



SECTION: Subsequent Registrations

NUMBER: 2100 - 002

SUBJECT: Leases or Notices of Lease

PURPOSE

This directive outlines the process to register Leases or Notices of Lease in Land Titles

REFERENCE

Land Titles Act – Section 27(1)
Mapping Standard 10-40

BACKGROUND

Subsection 27(1) of the Land Titles Act states the following:

Every lease of registered land, except a lease for a period not exceeding three years where there is actual occupation of the land under the lease, shall be evidenced by

- (a) the registration of a lease in prescribed form, or
- (b) the registration of a notice of lease in prescribed form.

Mapping Standard 10-40 provides that 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

- Form 19 – Leases that are submitted for a portion of a Land Titles parcel, require a description of the leased premises (Schedule “A”) describing the portion of the parcel affected. Upon registration a new PID shall be assigned to the new leasehold parcel, and the Lessee, enabled by the lease, will be reflected as an encumbrancer on the new PID. The parcel description for the new PID must be entered in PID Databank and the description for the parent parcel in PID Databank amended to reflect the save and except of the new leasehold parcel.
- Form 20 - Notices of Lease that are submitted for a portion of a Land Titles parcel, with no accompanying Schedule “A” attached, will **not** be mapped separately, and the PID number assigned will be the PID for the freehold parcel. Accordingly, the Lessee enabled by the Notice of Lease will be reflected as an encumbrancer on the freehold parcel PID.
- Form 19 (Lease) or Form 20 (Notice of Lease) submitted for a Land Titles parcels in it’s entirety, shall be processed as an encumbrance document, with the Lessee reflected as an encumbrancer on the freehold parcel PID.
- For Leases or Notices of Lease where there is no accompanying Certificate of Effect or no specific instruction in an accompanying Certificate of Effect with respect to an expiry date of the leasehold interest, NO EXPIRY DATE shall be entered on the Title Register.
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