



SAY LANDS OFFICE  
REGISTRATION CHECKLIST



**Note: This checklist is to be used as a guide for what items our office needs to process registrations. It is up to the firms to determine what information otherwise needs to be included as part of the registration document. Our office cannot provide legal or tax advice.**

**General Instrument – Member**

- Cover Letter
- Instrument Form – 1 original copy, 2 if firm wants one back
- Registration document – 1 original copy, 2 if firm requires one back
- Parcel Abstract Report (current)

**General Instrument – Non member**

- Cover Letter
- Registration Fee (see fee schedule)
- Instrument Form – 1 original copy, 2 if firm wants one back – All sections *FULLY COMPLETED*
- Registration document – 1 original copy, 2 if firm requires one back

**Note:** *Registration document is not required for Discharge of Mortgage*

- For Assignment of Sublease and Lease – Property Transfer Tax (PTT) as applicable
- For sales – confirmation that the property taxes have been paid
- For sales - Letter of Undertaking, if applicable. This is a statement/guarantee that the Property Taxes will be paid after the sale is complete.
- Parcel Abstract Report (current)

**Mortgage**

- Cover Letter
- Registration Fee (Members are exempt from paying registration fees)
- Mortgage Form – 1 original copy, 2 if firm requires one back – All sections *FULLY COMPLETED*
- Registration document – 1 original copy, 2 if firm requires one back (standard mortgage terms)
- Confirmation that the property taxes have been paid
- Parcel Abstract Report (current)

**Transfer of Interest**

- Transfer of Interest form – 1 original copy, 2 if firm wants one back – All sections *FULLY COMPLETED*
- Parcel Abstract Report (current)

*Please ensure that all sections of the instrument forms are completed in full as missing items delay the process; include previous registration numbers as references (ie mortgage, lease, sublease) as applicable.*

***\*on the instrument form, please provide the email address of the contact at the firm that wishes to receive confirmation of the registration as this address will be inputted on the registry for that purpose\****