

## **DATA RETENTION SHORTFORM LIST**

ADMIN = *Administrator/trix*  
AFF = *Affidavit*  
AL = *Arms Length*  
B/C = *Because*  
BENO/BENE = *Beneficiary/Beneficiaries*  
BLK = *Block*  
B4 = *Before*  
BFP = *Bonafides Purchaser*  
CHG = *Charge*  
CHCKD = *Checked*  
COA = *Committee of Adjustments*  
COMM = *Commencing*  
CORP = *Corporation*  
CTD = *Current Title Document*  
D/C = *Discharged*  
DEBTS/SPL N/A SALE 4 \$ = *Debts & Spousal  
OK (Sale to 3<sup>rd</sup> Party for Good Consideration)*  
DEC'D = *Deceased*  
DEF = *Default*  
DEM = *Demand*  
DEP = *Deposit*  
DECS = *Description*  
DEV THRU EST = *Devolution Through Estate*  
DEV THRU JT = *Devolution Through Joint  
Tenancy*  
DISTR = *Distribution*  
DNA = *Does Not Apply*  
DNC = *Do Not Carry*  
DOC = *Document*  
DOD = *Date of Death*  
DVLA = *Director Veterans Land Act (Good Root)*  
EASM = *Easement*  
EAS'T = *Easement*  
ENC = *Encumbrance*  
EXEC = *Executor/trix*  
FLA = *Family Law Act*  
FOF = *Final Order Foreclosure*  
GTEE = *Grantee*  
GTOR = *Grantor*  
HEPC = *Hydro Electric Power Commission*  
INST = *Instrument*  
INT = *Interest*  
L ADMIN = *Letters of Administration*  
LIFE INT = *Life Interest*  
LP = *Letters Probate*  
LRA = *Land Registrars Amendment*  
LRRRA = *Land Registration Reform Act*  
LT = *Lot*  
LTD = *Limited*  
LTD PWR = *Limited Power*  
MAJ BEN = *Majority Of Beneficiaries*  
MRO = *Mineral Rights Only*  
MTGE = *Mortgage*  
N/A = *Not Applicable*  
N/C = *Not Carried*  
NAL = *Non Arms Length*  
NFD = *New Form Document*  
NM VRS = *Name Variance*  
NOL = *Not Our Lands or Not At Arms Length*  
NOT = *Notice*  
NQ = *Not required*  
O/S = *Outstanding*  
OFD = *Old Form Document*  
ORIG = *Original*  
PA = *Planning Act*  
PA OK = *Planning Act Checked & OK*  
PAC = *Planning Act Consent*  
POA = *Power of Attorney*  
PROB = *Problem*  
PTD O/S 40 N/C = *Previous Title Document  
Outside 40 Years Therefore Not Carried*  
R/REQ = *Not Required*  
RESTN = *Restrictions*  
P/S = *Power to Sell*  
POB = *Place of beginning*  
POC = *Point of Commencement*  
PL = *Plan*  
PCL = *Parcel of Land*  
PID = *Property Identification Document for  
Description*  
POD = *Proof Of Death*  
POS = *Power Of Sale*  
PROB = *Probate*  
PTD = *Previous Title Document*  
PREM = *Premising*  
PT = *Part*  
QCD = *Quit Claim Deed*  
R/O = *Ruled Out*  
REC = *Recognized, Received*  
REG'D = *Registered*  
REQ = *Required*  
RDAL = *Road Allowance*  
RLWY = *Railway*  
ROW = *Right Of Way*  
R-PL = *Reference Plan*  
RPLAN = *Reference Plan*  
S/B = *Should Be*  
SEC = *Section*  
S/T = *Subject To*  
S/T INTEREST = *Subject to Interest, Could Be  
JT No Spousal For Deceased; Name  
Variance within 3/10; No Seal; Description Problem*  
SO = *Therefore*  
SPEC BEQ = *Specific Bequest*

SCT = *Standard Charge Terms*  
SP: = *Spousal*  
SRO = *Surface Rights Only*  
SUB CTRL = *Subdivision Control Bylaw*  
SUPPLMT = *Supplemental*  
STMT = *Statement*  
SUB PL = *Plan of Subdivision*  
T/N = *Thumbnail (description)*  
T/W = *Together With*  
TDF = *Title Deficiency*  
TECH = *Technical Item*  
TI = *Technical Item*  
THRU = *Through*  
THR4 = *Therefore*  
W/IN = *Within*  
W/O = *Without*  
WID = *Widening*

13/14 = *Boxes 13 & 14 In New Form Doc Have Been Signed Properly*  
15/35 PT 3 = *Part III of Mortgages Act Need 15 & 35 Days*  
15/45 PT 2 = *Part II of Mortgages Act Need 15 & 45 Days*