

This checklist was designed to assist you in complete and accurate document preparation. Use of this checklist should significantly reduce the number of errors and subsequent Land Titles rejections. Please, do NOT submit the "checklist" to Land Titles.

Name: _____

File No.: _____

TRANSFER

- ☐ Complete, accurate legal description
- ☐ Full given and surname for transferee, complete address (tenancy)
- ☐ Transfer signed, witnessed, and affidavit of execution signed and commissioned
- ☐ Dower compliance, and pages numbered for consent of spouse
- ☐ Affidavit of Value – clauses 2 & 3 completed
- ☐ Foreign Ownership

MORTGAGE

- ☐ Complete, accurate legal description
- ☐ Corporate Mortgagee/Lender must be registered or bank. Individual requires complete name
- ☐ Complete address for mortgagee
- ☐ Principle amount
- ☐ Dower compliance, and pages numbered for consent of spouse
- ☐ Signed, witnessed, affidavit of execution signed and commissioned

CAVEAT

- ☐ Corporate Caveator must be a registered corporation. Individual complete name
- ☐ Nature of interest and grounds in caveat claim
- ☐ Agreement charges land – amount provided in claim
- ☐ Complete, accurate legal description
- ☐ Complete address for service
- ☐ Correct affidavit in support completed
- ☐ Foreign Ownership (dependant on claim)

DISCHARGES

- ☐ Document not previously discharged
- ☐ Correct person signed discharged
- ☐ If partial, complete accurate legal description. Full discharge, no legal provided
- ☐ Correct instrument number
- ☐ Corporate execution – legible seal affixed
- ☐ Individual, signed, witnessed, affidavit of execution sworn and commissioned