



**DIRECTIVE
Land Registry**

SECTION: General

NUMBER: 2001 – 009

SUBJECT: Change of Address

PURPOSE

This directive defines the process for changing an address for a Parcel Interest Holder on a PID without registering an instrument.

REFERENCE.

*Land Titles Act Section 56 (2)
Land Titles General Regulation 83-130 section 18.1(1)*

DIRECTIVE

When a change of address is requested **in writing** by a parcel interest holder or their solicitor:

The Form on page 2 shall be filled and sent to the Provincial Land Registration Office

- The request shall provide the new civic address as per the requirements of section 18.1(1) of General Regulation 83-130.
- In the case of an enterprise parcel interest holder, the individual shall also state what position he or she holds in the enterprise and that he/she possesses the authority to request the change.
- The change will be made in PLANET, with an internal comment stating the name of the interest holder or the solicitor making the written request and in the case of an enterprise, the position held.
- Staff will also make the appropriate changes in the Assessment System, to conform to the changes made in PLANET.
- There is no fee to effect the change and the written request will **NOT** be kept on file.

Notes:

- After the change of address has been completed, a new CRO will be generated at no charge, and provided to the person making the request.

DATE EFFECTIVE 2002-12-01
2010-06-02, 2017-01-04.

ISSUED 2002-12-01

REVISED 2006-08-01

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Parcel Interest Holder - Change of Address Request

PID(s) : _____ / _____ / _____ / _____

New Address: _____

FOR CHANGE OF ADDRESS - INDIVIDUAL:

Date: _____

Name of the person requesting the change of address: _____
(print)

Signature of the person requesting the change of address: _____

FOR CHANGE OF ADDRESS - ENTERPRISE:

Date: _____

Name of the person requesting the change of address: _____
(print)

Position Held: _____

Name of Enterprise: _____

I, the signatory, hold the position specified above and this form was submitted by me, in writing, as the person duly authorized to request this change of address on behalf of the Enterprise specified above.

Signature: _____