



Service New Brunswick
Services Nouveau-Brunswick

DIRECTIVE Real Property Registry

SECTION: Applications for First
Registration

NUMBER: 3900 – 009

SUBJECT: Leasehold parcels

PURPOSE

This directive outlines the process to deal with the conversion of leasehold parcels on AFR submissions.

REFERENCE

SNB Mapping Standard 10-40

BACKGROUND

Leasehold properties that have a duration of at least 3 years, where the lease is registered in the Registry Office are assigned a PID and shown on the digital property map.

DIRECTIVE

A separate AFR submission is required for the freehold parcel PID and for each leasehold parcel PID.

Freehold Parcel PID

- In PID Databank, the description of the freehold parcel shall be submitted **saving and excepting** the leasehold parcel(s), by reference to the lease document and/or plan.
- On the AFR for the freehold parcel PID, the owner will be enabled by the Deed. The leasehold interest will **not** be reflected as an encumbrance on the freehold parcel, since it bears a separate PID.

Leasehold Parcel PID

- In PID Databank, the description of the leasehold parcel shall be submitted (*metes and bounds or Lot on Plan*) referencing the lease document and/or plan, which created it.
- On the AFR for the leasehold parcel PID, the owner reflected is the owner of the freehold parcel, enabled by the deed to the freehold parcel.
- On the AFR for the leasehold parcel PID, the lessee, enabled by the lease, shall be reflected as an encumbrancer.

Note:

Please note the certification in the PID Databank application – ***“I certify that the transfer of the entirety of the parcel would not contravene the Community Planning Act”.***

DATE EFFECTIVE 2003-03-01

ISSUED 2003-03-01

REVISED

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