

## **PAPER DOCUMENT SUBMISSION REQUEST FORM**

Please complete this form for each dealing with a property.

The form must be sent by mail/courier along with documents to be registered, any supporting materials such as execution certificate, and a cheque payable to the Minister of Finance for the applicable fees (registration fees and/or Land Transfer Tax) to the Land Registry Office in which the land is situated, subject to the list of alternate LROs below. Please provide a separate cheque for each registration.

For the following LROs, all documents must be mailed/couriered to the alternate LRO listed:

<b>LRO</b>	<b>SEND TO ALTERNATE LRO</b>
LRO 8 DUNDAS (Morrisburg) LRO 39 NORTHUMBERLAND (Cobourg) LRO 45 PETERBOROUGH (Peterborough) LRO 46 PRESCOTT (Hawkesbury) LRO 49 RENFREW (Pembroke) LRO 50 RUSSELL (Embrun) LRO 52 STORMONT (Cornwall)	LRO 4 OTTAWA-CARLETON (Ottawa) Court House 161 Elgin Street, 4th Floor 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

REQUIRED GENERAL INFORMATION	ALL FIELDS ARE MANDATORY
Date	
Land Registry Office Number	
Client File Number	
Solicitor/Registrant Name and/or contact and Firm	
Phone number	
Email address	
Document Type(s). Identify in order of priority of registration.	Document 1- Document 2- Document 3- Document 4- Document 5-
Type of Property	Registry <input type="checkbox"/> <span style="float: right;">Land Titles <input type="checkbox"/></span>
Language of the Document	English <input type="checkbox"/> <span style="float: right;">French <input type="checkbox"/></span>
Registration Fee(s) (payable to the Minister of Finance)	\$
Provincial Land Transfer Tax Payable if applicable (payable to the Minister of Finance)	\$
Confirmation of last registered instrument	Last Active Registration Number: _____ (you will be contacted if the registration number does not match)  OR  Confirmation of last registered instrument not required <input type="checkbox"/>
Additional Information	

**Notes: Land Registry Office staff are not able to make any amendments to the documents. The registrant will be contacted if any corrections are required.**