

PIN Correction Guidelines: Requirements and Frequently Asked Questions for Deleting an Interest or Otherwise Amending a PIN

Please follow the process set out in the table below for PIN corrections to delete an interest.

Note: Land Titles is not governed by the *Limitations Act*. PIN corrections and applications will not be accepted solely based on the passing of time unless the document had a clear expiry date (exception see Section 119 Restrictions, only).

Deleting an Interest:

Request to Delete Interest	PIN Correction Yes / No	Registered / Deposited Documentation Required
Subject To (S/T) Spousal	No	See Bulletin 2008-05
Subject to (S/T) Debts	No	See Bulletin 2008-05
Subject to (S/T) Writs of Execution	No	See Bulletin 2008-05
Subject to (S/T) Beneficiaries Interest	No	See Bulletin 2008-05
Mortgage/Charge or other encumbrance – Discharge/Release cannot be obtained	No	See Bulletin 2017-03 , Section 102 Applications MUST be pre-approved
Restrictions Section 119, <i>Land Titles Act (LTA)</i> – Fixed Expiry Plus 10 Years After Expiry	Yes	
Restrictions Section 119, <i>Land Titles Act (LTA)</i> – Fixed Expiry BUT Less than 10 Years After Expiry	No	See Electronic Registration Procedures Guide
Restrictions Section 119, <i>Land Titles Act (LTA)</i> – No Expiry OR Less 10 Years After Expiry	No	See Electronic Registration Procedures Guide
Restrictions Section 119, <i>Land Titles Act (LTA)</i> – No Fixed Expiry AND More than 40 Years	Yes	

Electronic Registration Procedures Guide
PIN Correction Guidelines

Request to Delete Interest	PIN Correction Yes / No	Registered / Deposited Documentation Required
Expired Agreements	Yes, If the following is provided in the original document: • expiry date • authorization for the Land Registrar to delete	See Electronic Registration Procedures Guide
Remove Subject To (S/T) Re-Entry as in No.	Yes, if original document states “earlier” of set expiry date or occurrence of a happening (e.g., acceptance of subdivision agreement) and set expiry date has passed No, if original document stated “later” of set expiry date or occurrence of a happening (e.g., acceptance of subdivision agreement)	If original document stated “later” of set expiry date or occurrence of a happening (e.g., acceptance of subdivision agreement), registration of documentation required with Law Statement supporting that “occurrence of said happening has occurred” (e.g., acceptance of subdivision agreement) See Bulletin 2005-02 Easements and Release Easements
Remove Notation “Except easement therein”	No	See Bulletin 2008-05 , Section 3.2, and Bulletin 2007-02 <i>Registry Act</i> Amendments
Expired Registry Documents on an LTCQ PIN	Assess qualifications for: • A PIN Correction request, or, • When an Application must be registered	See Bulletin 2008-05 to determine what may qualify for a PIN Correction request and what requires an Application to be registered
Delete Subject To (S/T) a Transfer # in the Property Description, where the Transfer has been deleted from the instrument list	No	Interests created in a Transfer are not automatically deleted when the ownership transfer is deleted See Frequently Asked Questions and Answers below for more information
Delete General Assignment of Rents	Assess qualifications for: • A PIN Correction request, or, • When an Application must be registered	See Electronic Registration Procedures Guide and Bulletin 89001

Frequently Asked Questions and Answers

Q1. When can Subject To (S/T) Re-Entry as in No. XXX be removed by a request for PIN Correction?

A1. When the Re-Entry has a specific expiration, for example:

- The Re-Entry will expire 5 years from the date of registration of this transfer, or the Re-Entry will expire the EARLIER of 5 years from the registrations date of this transfer or until the subdivision has been assumed by the municipality. The key word is “earlier”.
- If the wording of the right or re-entry includes “later” rather than “Earlier” then an application will have to be registered to remove the re-entry from the property description stating that 5 years have passed, and the subdivision was assumed.

See [Bulletin 2005-02](#) Easements, Release of Easements

Q2. How do I remove expired Registry Documents from the document pool of my Land Titles Conversion Qualified (LTCQ) PIN?

A2. Depending on the document type, some documents may be removed with a PIN Correction request, but many require an Application General to be registered using appropriate statements.

See Bulletin [2008-05](#) to determine what may qualify for a PIN Correction request & what requires an Application to be registered.

Q3. I would like a document pre-approved by the Land Registry Office before I submit the document for registration.

A3. The Land Registry Office only pre-approves complex documents. Further details and a list of those documents is available on OnLand.ca. (Use the following link: <https://help.onland.ca/en/contact-us/land-registry-request-forms/document-pre-approval-request/>)

Q4. My PIN has S/T an instrument number that is a deleted transfer. Please remove this notation because the transfer has been deleted from the PIN.

A4. Review the transfer document to confirm if an interest, such as an easement was created when the transfer was registered. The PIN notation is not automatically removed when the transfer is deleted; the easement or interest remains. Based on the wording in the easement and if the easement is expired, you may require an Application General or Transfer – Release and Abandonment to be registered or a PIN Correction request to delete the PIN notation.

See [Bulletin 2005-02](#) Easements, and Release of Easements and [Bulletin 2022-08](#) Releasing and Deleting Easements

Q5. My PIN has a description that states, “As in instrument number except the easement therein” My PIN is supposed to be T/W an easement. Please remove the “except easement therein” notation.

A5. At the time of conversion, the lands that were to be subject to this easement could not be confirmed

See [Bulletin 2008-05](#), Section 3.2.

Please refer to [Bulletin 2007-02](#) Registry Act Amendments for further details outlining the process to delete this PIN notation and have the easement or right of way reflected on the PIN(s).

- Must be submitted for Pre-Approval
- **Note:** An application under [Bulletin 2007-02](#) cannot be accepted if the servient lands remain in Registry

Q6. How do I go about converting a Registry PIN to an LTCQ PIN?

A6. Please follow instructions in [Bulletin 2004-02](#) Non-Converts to LTCQ

- Data Retention reports can be requested for Registry PINs only
- Must be submitted for Pre-Approval

Q7. How do I know if my property qualifies for First Dealings?

A7. See Electronic Registration Procedures Guide, Estates module – First Dealings After Property Converted to Land Titles. The standard rule is that the property must have an LTCQ qualifier and the deceased party obtained their interest when the lands were in the Registry system.