

## **Paper Documents: Requirements, Tips and Best Practices**

As of December 7, 2020, online enhancements were made in OnLand to allow paper documents to be submitted online as PDF scans. If you have not submitted paper documents through OnLand (Teraview if you have a license), please do so for your next transaction as the ability to courier hard copies of paper documents to the Land Registry Office will be discontinued shortly.

Below are some requirements, tips and best practices for submitting paper documents through OnLand. In almost all respects, the submission of paper documents through OnLand is identical to submitting paper documents to the Land Registry office by courier, save and except that the submission of paper documents through OnLand requires scanning and digital submission instead of the delivery of paper hard copies. Many of these requirements, tips and best practices apply equally to paper documents submitted by courier to the Land Registry Office. For instance:

- Remove the instruction pages from the land transfer tax affidavit before submission. These instruction pages are included for your information but are not to form part of the registered instrument.
- Do not include the acknowledgement and direction forms in your submission. Acknowledgements and directions are for your files only and never form part of the registered instrument.
- Ensure that you are selecting the correct document type. See Appendix A for available document types.
- Ensure that the POLARIS form is completed in full, both in substance and in form, including, without limitation: numbering all pages; checking all of the appropriate boxes; inserting a proper legal description; and signing the POLARIS form in pen. The POLARIS form must have “wet signatures” and may not be signed by any electronic signature technology.
- If a paper document required pre-approval, provide the pre-approval number in the additional information section of the submission form.
- Double check the Land Transfer Tax amount before submission.
- Ensure that you select the correct property system (i.e. Registry or Land Titles). Although almost all paper documents being submitted through OnLand are Registry documents, there are some limited Land Titles documents that can still be submitted in paper, and these paper Land Titles documents can also be submitted through OnLand for non Teraview users. There is a different fee depending on which property system the document is being registered in.
- Ensure that you are readily available to discuss and update your documents following your submission. You will be contacted if there are any problems with your submission, and you must be available to discuss these problems when contacted.
- If a paper document contains 800 or more PINs, it must be submitted in a single request. Also, a request with multiple documents must contain less than 800 PINs in total. If you have a large dealing with multiple documents over 800 pins e.g. Condominium bylaws, please contact ServiceOntario at (519) 971-9980 to make arrangements prior to submission. NOTE: As a best practice, it is wise to have Condominium by-laws registered well in advance of closings, these documents require additional time for processing, you will be contacted by a registration officer to discuss your submission and any impending registrations.
- Remember that 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 not to be submitted as a paper

**Electronic Registration Procedures Guide**  
**Paper Documents in OnLand**

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registration through OnLand.

Some of these requirements, tips and best practices are, however, are quite unique to the new scanning and digital submission process in OnLand. For instance:

- Print the POLARIS form in legal-size paper, sign it, then scan it as a legal-size document. Scanning a letter-sized (or other size) paper document and saving it digitally as a legal-size image may distort the image.
- Ensure that the PDF scan of your document and all supporting material (as required) is completely clear and legible. We have received several “bad scans”.
- Ensure all documents that need to be registered together are included as attachments in a single OnLand submission. Each submission in OnLand is to be considered as a “folder” in which all documents that need to be concurrently registered are to be included as attachments. So, for example, if you have a Transfer/Deed of Land, a Charge/Mortgage of Land, and a Discharge of Charge all being submitted together for concurrent registration in sequence, then they should be registered as three attachments in one single OnLand submission. Although it is perhaps intuitive to want to submit one discrete OnLand registration for each document being registered, doing so may result in unintended consequences if one of the documents is registrable and another is not.
- Remember that licensed Teraview users must use only Teraview. Although, you can submit a paper document for registration in OnLand, the functionality is different and should not be used by licensed Teraview users.
- Remember that instruments that are otherwise registrable electronically in Teraview cannot be registered as paper documents by using this functionality in OnLand. Just because paper documents can be scanned in PDF and submitted through a portal in OnLand does not mean that there is now an option to register what otherwise would have been an electronic registration in Teraview using this paper submission functionality. The overwhelming majority of documents in the land registration system are in Land Titles and electronic registration is mandatory in Teraview.

The failure to follow these requirements, tips and best practices may delay the processing of your OnLand submission and it may result in the rejection of your submission. For complete instructions on how to submit paper documents, review the Electronic Registration Procedures Guide -- Paper Documents in OnLand available on [OnLand.ca](http://OnLand.ca).

**Electronic Registration Procedures Guide  
Paper Documents in OnLand**

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**Appendix A**

<b>Document Type</b>	<b>Registry (R) Land Titles (LT) Both (B)</b>	<b>Notes</b>
Acknowledgement	R	Document General
Agreement	R	Document General
Agreement To Lease	R	Document General
Agreement Of Purchase And Sale	R	Document General
Agreement Re Right Of Way	R	Document General
Amalgamation Of Corporation	R	Document General
Application (General)	LT	Document General
Application First Registration	R	Document General
Application For Absolute Title	LT	Submit through Complex Plans Submission
Application To Amend Based On Court Order	LT	Document General
Application To Annex Restrictive Covenants S.119	LT	Document General
Application To Change Name-Owners	LT	Document General
Application To Change Name-Instrument	LT	Document General
Application To Register Court Order	LT	Document General
Application Consolidation Parcels	LT	Document General
Application to Delete Construction Lien	LT	Document General
Application Delete Execution	LT	Document General
Transmission Devisee/Heir At Law-Land	LT	Document General
Application For Inhibiting Order-Charge	LT	Document General
Application For Inhibiting Order-Land	LT	Document General
Application (General) (No Pin Land Titles)	LT	Document General
Application To Register Government Order	LT	Document General
Application For Leasehold Parcel	LT	Document General
Application For Restrictions Based On Court Order	LT	Document General
Survivorship Application -Land	LT	Document General
Survivorship Application -Charge	LT	Document General
Application Trustee In Bankruptcy-Owner	LT	Document General
Application Trustee In Bankruptcy-Instrument	LT	Document General
Application For Vesting Order	LT	
Articles Of Dissolution (GR)	R	
Assignment-General	B	
Transfer Of Charge	B	
Assignment For General Benefit Of Creditors	R	
Assignment Of Lease	R	
Application To Register Bylaw	B	
Application Bylaw Deeming Plan Not A Plan	LT	
Application Bylaw To Establish Public Highways	LT	
Bylaw To Exempt From Part Lot Control	B	

**Electronic Registration Procedures Guide  
Paper Documents in OnLand**

Bylaw (No Pin)	R	
Caution-Land	LT	
Caution Of Agreement Of Purchase And Sale	LT	
Caution-Land (Bankruptcy & Insolvency Act)	LT	
Caution-Charge (Bankruptcy & Insolvency Act)	LT	
Caution-Charge	LT	
Caution-Land (Estates Administration Act)	B	
Caution-Notice	LT	
Cancellation Of Designation Of Matrimonial Home	B	
Charge/Mortgage	B	
Charge Of Lease (Mortgage)	R	
Charge By Partnership	LT	
Change Of Name (GR)	R	
Charge By Religious Organization	LT	
Construction Lien	B	
Crown Lease	B	
Condominium Bylaw (Condominium Act 1998)	B	If multiple bylaws over 800 pins - see bullet 9 for instructions
Change Of Name Of Corporation	R	
Change Of Name Of Corporation (GR)	R	
Condominium Lien (Condominium Act 1998)	B	
Court Order	R	e.g. Vesting Order
Condominium Amendment	B	
Confirmation By Resealing Of Appointment	R	
Crown Patent	B	
Certificate	B	
Certificate Of Appointment	R	
Certificate First Registration Land Titles	R	Submit through Complex Plans Submission
Certificate Of Lien-Housing Development Act	B	
Certificate Withdrawal Of Lands From Land Titles	R	
Certificate Tax Arrears	B	
Certificate Tax Arrears Cancellation	B	
Debenture	B	
Declaration S.25	R	
Application To Delete Inhibiting Order	LT	
Application To Delete Restrictions	LT	
Deposit	R	e.g. Declarations, Death Certificate, Non-Converts & Power of Sales
Document (General) (No Pin Land Titles)	LT	e.g. Application to be entered as owner NO PIN
Document (General) (No Pin Registry)	R	e.g. Application to be entered as owner No PIN document

**Electronic Registration Procedures Guide  
Paper Documents in OnLand**

Discharge Of An Interest	LT	
Discharge	R	
Disclaimer	R	
Discharge Of Common Elements Condominium Interest	LT	
Designation Matrimonial Home	B	
Deed Poll	B	
Discharge Of Charge	B	
Discharge Of Debenture	B	
Discharge Of Condominium Lien	B	
Application Delete Housing Development Lien	B	
Deed Of Trust And Mortgage	B	
Court Order (GR)	R	e.g. Court order - No PIN
Certificate (GR)	R	e.g. Certificate of Appointment with or without a Will- No PIN
Application Foreclosure Order	LT	
Lease	R	
Lodgement Of Title	B	
Letters Patent (GR)	R	
License Of Occupation	R	
Lien	B	
Notice	B	e.g. Notice of Claim
Notice Of Application For Absolute Title	LT	Can be submitted electronically or in paper via courier to the appropriate LRO (at this time)
Notice Of Agreement	B	
Notice Of Agreement Of Purchase And Sale	R	
Notice Of Assignment Of Rents-General	LT	
Notice Of Assignment Of Rents-Specific	LT	
Notice Of Assignment Of Lessee Interest In Lease	B	
Notice Of Assignment Of Lessor Interest In Lease	LT	
Notice Of Change Of Address For Service-Instrument	LT	
Notice Of Change Of Address For Service-Condo	LT	
Notice Of Change Of Address For Service-Owners	LT	
Notice Of Charge Of Lease	LT	
Compliance Of Subdivision Agreement	LT	
Notice Of Oil And Gas Leases	LT	
Notice Of Lease	B	
Notice Lien Municipal & School Tax Credit Act	B	
Notice Of Option To Lease	R	
Notice Of Option To Purchase	B	
Partial Compliance Of Subdivision Agreement	LT	
Notice Of Security Interest	B	

**Electronic Registration Procedures Guide  
Paper Documents in OnLand**

Notice Of Determination/Surrender Of Lease	LT	
Notice Of Subdivision Agreement	LT	
Notice Of Sublease	B	
Notice Of Vendors Lien	LT	
Order	B	e.g. Government Order
Order In Council	B	
Order In Council (GR)	R	No PIN document
Option To Purchase	R	
Power Of Attorney Registry	R	
Power Of Attorney	LT	
Plan Document	LT	
Postponement Of Interest	B	
Quit Claim-Transfer	R	
Quit Claim-Non Transfer	R	Document General type
Restrictive Covenants Application To Annex	B	
Release	B	
Renew-Caution	LT	
Application To Annex Restrictive Covenants S.118	LT	
Annex Restrictive Covenants S.118-Charge	LT	
Revocation Power Of Attorney Registry	R	
Revocation Of Power Of Attorney	LT	
Supplemental Deed Of Trust And Mortgage	B	
Seizure Of Charge (Mortgage)	B	
Sublease	R	
Supplementary Letters Patent (GR)	R	
Surrender	R	
Transfer	B	
Transfer Easement	B	
Transfer By Partnership	LT	
Transfer By Personal Representative	LT	
Transfer: Power Of Sale	B	
Transmission By Personal Representative-Land	LT	
Transmission By Personal Representative-Charge	LT	
Transfer Release & Abandonment	B	
Transfer By Religious Organization	B	
Transfer By Trustee In Bankruptcy	B	
Withdrawal Of Caution	LT	
Withdrawal Of Caution (R)	R	
Will	R	
Will (GR)	R	No PIN document
Evidence	LT	For Indexing evidence