

Subject: **CHANGE OF ADDRESS**

## **BACKGROUND**

An owner or mortgagee of land for which a certificate of title has been issued is required to provide in writing a post office address sufficient to mail all notices required to be sent to an owner or mortgagee. (1) An owner or mortgagee must notify the Registrar of any change in his address. (2) In addition, the Registrar has the discretion to refuse any document presented for registration, which does not disclose a full mailing address. (3)

Any person having a registered interest in land may advise the Registrar of a change of address for service for notices. Although the only prescribed form for changes of address is a Notice of Change of Address for Service for Caveators ([FORM 28](#)), a Notice of Change of Address for Service form ([FORM A](#)) has been developed for use in respect of both caveats and instruments.

## **REGISTRATION PROCEDURE**

1. Either a Notice of Change of Address for Service ([FORM A](#)) or a letter signed by the person entitled to the benefit of the instrument, or by that person's solicitor, are acceptable for registration. The use of the form is preferable.
2. The address for service may also be changed by an attorney pursuant to a power of attorney. See procedure under [POA-1](#) for the requirements with respect to use of a power of attorney.
3. The registrant must provide the following information:
  - a) name(s) of the owner(s) of the interest,
  - b) new address including postal code,
  - c) \*legal description(s) if registered owner, or
  - d) \*\*the registration number(s) of the instrument(s), or caveat(s) affected.

*Note: \*legal descriptions can be found on your Certificate of Title, Property Assessment Notice or Property Tax Bill*

*\*\*can only list 7 instruments per Form A*

4. Attestation requirements do not need to be complied with.
5. Registration of a notice or letter of change of address for a registered owner or a change of address for service of an instrument will result in the title being updated.

6. If the address for service includes a lengthy law firm name, the name may be abbreviated by adding "ETC." after endorsing some of the names so it is clear that the firm name has been abbreviated. The phrase "Barristers and Solicitors" does not need to be included in the memorandum.
7. **Builder's Lien, Caveats, and Condominiums** - See procedures under [BUL-1](#), [CAV-1](#), and [CDE-1](#), for requirements in respect of address changes.
8. **Fees** - There is no charge for the registration and first endorsement of a notice of change of address. [Tariff item 11\(1\)](#) is charged for each additional endorsement.

The SPIN2 document type to be used when creating a Document Registration Request (DRR) form is: Change of Address

The code used for registration at Land Titles is: CHAA

## **STATUTE AND CASE REFERENCES**

Statute references are to the Land Titles Act, R.S.A. 2000, c. L-4, unless otherwise indicated.

1. s. 44(1)
2. s. 44(2)
3. s. 45