

OnLand Paper Registrations Subject to Provincial Land Transfer Tax

At this time OnLand is currently unable to accept a paper document where payment of Provincial Land Transfer Tax (PLTT) greater than \$0.00 is required. Until the system can be updated please follow these procedures where PLTT is payable.

If the consideration is nominal e.g. \$2.00 please submit digitally through OnLand, as the paper process only applies where land transfer tax payment is required.

“Paper documents” to which this process applies includes:

- (1) Documents where the affected property is under the Registry Act;
- (2) Documents where the affected property is under the Land Titles Act but the data in the document is over the electronic registration system limits (e.g. number of PINs) and therefore cannot be registered electronically;
- (3) The document type is considered one of the exception document types that the Director of Titles has permitted or required to be registered in paper (e.g. Tax Arrears, Certificate and Documents under the Social Housing Reform Act 2000 etc.)

Note: Plans, Applications for Absolute Title, Applications for First Registration under the Land Titles Act, Condominium Declarations and Descriptions as well as related amendments and terminations are excluded from this process.

Submission

Note: Teraview license users are to submit all paper registrations through Teraview.

If you are an OnLand user, paper documents that collect PLTT must be submitted by mail or courier to the LRO in which the land is situated, subject to the list below of alternate locations for certain LROs until further notice.

The paper documents submitted for registration must be accompanied by the following:

- a completed Paper Document Submission Request Form, see below
- the appropriate fees in cheque(s) payable to the Minister of Finance
- execution search or any other required evidence
- a duplicate original for each document if you would like an original duplicate returned to you with the registration details by mail/courier.

For the following LROs documents must be mailed/couriered to the alternate LRO listed for registration:

LRO	SEND TO ALTERNATE LRO
LRO 8 DUNDAS (Morrisburg)	LRO 4 OTTAWA-CARLETON (Ottawa)
LRO 39 NORTHUMBERLAND (Cobourg)	Court House
LRO 45 PETERBOROUGH (Peterborough)	161 Elgin Street, 4 th Floor

LRO 46 PRESCOTT (Hawkesbury) LRO 49 RENFREW (Pembroke) LRO 50 RUSSELL (Embrun) LRO 52 STORMONT (Cornwall)	Ottawa, ON K2P 2K1 (613)239-1230
LRO 1 ALGOMA (Sault Ste. Marie) LRO 6 COCHRANE (Cochrane) LRO 23 KENORA (Kenora) LRO 31 MANITOULIN (Gore Bay) LRO 35 MUSKOKA (Bracebridge) LRO 36 NIPPISSING (North Bay) LRO 42 PARRY SOUND (Parry Sound) LRO 54 TIMISKAMING (Haileybury)	LRO 55 THUNDER BAY (Thunder Bay) 201- 189 Red River Road Thunder Bay, ON P7B 1A2 (807)343-7436
LRO 18 HALDIMAND (Cayuga) LRO 22 HURON (Goderich) LRO 37 NORFOLK (Simcoe) LRO 57 VICTORIA (Lindsay) LRO 41 OXFORD (Woodstock)	LRO 12 ESSEX (Windsor) 949 McDougall Street, Suite 100 Windsor, ON N9A 1L9 (519)971-9980

Note: For those transactions for which the current paper document processes make registration impossible, then it may be possible to contact the Director of Titles at director_of_titles@ontario.ca to make an appointment for registration.

Contact information and mailing addresses for LROs available at <https://www.ontario.ca/page/land-registry-offices-lro>

Paper Document Submission Request Form available below and on OnLand.ca.

Corrections

If a document requires corrections or an instrument number needs to be inserted in the document LRO staff will contact the customer using the contact information provided on the Paper Document Submission Request Form.

Corrections to the document must be made by the customer. **Under no circumstances will LRO staff be making any amendments to the documents.**

Once the amendments to the document have been made, the amended document will be emailed back to the LRO staff to be inserted into/substituted for the document for registration.

If the cheque(s) provided are not correct the customer will be contacted, and replacement cheque(s) must be couriered or mailed to the LRO. The document(s) will not be registered until replacement cheque(s) have been received.

Registration

Documents submitted by mail or courier will be registered in the order in which they are opened by the staff, irrespective of when they may have been delivered to the LRO or physically received in the LRO. Where two or more documents need to be registered in

relative priority to each other, they should be mailed or couriered to the LRO in the same package.

Staff will confirm the last registration number if identified in the Paper Document Submission Request Form. If the number on the PIN(s) does not match the last number provided on the form, staff will contact the customer prior to registration.

Execution certificates provided must be current at the date of submission. Staff will confirm the results and contact the customer prior to registration, if they do not match.

Upon successful registration of the document(s), scanned copies of the stamped registration(s) will be emailed to the customer using the email address provided on the Paper Document Submission Request Form. If the document is too large to be sent via email a confirmation of registration email will be sent to the customer and stamped duplicate returned via courier at the LRO's expense.

The duplicate original *if provided* will be couriered back to the customer at the LRO's expense.