

Land Titles Office

How to submit documents for registration

This information is for general guidance only and is not to be construed as legal or other professional advice. It should not be used as a substitute for consultation with legal or other competent advisers.

As the purchase and sale of real estate involves significant legal rights, and is likely to be the purchase or sale of your most valuable asset, the Land Titles Office strongly recommends that buyers and sellers obtain independent legal advice before submitting a transfer of land for registration.

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Role of the Land Titles Office

The Land Titles Office has the legal responsibility for the system of registration of ownership to privately-owned titled land in the Yukon. This includes registration of:

- survey plans
- documents that transfer ownership;
- interests like mortgages, leases, caveats, easements and liens; and
- documents that create condominium corporations.

The Land Titles Office does not give legal advice or provide assistance to fill out forms.

All documents submitted for registration must be in the correct form and must contain all the essential elements required by the *Land Titles Act, 2015* and other applicable legislation and regulations. All documents submitted to the Land Titles Office are examined by staff before registration, however, the Land Titles Office does not offer a pre-registration review service.

What do you need to get started

Before preparing any Land Titles forms for registration, you should have a copy of the current Certificate of Title, otherwise you will not have all the information you need to fill out the forms. Anyone can obtain a copy of the title to a property at the Land Titles Office or by searching the online Yukon Land Title Registry (YLTR). If you prefer not to use the online YLTR, to ask for a Certificate of Title you must submit a search request form to the Land Titles Office or email ltosearch@yukon.ca. You will need the legal description of the property (lot number, block/quad number, subdivision and community name, and plan number) or the current registered owner's name. The Land Titles Office can't search by civic / street address.



Document standards

Once a document has been submitted for registration, it is scanned and uploaded to the electronic registry. The standards below apply to all documents submitted for registration or filing, except for survey plans, because they ensure the scanned document will be clear and legible. If your documents do not meet these standards, you will not be able to register or file your documents with the Land Titles Office.

- Paper size: 8½" x 11"
- Paper type: White, at least 20 lb/75 g/m2 paper stock
- Margins: no less than .75" top, bottom and both sides
- Font size: no more than 15 characters per inch. For example:
 - Times New Roman 12 is 14 characters per inch
 - Calibri 12 is 14 characters per inch
 - Arial 12 is 13 characters per inch
- Each page of a document submitted for registration must be numbered consecutively and submitted in the correct page order. Remove any instruction pages or unused forms before numbering the signed pages
- Double sided copies will not usually be accepted because it is difficult to get a clear, legible scan from a double sided document
- White out or other masking is not permitted
- Corrections must be crossed out and initialled
- Signatures must be in dark blue or black ink
- Documents filled out in pencil will not be accepted
- Names and titles (if applicable) must be printed below signatures

Other standards also apply to some documents. Most documents must be in a specific form and contain specific information.

Original signatures are required on all documents. The Land Titles Office does not accept documents signed by facsimile / electronic signature or copies of signed documents.

Where can you find the forms

Most Land Titles forms may be downloaded from [our website](#). You will find our Land Titles forms [here](#) and our Condominium forms [here](#). Document packages for common transactions are also available in paper at the Land Titles Office.

Other requirements

Depending on the type of documents you wish to register and the requirements of applicable legislation, supporting documents may be required to be submitted with your documents. For example, if your documents have been signed by a body corporate, you may have to obtain and submit a certificate of status issued by the Yukon Registrar of Corporations. If the property is a condominium unit, the condominium corporation may have to provide a certificate, certifying that the owner does not owe any condominium assessments before you can register your documents.



Signing your documents

Most documents must be signed in the presence of a witness and a Notary Public must complete certain Affidavits. You will find a list of notaries at <https://yukon.ca/en/legal-and-social-supports/legal-services/find-notary> or in your telephone directory.

- Notaries and Commissioners who are not lawyers cannot give you legal advice about how to complete these documents or about your real estate transaction.
- All Notaries and Commissioners must print or stamp their name, address and qualifications as well as the expiry date of their commission, or indicate that their commission does not expire.
- All Notaries outside of Yukon must affix their seal.
- The Notary or Commissioner will fill in their name and address, their qualifications and put their seal on any document that they sign.

Before submitting your documents for registration, you should make a copy for your own records.

Avoiding common errors

Parties to a real estate transaction must exercise due diligence to avoid common errors when submitting documents to avoid the need for corrections or rejections. Errors may cause significant delays in registration of documents and may lead to your documents being rejected.

The Land Titles Office most commonly returns documents due to missing, incomplete, inaccurate, or inconsistent information. Information must match within and between documents. Common mistakes or inconsistencies include:

- missing or inconsistent legal descriptions;
- inconsistent names (be sure to check spelling on each document before submitting);
- missing dates;
- missing or incorrect signatures; and
- improper notarization.

Fees

Registration fees are payable when the documents are submitted for registration. The Land Titles Office accepts payment by cash, cheque, debit card, VISA, MasterCard and American Express. For information about fees, go to <https://yukon.ca/en/find-out-land-titles-fees>

The Land Titles Office can provide you with an Excel spreadsheet to help in calculating fees. Contact the Land Titles Office at (867) 667-5612 or Itoenquiries@yukon.ca for help.



How to submit documents for registration

a) Take the documents to:

Land Titles Office, 1st Floor, Andrew A. Philipsen Law Centre
2134 Second Avenue, Whitehorse, Yukon Y1A 5H6

Hours of Operation: 9:00 am to 4:00 pm Monday to Friday except statutory holidays

Land Titles Office staff will help you fill out the document submission request form and take your payment.

OR

b) Mail your documents, with your payment, to:

Land Titles Office (J-2A)

Box 2703, Whitehorse, Yukon Y1A 2C6

Please ensure your name, address, phone number, email address and payment made payable to Government of Yukon are enclosed. *If you wish to pay by credit card, please make sure your daytime contact information is included. We do not accept credit card information by email.*

What happens after you submit your documents

Documents are not registered at the counter. Before registering documents, the Land Titles Office examines all documents. If your documents do not comply with the Land Titles Act, 2015 and other relevant legislation and policies, they will be rejected. We will notify the person who submits the documents and will explain the reasons we have rejected the documents; that person will be informed of any required amendments.

If the information in the documents is correct, and any supporting documents are included, if the documents and Affidavits have been correctly signed, and once the applicant has paid the required fees, the Land Titles Office will register the documents. Documents accepted at our front counter or in the mail will be placed in a pending application queue and processed according to the date received. The document will be registered effective the date and time it is accepted for registration by the Land Titles Office.

If there are no errors in your documents, you can expect a 5 to 7 business day turnaround time for registration of title or survey documents.

The Land Titles Office strives to make its forms and procedures simple and easy to follow within the requirements of the *Land Titles Act, 2015* and other applicable legislation. We appreciate customer feedback about how we may improve our forms and procedures. Please email the Land Titles Office at Itoenquiries@yukon.ca if you have any comments or suggestions.

