

Land Titles Office

HOW TO FILL OUT A TRANSMISSION APPLICATION

Section 1

1. Print the name of the executor/administrator as shown on the Grant of Probate, Letters of Administration or Court Order.
2. Print the name of the deceased as shown on the Grant of Probate, Letters of Administration or Court Order.
3. Check the applicable box beside either:
 - Grant of Probate;
 - Letters of Administration; or
 - Court Order.

Section 2

1. Print the name of the deceased as shown on the Certificate of Title.
2. If the deceased is the registered owner of property, fill in the legal description or the parcel number shown on the Certificate of Title.
3. If the deceased is the owner of an interest registered against the Certificate of Title, fill in the Interest Register Number shown on the Certificate of Title.

How to sign the Transmission Application:

1. Fill in the date on the line provided.
2. Sign your usual signature.
3. Print your name as shown on the Grant of Probate, Letters of Administration or Court Order on the line provided.
4. Print your mailing address of executor/administrator, including the postal code. This is the address that will be shown on the new certificate of title.

TRANSMISSION APPLICATION

(s. 165)

TO THE REGISTRAR:

1. I, _____
am the personal representative of the estate of _____
now deceased, named in the attached (check one)
 Grant of Probate or
 Letters of Administration or
 Court Order
certified by the Clerk of the Supreme Court of the Yukon Territory.

2. _____ is
(fill in (a) or (b))
 - a. the registered owner of Legal Description(s) or Parcel Number:

 - or

 - b. the owner of an interest described in the following instrument or caveat:
Interest Register Number _____

3. The person named in the Grant of Probate or Letters of Administration or Court Order is one and the same person as the registered owner or interest holder named in section 2.

4. I apply to have the title of the registered owner or interest of the interest holder transferred to me as the personal representative of the deceased.

Dated _____

(Signature of Applicant)

(print name as shown in section 1)

My mailing address to be shown on the certificate
of title is _____

Access to Information and Protection of Privacy Act: This information is being collected under the authority of section 165 of the Land Titles Act, 2015 for the purpose of registering the transmission application. Under section 210 of the Land Titles Act, 2015, the ATIPP Act does not apply to the records kept by the Registrar of Land Titles. This form may be made available to other government offices and to the public. For further information, contact the Registrar of Land Titles at 867-667-5612.

INFORMATION ABOUT REGISTERING A TRANSMISSION APPLICATION

THE LAND TITLES OFFICE CANNOT GIVE LEGAL ADVICE

To fill out this form, we recommend that you get a copy of the current Certificate of Title. 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. You will need the legal description of the property (Lot, Block/Quad and Plan Number) or the current registered owner's name.

You will have to register a certified copy of the court order that names you as the personal representative (executor or administrator) of the deceased person's estate. If the court order was issued by a court outside of the Yukon, you may not be able to file it in the Land Titles Office and you should seek legal advice.

If your documents do not comply with the requirements of the *Land Titles Act, 2015*, they will be rejected. We will notify you by phone, email or mail to tell you the reasons we have rejected your documents.

Original signatures are required on all documents. Once you have signed the Transmission Application, you should make a copy for your own records.

Take the completed form to the Land Titles Office:

1st Floor, Andrew A. Philipsen Law Centre

2134 Second Avenue, Whitehorse, Yukon Y1A 5H6

Hours of Operation: 9 a.m. to 4 p.m. Monday to Friday, except statutory holidays.

You will have to pay registration fees when you submit your documents. The Land Titles Office accepts payment by cash, cheque, debit card, VISA, MasterCard and American Express. Registration fees are listed below.

OR

Mail the Transmission Application, with your payment by cheque, to:

Land Titles Office (J-2A)

Box 2703

Whitehorse, Yukon Y1A 2C6

Registration Fees:

Transmission Application:	\$5.00
Court Order	\$3.00
Copy of Certificate of Title:	\$3.00