSURE:

- Only original documents are to be submitted (no photocopies)
- Proper identification of person taking signature is provided (notary, solicitor, commissioner of oaths/with expiration date)
- Proper proof of execution is provided
 - All seals are present on documents (notarial, corporate, signed/sealed and delivered, etc.)
- All registration particulars are correct
- Any social insurance numbers are removed from all documents (if applicable)