



Ontario

Ministry of
Consumer and
Commercial
Relations

Ministère de la
Consommation
et du
Commerce

Real Property Registration Branch
4th Floor, Suite 402
393 University Ave.
Toronto, Ontario
M5G 1E6

Phone: (416) 314-4880
Fax: (416) 314-4878

February 13, 1997

EM199705

MEMORANDUM TO: Land Registrars
Regional Managers

FROM: Kate Murray
Director of Titles
Real Property Registration Branch

RE: Document Pre-Approval

In November of 1992 a pre-approval policy was introduced to standardize the pre-approval of complex documents and descriptions throughout the Branch.

Since 1992 the Branch has undergone significant reductions in staff. As the pre-approval process can represent a significant workload it is important to ensure that remaining staff resources are effectively utilized. Therefore, I want to reiterate that the pre-approval of documents is intended to apply only to complex documents and descriptions.

This policy has been reviewed and updated and should be followed by all land registry offices. A copy of the updated policy is attached. If your office has already eliminated pre-approvals or has a more restrictive policy than the attached, this memo does not apply to you.

Prior to making changes to your pre-approval policy, please discuss your plans with your Regional Manager. Land Registrars are to discuss the pre-approval policy with clients at regular client meetings to ensure understanding of the principles of the policy. Land Registrars should also give clients notice if any changes are made to their office procedures.

cc: Ian Veitch
Head Office Managers
Regional Surveyors
Legal Services

Encl.

PRE-APPROVAL POLICY

1. The onus for the accuracy and completeness of land registration documents remains with the registrant.
2. Pre-approval is not to be used for standard, uncomplicated documents.
3. Pre-approval is limited only to complex documents and documents containing complex descriptions. Standard documents, including non-complex Registry reference plans, foreclosures, powers of sale, transmission and survivorship applications, should be returned to the client unapproved.
4. Pre-approvals are to be processed on a first-come first-served basis whether or not the request is received in person, via mail or via fax.
5. Offices will maintain a pre-approval log to eliminate disagreements, conflicts, or delays at the registration counter.
6. Where a pre-approval request is received that is extremely deficient, it should be returned. The client should be asked to re-submit.
7. Registrants, wishing to have a complex document(s) affecting several Land Registry Offices pre-approved, should forward the document to the Director of Titles for central review and approval.
8. Responsibility for pre-approval is at the discretion of the Land Registrar, with the concurrence of their Regional Manager.

The following documents will continue to be pre-approved:

Land Titles reference plans
Plans of Subdivision
Unusual Documents
Complex Powers of Sale.

Condominiums
Complex Land Assemblies
Complex Transmissions

NOTE: To ensure efficient processing and that documents already pre-approved are not rejected, the land registry office should establish a process whereby a pre-approved document can be quickly verified at the time of registration.