

## **Completing the Forms for Tax Enforcement**

The following Appendix will provide an illustration on how to complete the forms (including ISC forms) required in tax enforcement proceedings. This example on how to complete forms will outline the tax enforcement proceedings for the town of Lostmyhat. For the purpose of this example, the Town of Lostmyhat will need the following information:

Client number- 100245333  
Account number- 100047222  
Password- ABC123  
Provincial Mediation Board Client # 100789987

### **1. Forms Required to Register a Tax Lien**

Bob Smith, a resident in the Town of Lostmyhat, did not pay his taxes and as a result, the taxes became arrears at the end of the year.

The following May, Betty Jarvis, Administrator for the Town of Lostmyhat prepared the List of Lands in Arrears (which Bob Smith was listed) and submitted it to the head of Council. Council approved the list and Betty proceeded to advertise the List in *The Lostmyhat Chronicle*.

Sixty days has expired, and Bob has still has not paid his taxes. Administrator Betty Jarvis is now preparing to register a tax lien against the title.

Her first step was to perform a search for title. Betty has decided to perform a “Quick Search” for title to obtain the necessary information. A “Quick Search can be performed as follows:

- Log in to the ISC Web site, [www.isc.ca](http://www.isc.ca)
- Under ‘Land Registry’ on the left side of the screen (also located on the bottom portion of the screen), click on ‘Quick Search’ (this type of search returns only live active titles and will allow you to obtain all information required for tax enforcement)
- In the ‘Search By’ field, click the drop-down arrow and select the item you wish to search by (you can search by Land Description, Owner Name, Parcel Number or Title Number)
- Enter the relevant search criterion and click ‘Search’
- **Note: you can verify the applicable fees for searching by clicking on the “\$” signs located throughout the search screens**

Betty viewed the title and printed it out for her records. The cost to view a title detail is \$10.00.

Title before the Tax Lien has been registered.

# Province of Saskatchewan Land Titles Registry Title

The Title # is the number used when registering a tax lien on this title.

**Title #:** 123456789  
**Status:** Active  
**Parcel Type:** Surface  
**Parcel Value:** N/A  
**Title Value:** N/A  
**Converted Title:** 99R12345

**As of:** 15 Jul 200X 10:05:33.00  
**Last Amendment Date:** 12 Dec 2001  
**Issued:** 12 Dec 2001 01:27:10.107  
**Municipality:** TOWN OF LOSTMYHAT

The Parcel # to be used on Form A.

Bob Smith is the registered owner of Surface Parcel #100023100

Reference Land Description: Lot 10Blk/Par 12Plan 65R10130 Extension 0  
As described on Certificate of Title 90R30293.

The Land Description to be used on Form A.

This title is subject to any registered interests set out below and the exceptions, reservations and interests mentioned in section 14 of *The Land Titles Act, 2000*.

## **Registered Interests:**

None

## **Addresses for Service:**

<b>Name</b>	<b>Address</b>
<b>Owner:</b> Bob Smith Client #: 400010308	210 Beret Place Lostmyhat, Saskatchewan, Canada

## **Notes:**

Parcel Class Code: Parcel (Generic)

Now that Betty has received the information from the title that is needed to register a tax lien, she must now download the following required ISC forms to 'Register an Interest'.

- a. Land Registry Packet Cover Page;
- b. Application for Interest Registration (2 pages);
- c. *Begin Attachment Sheet*.

The following steps are required to complete the form.

1. On the Land Registry Packet Cover Page, fill in the Packet Sheet Count, Application Count, Client number, Account number and password (numbers relating to where the fee to register a tax lien will be charged) for the municipality. For Interest Registration, the Packet Sheet Count will be 5 (five sheets) and the Application Count will be 1 (performing only one application, registering a tax lien).

**Note: The Packet Sheet Count may differ if you are attaching additional 'Application for Interest Registration – Page 1' pages or any schedule(s) to your packet – see notes contained on 'Application for Interest Registration' in the following example.**

2. Complete Page 1 of the Application for Interest Registration (Tax Lien).
  - (i) Enter the Interest type field as "Tax Lien";
  - (ii) Select "No Conditions" because Betty wants to register the tax lien regardless of whether or not the title changes;
  - (iii) Under "Attach Interest To:" list the title number to which the lien will apply. For this example Betty is registering an interest against 6 titles with numbers 123456789, 234567891, 345678912, 456789123, 567891234 and 678912345.
3. Complete Page 2 of the "Application for Interest Registration".
  - (i) The Fractional Share will be entered as 1/1, because the municipality will hold the whole Interest in the tax lien;
  - (ii) Enter the Client number and Municipality Name in Section A.

- Include the *Begin Attachment Sheet*, behind which is the prescribed Form A, Tax Lien, this is shown in The Tax Enforcement Regulations. It is important to ensure that the municipal seal is clearly visible when submitting the packet.

The cost to register a tax lien with ISC is \$25.00 per interest registered, plus a \$10.00 submission fee for submitting the packet.

A properly completed Application for Interest Registration should resemble the following:



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NOTE: Use a NEW Land Registry Packet Cover Page for EVERY packet you submit - whether it is the first time being submitted or it is being resubmitted.



PTPSREG

Packet Sheet Count = Total # of sheets including the 'Land Registry Packet Cover Page' and the 'Begin Attachment Sheet'.

Application count = Total # of separate applications included in the packet.



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USE THE BARCODE NUMBER FOR FUTURE INQUIRIES REGARDING THIS PACKET

Packet Sheet Count

5

Application Count

1

# Land Registry Packet Cover Page

**Section A - Existing Client Information** Complete The Client #, Account # and Password refer to the municipality. The reference # refers to the name or # assigned by the municipality to this file (if any).

Client Number	Your Reference Number	Account Number	Account Password
100245333	Smith1	100047222	ABC123

## Section B - New Client Information

Last Name	OR	Firm or Other Name
First Name		
Second Name		

Address

City	Province/State

Country (if outside Canada)	Postal/Zip Code	Phone Number (include Area Code)	Fax Number (include Area Code)

E-mail Address

ISC-EBS-TPP0001-2001 05 30



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# Land Registry Packet Cover Page

## Section C - Credit Card Payment:

Card Number	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Expiry Date (MM/YY)	Print Cardholder Name

Amount (must be entered)

(Note: This amount will be credited to your account.)

Cardholder Signature

\* NOTE: If the Tax Lien is to be registered against more than 6 Titles, then: 1) simply attach additional 'Application for Interest Registration' page 1's to your packet and black out the barcode on each ADDITIONAL page (note, the barcode tells the Land System to start a new application. You don't want to do that - you simply want to add pages to the existing application) OR;  
 2) The other option is to simply attach a separate page containing the same information as the 'Attach Interest To:' section below and refer to it on this form (eg. "See Schedule A" or "See Next Page", etc.).



The Application Sequence Number box allows more than 1 application to be registered in a single packet. This numbers tells ISC the order in which to process the applications. In most cases, only 1 application is included so enter "1" in the Application Sequence Number box.



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Application Sequence Number

1

Application Sheet Count

N/A

Application for Interest Registration

Interest Information

Interest Type (see instruction sheet)

If completing this form on your computer, select Interest Type of "Tax Lien" by choosing it from the drop-down menu. If completing the form manually, enter "Tax Lien" in the Interest Type box.

Tax Lien

Note: If an interest based on a mortgage is intentionally registered as another interest type, no compensation is payable pursuant to subsection 84(2) of The Land Titles Act, 2000 for any loss, damage or deprivation suffered by any party, as a result of such registration.

Holder's Mortgage or Interest Reference Number (will be noted on verification statement for applicant's reference only)

Typically, you would select 'No Conditions' to ensure the Tax Lien registers even if there is a change to the Title (eg. registration or discharge of an interest since you last searched the Title).

ONE of the following conditions MUST be selected

No Conditions OR  Conditional Registration Date and Time (DD-MM-YYYY HH: MM: SS) OR  Free and Clear Registration

Scheduled Expiry Date (DD/MM/YYYY)

Interest Value:

Feature Number (if applicable)

Description of Interest (Up to 180 characters) (Do NOT enter if accompanied by an Attachment)

Attach Interest To: (one number per row)

List the Title #'s to which this lien applies. All titles registered on this application will be given their own Interest Number, however there will only be 1 Interest Register number.

Parcel Number	Title Number	Interest Number	OFFICE USE ONLY (MM/YYYY)
	123456789		<input type="checkbox"/> <input type="checkbox"/>
	234567891		<input type="checkbox"/> <input type="checkbox"/>
	345678912		<input type="checkbox"/> <input type="checkbox"/>
	456789123		<input type="checkbox"/> <input type="checkbox"/>
	567891234		<input type="checkbox"/> <input type="checkbox"/>
	678912345		<input type="checkbox"/> <input type="checkbox"/>

\* Dominant - For the following Interest Types only: Easement Mutual, Easement Non-Mutual, Party Wall Agreement, Restrictive Covenant Mutual and Restrictive Covenant Non-Mutual. Parcel Number must be indicated.  
 \*\* Benefiting Interest - For Postponement Interest Type only



The municipality holds the whole interest in the case of a tax lien. Therefore the share is 1 out of 1.

Fractional Share 1 / 1

Your 'Method of Delivery' (the method in which ISC will send notifications to you) is associated with the Client Number you use here. Contact ISC if you'd like to clean-up your client numbers to ensure you: 1) receive all notifications, and 2) receive them the way you would like (i.e. email, fax or mail).

Section A - Interest Holder(s) with Client Number(s)

Client Number(s) 100245333 Corporation Name Town of Lostmyhat

Section B - Interest Holder(s) without Client Number(s) DO NOT use this section. A new Client Number is created each and every time Section B is used with a default 'method of delivery' of mail.

Corporate OR Client Name: Last, Client Address, City, Province/State, Country, Postal/Zip Code, E-mail Address, Phone Number, Fax Number

Corporate OR Client Name: Last, First, Second, Third, Client Address, City, Province/State, Country, Postal/Zip Code, E-mail Address, Phone Number, Fax Number

Fractional Title Share Interest Share Setup - (for each Interest Holder complete one of Section A or B)

You will not need this section, as the municipality holds the entire interest.

Section A - Interest Holder(s) without Client Number(s) form to amend Client Information.

Client Number(s), Corporation Name OR Client Name (First, Second, Third and Last)

Section B - Interest Holder(s) without Client Number(s) Note: This will not create Corporation Number(s)

Corporate OR Client Name: Last, First, Second, Third, Client Address, City, Province/State, Country, Postal/Zip Code, E-mail Address, Phone Number, Fax Number

Corporate OR Client Name: Last, First, Second, Third, Client Address, City, Province/State, Country, Postal/Zip Code, E-mail Address, Phone Number, Fax Number

Note: You must download a 'Begin Attachment Sheet'. The barcode indicates to the Land System that all documentation located after the 'Begin Attachment Sheet' is an attachment.



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Corporation**  
of Saskatchewan

## ***Begin Attachment Sheet***

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### **Instructions**

Use the Begin Attachment Sheet to separate the bar-coded application/request sheets from documentation you would like to submit to support your request.

Use the Begin Attachment Sheet for submissions in both paper format and electronic format (e-mail, e-fax, CD-ROM).

Do not use this Begin Attachment Sheet to separate Application/Request Sheets that do not have supporting documentation.

### **Example 1:**

When submitting a Plan Processing Packet Cover Page with a Plan Processing Request Sheet and a Plan on paper with additional supporting documentation add this Begin Attachment Sheet between the Request Sheet and the Plan. This indicates the end of the request and the beginning of the plan that you have attached. The order for submitting this package would be the Packet Cover Page first, the Request Sheet, the Begin Attachment Sheet, followed by the Plan and other supporting documentation.

### **Example 2:**

When submitting a Land Registry Packet Cover Page, with a Land Registry Application Sheet and a mortgage for example on paper add this Begin Attachment Sheet between the Application Sheet and the mortgage. This indicates the end of the request and the beginning of the mortgage. The order for submitting this package would be the Packet Cover Page first, the Application Sheet, then the Begin Attachment Sheet followed by the mortgage.

**FORM A**  
[SECTION 2.1]  
**TAX LIEN**

*The Tax Enforcement Act*

To the Registrar of Titles:

You can find the Land Description, Parcel Number and Title Number on the Title.

Take notice that all parcels of land specified below are subject to a tax lien pursuant to

*The Tax Enforcement Act.*

Lot 10, Block 12, Plan 65R10130	Parcel Number: 100023100	Title Number: 123456789
Lot 11, Block 12, Plan 65R10130	Parcel Number: 100003456	Title Number: 234567891
Lot 12, Block 12, Plan 65R10130	Parcel Number: 100004567	Title Number: 345678912
Lot 13, Block 12, Plan 65R10130	Parcel Number: 100005678	Title Number: 456789123
Lot 14, Block 12, Plan 65R10130	Parcel Number: 100006789	Title Number: 567891234
Lot 15, Block 12, Plan 65R10130	Parcel Number: 100007891	Title Number: 678912345

You may have more than 1 parcel on the same tax lien form or you could use a different form for every parcel.

Dated this 15 day of May, 200X.



Betty Jarvis

*(Treasurer, Clerk, Administrator or Collector)*

Town of Lostmyhat, Box 36, Lostmyhat, SK, S2A 1P2

*(Name and Address of Municipality)*

Ensure the seal is clearly visible. The traditional embossed seal is not visible when faxed.

Title after the Tax Lien has been registered.

## Province of Saskatchewan Land Titles Registry Title

**Title #:** 123456789

**As of:** 15 Jul 200X 10:05:33.00

**Status:** Active

**Last Amendment Date:** 16 May 2001

**Parcel Type:** Surface

**Issued:** 12 Dec 2001 01:27:10.107

**Parcel Value:** N/A

**Title Value:** N/A

**Municipality:** TOWN OF LOSTMYHAT

**Converted Title:** 99R12345

Bob Smith is the registered owner of Surface Parcel #100023100

Reference Land Description: Lot 10Blk/Par 12Plan 65R10130 Extension 0  
As described on Certificate of Title 90R30293.

This title is subject to any registered interests set out below and the exceptions, reservations and interests mentioned in section 14 of *The Land Titles Act, 2000*.

### Registered Interests:

**Interest #:**

200056761

Tax Lien

**Value:**

**Reg'd:** 16 May 2001  
09:32:15

**Interest Register  
Amendment Date:** N/A  
**Expiry Date:** N/A

Note the Tax Lien is assigned an Interest Number AND an Interest Register Number. For each of the 6 Titles used in this example, each would have the SAME Interest Register Number but a DIFFERENT Interest Number.

**Holder:**

Town of Lostmyhat  
Box 36  
Lostmyhat, Saskatchewan, Canada  
Client #: 101012123

**Int. Register #:** 200012399

### Addresses for Service:

**Name**

**Address**

**Owner:**

Bob Smith  
Client #: 400010308

210 Beret Place Lostmyhat, Saskatchewan, Canada

### Notes:

Parcel Class Code: Parcel (Generic)

Six months after the tax lien has been registered, Council for the Town of Lostmyhat passed a resolution authorizing the treasurer to proceed for title. Betty must now complete the "Six Month Notice" (Form C and Form D) and send it by either registered mail or deliver it personally. For this example, Betty has served the notice by registered mail. Please note that the treasurer is to mail out Form C to the assessed owner. (The Form D is kept for office records.)

**FORM C**  
[Section 2.3]

**NOTICE**  
*The Tax Enforcement Act*

**TAKE NOTICE that the Town of Lostmyhat**  
(Name of Municipality)

intends to be registered as owner under the above Act of the land described at the foot of this document. The municipality claims title to the land by virtue of an interest based on a tax lien registered against the existing title to the land in the Land Titles Registry as Interest Number(s) 200056761 and you are required to

TAKE NOTICE that unless you contest the claim of the municipality or redeem the land pursuant to the provisions of the above Act within six months from the service of this notice on you and, subject to the further provisions of *The Tax Enforcement Act*, a certificate of title will be issued to the applicant and you will thereafter be forever estopped and debarred from setting up any claim to, or in respect of, the land.

The amount required to redeem the land may be ascertained on application to the Clerk, Treasurer or Administrator of the municipality.

Dated this 16 day of November, 200X.

(Seal)

Betty Jarvis  
(Treasurer)

**Bob Smith**  
(Name of Assessed Owner)

**Lot 10, Block 12, Plan 65R10130 Ext. # 0 Title #123456789**  
(Legal Description of Lands, including title number(s))

**FORM D**  
[Section 2.4]

Town of Lostmyhat  
(Name of Municipality)

CERTIFICATE AS TO ASSESSED OWNER AND VALUE

I, Betty Jarvis, Treasurer of *May include more than one title*  
the Municipality of Lostmyhat

No. \_\_\_\_\_ certify that the name of the assessed owner of  
the following land in the Province of Saskatchewan, that is to say:

as that name appears on the last revised assessment roll of the

municipality, is Bob Smith  
whose address according to that roll is 210 Beret Place  
Lostmyhat, Saskatchewan.

AND I certify that the assessed value of the land, according to that  
assessment roll is Fifty- Five Thousand dollars (\$ 55,000).

*This means last revised assessment roll as of the date of the resolution passed pursuant to subsection 22(1) of the Act*

Dated this 16 day of November, 200X.



(Treasurer)

**FORM E**  
[Section 2.5]

DECLARATION OF OTHER SERVICES MADE

CANADA

To Wit:

I, Betty Jarvis, of Lostmyhat, in the Province of Saskatchewan, solemnly declare:

That I did serve the attached Six Month/Final Notice Pursuant to *The Tax Enforcement Act* in Form C/Form G by mailing in a registered letter, postage prepaid, at the Post Office of Lostmyhat, a true copy of that notice to the persons mentioned below at the addresses and on the dates stated below, and that annexed to this document are the Postmaster's receipts for those letters.

Address	Name	Date of Mailing
<u>210 Beret Place, Lostmyhat, Saskatchewan</u>	<u>Bob Smith</u>	<u>Nov. 16, 200X</u>

And I make this solemn declaration, conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the Credit Union)  
)  
of Lostmyhat, in the )  
)  
Province of Saskatchewan, this 16 day )  
)  
of November, 200X)

Betty Jarvis

Joan Johnson

A Commissioner for Oaths in and for  
Saskatchewan or Notary Public  
My appointment expires on the

30th day, of June, 200X.

**Request PMB Consent**

Six months has passed since the notice has been served, and Bob Smith still has not paid his taxes. Betty will now complete the "Request for Consent" Form supplied by the Provincial Mediation Board. A copy of the Title must be attached with the application.

**FORM 5  
(Section 24)**

**REQUEST FOR CONSENT  
TO MAKE FINAL APPLICATION FOR TITLE**

IN THE MATTER OF *THE PROVINCIAL MEDIATION BOARD ACT*  
AND *THE TAX ENFORCEMENT ACT*

To: The Provincial Mediation Board,  
120-2151 Scarth Street  
REGINA, Saskatchewan S4P 2H8

(306) 787-5408  
(Fax) 787-5574

From: Town of Lostmyhat Box 36, Lostmyhat, Saskatchewan  
(Name of Municipality) (Address)

RE: Lot(s) **10** Blk. **12** Plan **65R10130 Ext.#0** City/Town/Village/RM of: Lostmyhat  
Sec. Twp. Rge. West of the \_\_\_\_\_ Meridian.  
Title Number(s) 123456789

Under *The Provincial Mediation Board Act* the written consent of the Board to make Final Application for Title is requested and the following information is submitted in support:

ASSESSED OWNER Bob Smith  
(Name)  
210 Beret Place, Lostmyhat, Saskatchewan  
(Last Known Address)

REGISTERED OWNER Same  
(If different than assessed owner) (Name)  
\_\_\_\_\_  
(Last Known Address)

OCCUPANT OF LAND & ADDRESS \_\_\_\_\_ OF ANY BUILDINGS \_\_\_\_\_  
(If different than assessed owner)

Property Use: Residential  Commercial \_\_\_\_\_ Farm \_\_\_\_\_ In Use: Yes  No \_\_\_\_\_

ARREARS OWING TO DATE OF APPLICATION \$ 1523.65

CURRENT LEVY (OR LAST YEAR'S) \$ 643.20

ESTIMATED COSTS \$ 57.00 PENALTY RATE ON ARREARS 10 %

ASSESSMENT LAND 4500 IMPROVEMENTS 50,500

ESTIMATED MARKET VALUE OF LAND AND IMPROVEMENTS \$ 55,000

REMARKS:

ENCLOSURES: DATE May 17, 200X

COPY OF TITLE(S)  
UPDATED WITHIN THE LAST YEAR MUNICIPAL CONTACT PERSON Betty Jarvis

MUNICIPAL TELEPHONE (306) 393-1234

\$20 FEE PER ASSESSED PROPERTY ROLL NO. 505013200

SUBMITTED WITH APPLICATION AGENT (If different than municipal contact person) Town of Lostmyhat

## **Registering the PMB Consent**

The Provincial Mediation Board has granted consent to the municipality to proceed with tax enforcement on the Bob Smith property. Betty remembers being told at the tax enforcement workshop she attended in the spring that 1) it is now the responsibility of the municipality to register the Provincial Mediation Board Consent, and 2) it is advisable to register the Provincial Mediation Board Consent as a sub-interest of the Tax Lien.

Betty must download the following forms from the ISC website to register a Provincial Mediation Board Consent:

- a) Land Registry Packet Cover Page (1 page)
- b) Application for Interest Registration (2 pages)
- c) Begin Attachment Sheet (1 page)

Behind the Begin Attachment Sheet, the treasurer will attach the letter from the Provincial Mediation Board that grants consent to continue proceeding for title.

### **Completion of Forms**

The Provincial Mediation Board Consent will be registered almost exactly like the Tax Lien subject to two major differences:

First, the treasurer will want to register the Provincial Mediation Board Consent as a **sub-interest** of the Tax Lien. Registering the Consent as a sub-interest means that once the Tax Lien is removed from Title (i.e. tax arrears have been paid and the Tax Lien is discharged), all interests attached to the Tax Lien will be removed as well. Therefore, on page 1 of the 'Application for Interest Registration', the treasurer will enter the **Interest Number** of the Tax Lien in the 'Interest Number' column. The Interest Number is located on the Title. A copy of the Title can be obtained from the ISC website for a fee of \$10.00.

**Note: If the treasurer chooses to attach the Provincial Mediation Board Consent to the Title and not as a sub-interest of the Tax Lien, then he or she will have to request the Provincial Mediation Board complete an 'Interest Authorization Form' (available on the ISC website) which will be attached to an 'Application for Interest Discharge' packet allowing the municipality to discharge the Provincial Mediation Board Consent.**

Second, the municipality is registering the Provincial Mediation Board Consent on behalf of the Provincial Mediation Board. Therefore, on page 2 of the 'Application for Interest Registration' the treasurer will enter the Client Number and Client Name that reflects and is provided by the Provincial Mediation Board.

The cost to register the Provincial Mediation Board Consent is \$50 per interest registered plus a \$10.00 packet submission fee.

Title before the Provincial Mediation Board Consent is registered.

## Province of Saskatchewan Land Titles Registry Title

**Title #:** 123456789

**As of:** 15 Jul 200X 10:05:33.00

**Status:** Active

**Last Amendment Date:** 16 May 2001

**Parcel Type:** Surface

**Issued:** 12 Dec 2001 01:27:10.107

**Parcel Value:** N/A

**Title Value:** N/A

**Municipality:** TOWN OF LOSTMYHAT

**Converted Title:** 99R12345

Bob Smith is the registered owner of Surface Parcel #100023100

Reference Land Description: Lot 10Blk/Par 12Plan 65R10130 Extension 0  
As described on Certificate of Title 90R30293.

This title is subject to any registered interests set out below and the exceptions, reservations and interests mentioned in section 14 of *The Land Titles Act, 2000*.

### Registered Interests:

**Interest #:**

200056761

Tax Lien

This is the Interest Number to use in the 'Attach Interest To:' section of the Application for Interest Registration - if you are attaching the PMB Consent to the Tax Lien.

**Value:**

**Reg'd:** 16 May 2001  
09:32:15

**Interest Register  
Amendment Date:** N/A  
**Expiry Date:** N/A

**Holder:**

Town of Lostmyhat  
Box 36  
Lostmyhat, Saskatchewan, Canada  
Client #: 101012123

**Int. Register #:** 200012399

### Addresses for Service:

**Name**

**Address**

**Owner:**

Bob Smith  
Client #: 400010308

210 Beret Place Lostmyhat, Saskatchewan, Canada

### Notes:

Parcel Class Code: Parcel (Generic)



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NOTE: Use a NEW Land Registry Packet Cover Page for EVERY packet you submit - whether it is the first time being submitted or it is being resubmitted.



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Packet Sheet Count = Total # of sheets including the 'Land Registry Packet Cover Page', Application for Interest Registration, the 'Begin Attachment Sheet' and the Provincial Mediation Board Consent.

Application count = Total # of separate applications included in the packet.



INQUIRIES REGARDING THIS PACKET

Packet Sheet Count

5

Application Count

1

# Land Registry Packet Cover Page

Complete The Client #, Account # and Password refer to the municipality. The reference # refers to the name or # assigned by the municipality to this file (if any).

## Section A - Existing Client Information

Client Number	Your Reference Number	Account Number	Account Password
100245333	Smith1	100047222	ABC123

## Section B - New Client Information

Last Name	OR	Firm or Other Name
First Name		
Second Name	Third Name	

Address

City	Province/State
------	----------------

Country (if outside Canada)	Postal/Zip Code	Phone Number (include Area Code)	Fax Number (include Area Code)
-----------------------------	-----------------	----------------------------------	--------------------------------

E-mail Address

ISC-EBS-TPP0001-2001 05 30



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# Land Registry Packet Cover Page

## Section C - Credit Card Payment:

Card Number	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Expiry Date (MM/YY)	Print Cardholder Name
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Amount (must be entered)

(Note: This amount will be credited to your account.)

Cardholder Signature



RINTSET

The Application Sequence Number box allows more than 1 application to be registered in a single packet. This numbers tells ISC the order in which to process the applications. In most cases, only 1 application is included so enter "1" in the Application Sequence Number box.



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Application Sequence Number	Application Sheet Count
1	N/A

# Application for Interest Registration

If completing this form on your computer, select Interest Type of "Provincial Mediation Board Consent" by choosing it from the drop-down menu. If completing the form manually, enter "Provincial Mediation Board Consent" in the Interest Type box.

## Interest Information

Interest Type (see instruction sheet)

Provincial Mediation Board Consent

**Note: If an interest based on a mortgage is intentionally registered as another interest type, no compensation is payable pursuant to subsection 84(2) of The Land Titles Act, 2000 for any loss, damage or deprivation suffered by any party, as a result of such registration.**

Holder's Mortgage or Interest Reference Number (will be noted on verification statement for applicant's reference only)

Typically, you would select 'No Conditions' to ensure the Provincial Mediation Board Consent registers even if there is a change to the Title (eg. registration or discharge of an interest since you last searched the Title).

### ONE of the following conditions MUST be selected

No Conditions **OR**  Conditional Registration Date and Time **OR**  Free and Clear Registration

(DD-MM-YYYY HH: MM: SS)

Scheduled Expiry Date (DD/MM/YYYY)

Interest Value:

Feature Number (if applicable)

Description of Interest (Up to 180 characters) (Do NOT enter if accompanied by an Attachment)

**Attach Interest To: (one number per row)** List the Interest Number to attach the Provincial Mediation Board Consent to.

Parcel Number	Title Number	Interest Number	Share Number	Application Sequence Number	Abstract Number	*	**	FOR OFFICE USE ONLY (DD/MM/YYYY)
		200056761				<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	

\* **Dominant** - For the following Interest Types only: Easement Mutual, Easement Non-Mutual, Party Wall Agreement, Restrictive Covenant Mutual and Restrictive Covenant Non-Mutual. Parcel Number must be indicated.

\*\* **Benefiting Interest** - For Postponement Interest Type only



The Provincial Mediation Board holds the whole interest. Therefore the share is 1 out of 1.

Fractional Share 1 / 1

Interest Share Setup - (for each Interest Holder complete one of Section A or B)

Section A - Interest Holder(s) with Client Number(s)

The Provincial Mediation Board should have supplied you with an appropriate client number. If not, contact the Provincial Mediation Board to obtain one.

Client Number(s) 100789987 Corporation Name OR Client Name Provincial Mediation Board

Section B - Interest Holder(s) without Client Number(s) A new Client Number is created each and every time Section B is used with a default 'method of delivery' of mail. It is advisable to use Section A where possible.

Corporate OR Client Name: Last Client Address City Province/State Country (if outside Canada) Postal/Zip Code E-mail Address Phone Number (include Area Code) Fax Number (include Area Code)

Corporate OR Client Name: Last First Second Third Client Address City Province/State Country (if outside Canada) Postal/Zip Code E-mail Address Phone Number (include Area Code) Fax Number (include Area Code)

Fractional Title Share

Interest Share Setup - (for each Interest Holder complete one of Section A or B)

You will not need this section, as the Provincial Mediation Board holds the entire interest.

Section A - Interest Holder(s)

Client Number(s) Corporation Name OR Client Name (First, Second, Third and Last)

Section B - Interest Holder(s) without Client Number(s)

Note: This will not create Corporation Number(s)

Corporate OR Client Name: Last First Second Third Client Address City Province/State Country (if outside Canada) Postal/Zip Code E-mail Address Phone Number (include Area Code) Fax Number (include Area Code)

Corporate OR Client Name: Last First Second Third Client Address City Province/State Country (if outside Canada) Postal/Zip Code E-mail Address Phone Number (include Area Code) Fax Number (include Area Code)

Note: You must download a 'Begin Attachment Sheet'. The barcode indicates to the Land System that all documentation located after the 'Begin Attachment Sheet' is an attachment.



## ***Begin Attachment Sheet***

---

### **Instructions**

Use the Begin Attachment Sheet to separate the bar-coded application/request sheets from documentation you would like to submit to support your request.

Use the Begin Attachment Sheet for submissions in both paper format and electronic format (e-mail, e-fax, CD-ROM).

Do not use this Begin Attachment Sheet to separate Application/Request Sheets that do not have supporting documentation.

### **Example 1:**

When submitting a Plan Processing Packet Cover Page with a Plan Processing Request Sheet and a Plan on paper with additional supporting documentation add this Begin Attachment Sheet between the Request Sheet and the Plan. This indicates the end of the request and the beginning of the plan that you have attached. The order for submitting this package would be the Packet Cover Page first, the Request Sheet, the Begin Attachment Sheet, followed by the Plan and other supporting documentation.

### **Example 2:**

When submitting a Land Registry Packet Cover Page, with a Land Registry Application Sheet and a mortgage for example on paper add this Begin Attachment Sheet between the Application Sheet and the mortgage. This indicates the end of the request and the beginning of the mortgage. The order for submitting this package would be the Packet Cover Page first, the Application Sheet, then the Begin Attachment Sheet followed by the mortgage.

## Provincial Mediation Board Consent

Under Section 7(1) of *The Provincial Mediation Board Act* R.S.S., c. P-33, The Provincial Mediation Board hereby gives Consent to:

The Town of Lostmyhat

As the six month time period after filing the Tax Lien having expired, to take Title under Section 24 of the *Tax Enforcement Act* R.S.S. to the following properties:

Legal Description of Lands	Title Number(s)
Lot 10, Block 12 Plan 65R10130 Ext. 0	123456789

The Legal Description of Lands and the Title Number(s) can be found on the copy of Title.

Dated at the City of Regina, in the Province of Saskatchewan the 10<sup>th</sup> day of June, 200X.



A handwritten signature in black ink is written over a solid horizontal line.

Ensure the seal is clearly visible.

ISC has approved Mediation Board Consent. The Title will now look as follows:

Now that Provincial Mediation Board Consent is registered, Betty proceeds to prepare the “Thirty Day Final Notice, Form G”, which is prepared similar to the “Six Month Notice, Form C”. Betty will send Form G to Bob Smith by registered mail.

**TAX ENFORCEMENT**

T-2 REG 1

**FORM G**

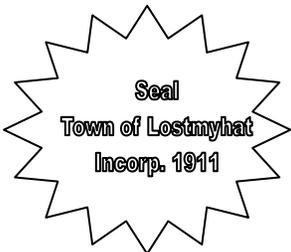
[Section 2.7]

FINAL NOTICE PURSUANT TO *THE TAX ENFORCEMENT ACT*

TAKE NOTICE that the Municipality of Lostmyhat, intends on the expiration of 30 days from the date set out below, to request the Registrar of Titles to issue title to the land described below by virtue of an interest based on a tax lien registered against the existing title to that land in the Land Titles Registry on the 16, day of May,

200X, as Interest Number(s) 200056761 UNLESS you redeem that land pursuant to the provisions of the Act within 30 days from the date set out below, and that on issue of Title for that land to the Municipality of Lostmyhat pursuant to that request, you will thereafter be forever estopped and debarred from setting up any claim to or in respect of that land.

Dated at Lostmyhat, in the Province of Saskatchewan, this 15 day of June, 200X.



Betty Jarvis  
(Treasurer)

Bob Smith  
(Name of Assessed Owner)

Lot 10, Block 12, Plan 65R10130 Ext. # 0 Title #123456789  
(Legal Description of Lands including title number(s))



Title after the Provincial Mediation Board Consent has been registered.

## Province of Saskatchewan Land Titles Registry Title

**Title #:** 123456789

**As of:** 15 Jul 200X 10:05:33

**Status:** Active

**Last Amendment Date:** 19 Nov 2002

**Parcel Type:** Surface

**Issued:** 12 Dec 2001 01:27:10.107

**Parcel Value:** N/A

**Title Value:** N/A

**Municipality:** TOWN OF LOSTMYHAT

**Converted Title:** 90R30293

Bob Smith is the registered owner of Surface Parcel #100023100

Reference Land Description: Lot 10Blk/Par 12Plan 65R10130 Extension 0  
As described on Certificate of Title 90R30293.

This title is subject to any registered interests set out below and the exceptions, reservations and interests mentioned in section 14 of *The Land Titles Act, 2000*.

### Registered Interests:

**Interest #:**

**200056761**

Tax Lien

The Interest # of the Tax Lien is the number against which the Provincial Mediation Board Consent is registered (as a sub-interest).

**Value:**

**Reg'd:** 16 May 2002 09:32:15

**Interest Register**

**Amendment Date:** N/A

**Expiry Date:** N/A

**Holder:**

Town of Lostmyhat

Box 36

Lostmyhat, Saskatchewan, Canada

Client #: 101012123

**Int. Register #:** 200012399

**Converted Instrument #:** N/A

**Interest #:**

**222333444**

Mediation Board Consent

The Provincial Mediation Board Consent is a sub-interest of the Tax Lien. As a result, when the Tax Lien is discharged, so is the Provincial Mediation Board Consent.

**Value:**

**Reg'd:** 19 Nov 2002

00:02:14

**Interest Register**

**Amendment Date:**

N/A

**Expiry Date:** N/A

**Holder:**

Provincial Mediation Board

2151 Scarth St

Regina, Saskatchewan, Canada

Client #: 111288382

**Int. Register #:** 200300000

**Converted Instrument #:** N/A

### Addresses for Service:

**Name**

**Address**

**Owner:**

Bob Smith

210 Beret Place, Lostmyhat, Saskatchewan, Canada

Client #: 400010308

**Notes:**

Parcel Class Code: Parcel (Generic)

## **Withdrawal of a Tax Lien**

Bob Smith has decided to pay his taxes and accrued costs. Administrator Betty Jarvis would have to download the following forms:

- a) Land Registry Packet Cover Page
- b) Application for Interest Discharge

Betty would also have to complete prescribed Form B “Withdrawal of Tax Lien”.

## **Completing the forms**

On the Land Registry Packet Cover Page fill in the Client number, Reference, account number and Password for the Town of Lostmyhat. At the top of the page the Packet Sheet Count would be 3 and the Application Count would be 1.

Complete the Application for Interest Discharge.

- In the Interest Type Field, enter ‘Tax Lien’;
- In the Interest Register Number Field, enter the Interest Register Number as shown on the Title;
- Under Interest Numbers to be discharged, enter the interest number as shown on the Title.

At the top of the Application for Discharge, the treasurer will enter 1 in the Application Sequence Number field.

The treasurer will include Form B ‘Withdrawal of Tax Lien’ as the last page of the packet. A ‘Begin Attachment Sheet’ is not required since Form B ‘Withdrawal of Tax Lien’ is the authorization for withdrawal.

Before completing the ‘Application for Withdrawal’ forms, the treasurer (if not done at an earlier time) should print a copy of the title from the ISC website to obtain the interest number and interest register number associated to the tax lien.

ISC does not charge a fee for discharging an Interest.

Title before the Tax Lien has been discharged.

## Province of Saskatchewan Land Titles Registry Title

The Title # is the number to be set out on Form B under the 'Title Number(s)' area.

**Title #:** 123456789  
**Status:** Active  
**Parcel Type:** Surface  
**Parcel Value:** N/A  
**Title Value:** N/A  
**Converted Title:** 99R12345

**As of:** 15 Jul 200X 10:05:33.00  
**Last Amendment Date:** 16 May 2001  
**Issued:** 12 Dec 2001 01:27:10.107  
**Municipality:** TOWN OF LOSTMYHAT

Bob Smith is the registered owner of Surface Parcel #100023100

Reference Land Description: Lot 10Blk/Par 12Plan 65R10130 Extension 0  
As described on Certificate of Title 90R30293.

The Reference Land Description contains the land description to be set out on Form B under the 'Land Description' area.

This title is subject to any registered interests set out below and the exceptions, reservations and interests mentioned in section 14 of *The Land Titles Act, 2000*.

### Registered Interests:

**Interest #:**  
200056761

Tax Lien

The Interest # is set out in Section C of the Application for Interest Discharge in the 'Interest Numbers to be discharged' area and is also set out in Form B in the 'Take notice that the interest...' clause.

**Value:**  
**Reg'd:** 16 May 2001  
09:32:15  
**Interest Register  
Amendment Date:** N/A  
**Expiry Date:** N/A

**Holder:**  
Town of Lostmyhat  
Box 36  
Lostmyhat, Saskatchewan, Canada  
Client #: 101012123  
**Int. Register #:** 200012399

The Interest Register # is set out in Section C of the Application for Interest Discharge in the 'Interest Register Number' area.

### Addresses for Service:

Name	Address
<b>Owner:</b> Bob Smith Client #: 400010308	210 Beret Place Lostmyhat, Saskatchewan, Canada

### Notes:

Parcel Class Code: Parcel (Generic)



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NOTE: Use a NEW Land Registry Packet Cover Page for EVERY packet you submit - whether it is the first time being submitted or it is being resubmitted.



PTPSREG

Packet Sheet Count = Total # of sheets including the 'Land Registry Packet Cover Page', the Application for Interest Discharge and Form 'B'.

Application Count = Total # of separate applications included in the packet.



Information Services Corporation of Saskatchewan

USE THE BARCODE NUMBER FOR FUTURE INQUIRIES REGARDING THIS PACKET

Packet Sheet Count

Application Count

# Land Registry Packet Cover Page

The Client #, Account # and Password refer to the municipality. The reference # refers to the name or # assigned by the municipality to this file (if any)

## Section A - Existing Client Information

Client Number	Your Reference Number	Account Number	Account Password
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section B - New Client Information

Last Name	OR	Firm or Other Name
<input type="text"/>		<input type="text"/>
First Name		
<input type="text"/>		
Second Name	Third Name	
<input type="text"/>	<input type="text"/>	

Address

City	Province/State
<input type="text"/>	<input type="text"/>

Country (if outside Canada)	Postal/Zip Code	Phone Number (include Area Code)	Fax Number (include Area Code)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E-mail Address

ISC-EBS-TPP0001-2001 05 30



Information Services Corporation of Saskatchewan

114708506

# Land Registry Packet Cover Page

## Section C - Credit Card Payment:

Visa  MasterCard

Card Number	Expiry Date (MM/YY)
<input type="text"/>	<input type="text"/>

Amount (must be entered)

(Note: This amount will be credited to your account.)

Print Cardholder Name

Cardholder Signature



Information Services Corporation of Saskatchewan

Application Sequence Number

Application Sheet Count

# Application for Interest Discharge

Please make sure Authorizations are attached

Interest Type



If you are discharging a 'CNV Tax Lien', enter 'CNV Tax Lien' in the Interest Type box

## SECTION A – Discharge of Writ or Maintenance Order that auto-attached in the same packet.

Application Sequence Number

Saskatchewan Writ Registry Number

Section A - is not used for Tax Liens

## SECTION B – FULL DISCHARGE

Interest Register Number

Full Discharge refers to the Interest Register Number and all the associated Interest Number(s) 'under' it. Complete this section OR Section C - NOT BOTH. BE CAREFUL: If Section B is used it will discharge ALL the Interest Numbers registered 'under' this Interest Register Number. NOTE: A search by Interest Register Number can be done using 'Search' on the ISC web site to verify which interests were registered under this number.

## SECTION C – PARTIAL DISCHARGE

Interest Register Number



Interest Numbers to be discharged



Section C - use for tax lien discharge. Partial Discharge means the Interest Register Number will be partially discharged as to the Interest Numbers set out. Note the Interest Numbers set out will be fully discharged (recall: the Interest Register Number is the 'parent' number and a unique Interest Number 'under' the Interest Register Number is assigned on a per title basis).

**FORM B**  
[Section 2.2]

WITHDRAWAL OF TAX LIEN  
*The Tax Enforcement Act*

The Interest # is located in the 'Registered Interests' area on the Title and to the left by itself. Note this is NOT the same number as the Interest Register Number.

To the Registrar of Titles:

Take notice that the interest based on a tax lien registered as **Interest Number 200056761**

against

Legal Description

Title Number(s)

The Title Number is located in the top left corner of the Title.

**Lot 10, Block 12, Plan 64R10130 Ext. 0**

**123456789**

*(Legal Description of Lands, including title number(s))*

pursuant to *The Tax Enforcement Act* is withdrawn.

Dated this **30th** day of **May**, **200X**

The Legal Description is located in the 'Reference Land Description' area on the Title.

Ensure the seal is clearly visible if you are faxing (try photocopying it first to see if it is legible after being photocopied).



**Betty Jarvis**  
*(Treasurer, Clerk, Administrator or Collector of Taxes)*

**Town of Lostmyhat**  
*(Name of Municipality)*

Title after Tax Lien has been discharged.

# Province of Saskatchewan Land Titles Registry Title

**Title #:** 123456789  
**Status:** Active  
**Parcel Type:** Surface  
**Parcel Value:** N/A  
**Title Value:** N/A  
**Converted Title:** 99R12345

**As of:** 15 Jul 200X 10:05:33.00  
**Last Amendment Date:** 12 Dec 2001  
**Issued:** 12 Dec 2001 01:27:10.107  
**Municipality:** TOWN OF LOSTMYHAT

Bob Smith is the registered owner of Surface Parcel #100023100

Reference Land Description: Lot 10Blk/Par 12Plan 65R10130 Extension 0  
As described on Certificate of Title 90R30293.

This title is subject to any registered interests set out below and the exceptions, reservations and interests mentioned in section 14 of *The Land Titles Act, 2000*.

### Registered Interests:

None Note the Tax Lien is no longer registered against the Title.

### Addresses for Service:

Name	Address
<b>Owner:</b> Bob Smith Client #: 400010308	210 Beret Place Lostmyhat, Saskatchewan, Canada

### Notes:

Parcel Class Code: Parcel (Generic)

## **APPLICATION FOR TITLE TRANSFER (Single Title)**

Upon the expiration of thirty days from the day Form G – ‘Final Notice Pursuant to the *Tax Enforcement Act* was dated and mailed Betty can now apply to the Registrar to issue title to the municipality. Since there is only one title that needs to be transferred, Betty can use the ‘Application for Transfer (Single Title)’. See the ‘APPLICATION FOR TITLE TRANSFER (Multiple Titles)’ document available on the Government Relations website if multiple titles were to be transferred.

Betty must now go to the ISC website and download the following forms:

- a) Land Registry Packet Cover Page
- b) Application for Transfer (Single Title)
- c) Titles Affidavit of Values
- d) Title Print Request (only required if requesting a copy of Title with your packet).

Betty must also complete Form H “Request to Registrar to Issue Title” and “Affidavit of Value” form which will be placed in the packet after the ‘Titles Affidavit of Value’ form.

**Please note – The presence of Form H – ‘Request to Registrar to Issue Title’ is required under the *Tax Enforcement Act* as authorization for your packet. The presence of this form tells ISC the Application for Transfer is being done under the *Tax Enforcement Act* resulting in all financial interests including the Tax Lien and Provincial Mediation Board Consent to be automatically discharged.**

The cost to transfer the title in this example would be \$175.00 ( $55,000 \times 0.3\% = \$165.00$  + 10.00 for title submission = \$175.00). A summary of ISC’s value based fees are as follows:

<u>Value</u>	<u>Single Title Transfer</u>	<u>Title Print</u>
\$0 - \$500	Free	\$10.00 (if applicable)
\$501 - \$8400	\$25.00	\$10.00 (if applicable)
\$8401 and up	0.30% based on value of the title	\$10.00 (if applicable)

The packet should be completed as follows:

Title before land is transferred into the name of the municipality

## Province of Saskatchewan Land Titles Registry Title

**Title #:** 123456789

**As of:** 15 Jul 200X 10:05:33.00

**Status:** Active

**Last Amendment Date:** 19 Nov 2002

**Parcel Type:** Surface

**Issued:** 12 Dec 2001 01:27:10.107

**Parcel Value:** N/A

**Title Value:** N/A

**Municipality:** TOWN OF LOSTMYHAT

**Converted Title:** 99R12345

Bob Smith is the registered owner of Surface Parcel #100023100

Reference Land Description: Lot 10Blk/Par 12Plan 65R10130 Extension 0  
As described on Certificate of Title 99R12345.

This title is subject to any registered interests set out below and the exceptions, reservations and interests mentioned in section 14 of *The Land Titles Act, 2000*.

### Registered Interests:

**Interest #:**  
200056761

Tax Lien

**Value:**

**Reg'd:** 16 May 2002 09:32:15

**Interest Register**

**Amendment Date:** N/A

**Expiry Date:** N/A

**Holder:**

Town of Lostmyhat

Box 36

Lostmyhat, Saskatchewan, Canada

Client #: 101012123

**Int. Register #:** 200012399

**Converted Instrument #:** N/A

**Interest #:**  
222333444

Mediation Board Consent

**Value:**

**Reg'd:** 19 Nov 2002

00:02:14

**Interest Register**

**Amendment Date:**

N/A

**Expiry Date:** N/A

**Holder:**

Provincial Mediation Board

2151 Scarth St

Regina, Saskatchewan, Canada

Client #: 111288382

**Int. Register #:** 200300000

**Converted Instrument #:** N/A

**Addresses for Service:**

**Name**

**Address**

**Owner:**

Bob Smith

210 Beret Place, Lostmyhat, Saskatchewan, Canada

Client #: 400010308

**Notes:**

Parcel Class Code: Parcel (Generic)



NOTE: Use a NEW Land Registry Packet Cover Page for EVERY packet you submit - whether it is the first time being submitted or it is being resubmitted.



Packet Sheet Count: Total # of pages including the 'Land Registry Packet Cover Page', the 'Application for Transfer' (Single Title), 'Titles Affidavit of Value', Form 'H', 'Affidavit of Value [To form part of Form H]' and the 'Title Print Request' (if required)

Application Count: Total # of separate applications included in the packet. For this example the Application Sheet Count is 1.



Information Services Corporation of Saskatchewan

Packet Sheet Count

Application Count

Packet Cover Page

Section A - Existing Client Information

The Client #, Account # and Password refer to the municipality. The Reference # refers to the name or number assigned by the municipality to this file (if any)

Client Number

Your Reference Number

Account Number

Account Password

Section B - New Client Information

Last Name

Firm or Other Name

First Name

OR

Second Name

Third Name

Address

City

Province/State

Country (if outside Canada)

Postal/Zip Code

Phone Number (include Area Code)

Fax Number (include Area Code)

E-mail Address

ISC-EBS-TPP0001-2001 05 30



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Land Registry Packet Cover Page

Section C - Credit Card Payment:

Visa  MasterCard

Card Number

Expiry Date (MM/YY)

Amount (must be entered)

Print Cardholder Name

(Note: This amount will be credited to your account.)

Cardholder Signature

A 'Begin Attachment Sheet' is not required in this package. The order of the packet is as follows: Land Registry Cover Page, Application for Transfer (single title), Titles Affidavit of Value, Form H and the Affidavit of Value to form part of Form H, and title print request if required.



Information Services Corporation of Saskatchewan

Application Sequence Number: 1 Application Sheet Count: N/A

Application for Transfer (Single Title)

Please make sure Authorizations are included.

If more than 1 application in this package adjust the sequence number accordingly.

Existing Title Number (if known) OR Application Sequence Number: 123456789

Enter the Title # from the Title you are transferring to the municipality. All municipalities will have a new owner type of "Single Owner"

New Owners:

Single Owner (checked), Joint Tenants, Joint Tenants with no survivorship

For each new owner complete one of Section A or B (Corporation must complete Section A)

Section A - New Owner(s) with Client Number(s) Note: Use Client Number Do NOT include in

The Client Number used here must be the Cobra-linked Client Number or a Client Number that is branched to the Cobra-linked Client Number. If a number other than one of these is used, the packet will be rejected.

Client Number(s): 100245333 Client Name (First, Second, Third and Last): Town of Lostmyhat

Section B - New Owner(s) without Client Number(s)

Note: Will not create Corporation Number(s)

Completing Section B will result in a new Client Number and Client Name being created that are NOT Linked to the Cobra-linked Client Number. The result? Your Packet will be rejected. (see Note in Section A)

Client Name: Last, First, Client Address, City, E-mail Address, Fax Number (include Area Code)

Client Name: Last, First, Second, Third, Phone Number (include Area Code), Client Address, City, Province/State, Country (if outside Canada), Postal/Zip Code, E-mail Address, Fax Number (include Area Code)

New Title Value: \$4,500.00 (New Title Value represents this title)

The New Title Value must correspond with the value set out in the Affidavit of Value (ISC's affidavit)

Conditional Registration Date and Time (DD-MMM-YYYY HH: MM: SS.NNN)

OR Free and Clear

No Conditions (checked) OR

BUT subject to Saskatchewan Writ Registry writ or maintenance order numbers

Don't forget to complete the Conditions.



This affidavit should be inserted behind the 'Application for Transfer (Single Title)' form

Titles Affidavit of Value Page 1 of 2

I, \_\_\_\_\_, of \_\_\_\_\_ in the Province of \_\_\_\_\_ make oath and say that:

- 1. An application to register a transfer of the land described in the title or titles listed below is being made to the Registrar of Titles.
2. The value of the land, including all buildings or other improvements, for each of the title or titles listed below, is, to the best of my knowledge, as follows:

Be sure to set out the TITLE NUMBER here NOT the Parcel Number.

Title Number \_\_\_\_\_
Title Number \_\_\_\_\_
Title Number \_\_\_\_\_
Title Number \_\_\_\_\_

Value \_\_\_\_\_
Value \_\_\_\_\_
Value \_\_\_\_\_
Value \_\_\_\_\_

Set out the fair market value, rounded down to the nearest dollar of the land, including all buildings and other improvements for the Title you are applying for title to.

(fair market value, rounded down to nearest dollar)

(Add an additional row for each additional title as required.)

OR

- 3. The total value of all the land, including all buildings or other improvements, in the titles listed below, is, to the best of my knowledge:

This area would only be used if two or more titles are being transferred to the same transferee, and the person doing the Affidavit is affirming only one value for all the titles, but is allocating the value among the titles.

\_\_\_\_\_
(fair market value, rounded down to nearest dollar)

For the purposes of establishing separate values to the land described below, the total value given above is allocated as follows, for the purpose of the payment of fees:

Title Number \_\_\_\_\_ Value \_\_\_\_\_

(Add an additional row for each additional title as required.)



4. I make this affidavit for the purpose of enabling the Registrar of Titles to register the transfer of the land described above, and establishing a value for the new title or titles which are to be issued, based on the values provided herein.

JURAT

Sworn before me at \_\_\_\_\_, )

in the Province of \_\_\_\_\_, )

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, )

Remember to sign the Titles Affidavit of Value and have it duly commissioned or notarized.

\_\_\_\_\_  
A Commissioner for oaths in and for Saskatchewan )  
or Notary Public )  
or other person authorized to take oaths )

Signature \_\_\_\_\_ )

\_\_\_\_\_ (specify). )

My commission/appointment expires )

\_\_\_\_\_ (dd/mm/yy). )

or being a Solicitor )

FORM H

[Section 2.8]

Be sure and use the most current prescribed Form H

REQUEST TO REGISTRAR TO ISSUE TITLE

To:

The Registrar of Titles

ISC checks to ensure the Name of the Municipality set out here is the same as the Name of the Municipality set out in the Tax Lien.

The Town of Lostmyhat  
(Name of Municipality)

requests to be registered as owner pursuant to the provisions of *The Tax Enforcement Act*, of the following land situated in the Province of Saskatchewan and being composed of:

ISC checks to ensure the Parcel Number is correct.

Lot 10, Block 12, Plan Number 65R10130 Parcel # 100023100

ISC checks to ensure the Interest Number is correct and is registered against the Parcel set out above.

by virtue of interest based on a tax lien registered against the existing title to that land in the Land Titles Registry as Interest Number 200056761, the land not having been redeemed.

Dated at Lostmyhat, in the Province of Saskatchewan, this 15 day  
of July, 200X.



Betty Jarvis  
(Treasurer)

Ensure the seal is affixed and is legible, especially if you are faxing the document.

Be sure to use the most current version of the Affidavit of Value ( To form part of Form H)

AFFIDAVIT OF VALUE [To form part of Form H]

CANADA PROVINCE OF SASKATCHEWAN

To Wit:

I, Betty Jarvis, of the Town of Lostmyhat, in the Province of Saskatchewan, Treasurer (occupation)

make oath and say:

- 1. I am the treasurer of the Town of Lostmyhat (state name of municipality)
2. The value of each parcel of land mentioned in the within request, together with all buildings and other improvements on each parcel, is in my opinion as follows, and no more:

Separate valuation required for each parcel

More than one parcel may only be included in certain circumstances

Delete and initial if assessed value greater than the prescribed amount

Legal Description of Each Parcel

Lot 10, Block 12, Plan # 65R10130 Parcel # 100023100

ISC checks the Parcel Number set out. The Parcel Number is located on the Title.

Value

\$4,500

This value may vary from the value used in Number 3- this value is the value in the opinion of the administrator

Note: If the value is more than \$5,000 then clause 3,4, and 5 should be crossed out and initialed or deleted.

- 3. The assessed value of each parcel of land, according to the last revised assessment roll, is:

Identify Parcel

Lot 10, Block 12, Plan # 65R10130 Parcel # 100023100

Value

\$4,500

- 4. The arrears of taxes imposed against each parcel have not been paid and no payment of taxes has been made on the parcels in the two years immediately preceding the service of the notice mentioned in subsection 26(1) of The Tax Enforcement Act.
5. No person is residing on any of the parcels.

Sworn before me at the Credit Union of Lostmyhat, in the Province of Saskatchewan, this 15th day of July, 20XX. Joan Johnson

A Commissioner for Oaths in and for Saskatchewan or Notary Public

My appointment expires on the 30th day, June, 2006.

Remember to sign the affidavit and have it duly commissioned or notarized.

Note: Output fees apply for each method of delivery chosen (i.e. Fax or Email is \$5.00 and Mail is \$25.00 IN ADDITION TO the \$10 per Title fee. You can avoid these output fees simply by printing the new Title once you receive your Packet Verification Notice that the Application for Title Transfer packet has registered.



**Information  
Services  
Corporation**  
of Saskatchewan

## Title Print Request

- Send 1 copy(ies) of the Title Print to the Client on the Packet Cover Page after this packet is registered.
- By Preferred Method of Delivery (existing Client only)
  - By mail
  - By Fax
  - By E-mail

**NOTE:** If you choose by fax or by e-mail but you did not provide a fax number or e-mail address on your original Client Application, the title print will be sent by mail.

Send \_\_\_\_\_ copy(ies) of the Title Print to:

Client Number (if known)  Name

OR

Client Name: Last  First  Second  Third

Client Address  City  Province/State  Country (if outside Canada)  Postal/Zip Code

E-mail Address  Fax Number (include Area Code)

By mail  By Fax  By E-mail

Send \_\_\_\_\_ copy(ies) of the Title Print to:

Client Number (if known)  Name

OR

Client Name: Last  First  Second  Third

Client Address  City  Province/State  Country (if outside Canada)  Postal/Zip Code

E-mail Address  Fax Number (include Area Code)

By mail  By Fax  By E-mail

Send \_\_\_\_\_ copy(ies) of the Title Print to:

Client Number (if known)  Name

OR

Client Name: Last  First  Second  Third

Client Address  City  Province/State  Country (if outside Canada)  Postal/Zip Code

E-mail Address  Fax Number (include Area Code)

By mail  By Fax  By E-mail

A new Title number is assigned while the Parcel number is retained since there was no change in the boundaries of the Parcel.

# Province of Saskatchewan Land Titles Registry Title

**Title #:** 140010123

**As of:** 29 Aug 200X 12:05:33.00

**Status:** Active

**Last Amendment Date:** 27 Aug 200X

**Parcel Type:** Surface

**Issued:** 27 Aug 200X 10:34:10.156

**Parcel Value:** \$4,500.00

**Title Value:** \$4,500.00

**Municipality:** TOWN OF LOSTMYHAT

**Converted Title:** 99R12345

Town of Lostmyhat is the registered owner of Surface Parcel #100023100

Reference Land Description: Lot 10Blk/Par 12Plan 65R10130 Extension 0  
As described on Certificate of Title 90R30293.

This title is subject to any registered interests set out below and the exceptions, reservations and interests mentioned in section 14 of *The Land Titles Act, 2000*.

**Registered Interests:**

None

Due to the presence of Form H and the Affidavit of Value [To form part of Form H], the Title issues free and clear (see Section 27 of the Tax Enforcement Act for interests not affected by the issue of title).

**Addresses for Service:**

**Name**

**Address**

**Owner:**

Town of Lostmyhat  
Client #: 101012123

Box 36 Lostmyhat, Saskatchewan, Canada

**Notes:**

This Client Number comes from the information entered in Section A of the Application for Transfer (Single Title).

Parcel Class Code: Parcel (Generic)

## APPLICATION FOR TITLE TRANSFER (Multiple Titles)

Upon expiration of thirty days from the day Form G – ‘Final Notice Pursuant to the *Tax Enforcement Act*’ was dated and mailed, Betty can apply to the Registrar to issue title to the municipality. Since there are several titles that need to be transferred, Betty must use the ‘Application for Transfer (Part I: Surrender)’ and ‘Application for Transfer (Part II: Setup)’. See the ‘APPLICATION FOR TITLE TRANSFER (Single Title)’ document available on the Government Relations Web site if only 1 title is to be transferred.

Betty must now go to the ISC Web site and download the following forms:

- a) Land Registry Packet Cover Page
- b) Application for Transfer (Part I: Surrender)
- c) Application for Transfer (Part II: Setup) – download 1 Setup per Title being transferred
- d) Titles Affidavit of Value
- e) Title Print Request (only required if requesting a copy of Title with your packet)

Betty must complete Form H – ‘Request to Registrar to Issue Title’ and ‘Affidavit of Value [To form part of Form H]’. These forms will be placed in the packet immediately after the ‘Titles Affidavit of Value’ form obtained from the ISC website.

**Note: The presence of Form H – “Request to Registrar to Issue Title” is required under the *Tax Enforcement Act* as authorization for your packet. The presence of this form tells ISC the Application for Transfer is being done under the *Tax Enforcement Act* resulting in all financial interests including the Tax Lien and Provincial Mediation Board Consent to be automatically discharged.**

The cost to transfer the 3 titles in this example would be \$205.00. The cost is broken down as follows:

### Surrender Fees

$\$55,000 \times 0.15\% = \$82.50$

### Setup Fees

$[(\$30,000 \times 0.15\% = \$45) + (\$15,000 \times 0.15\% = \$22.50) + (\$10,000 \times 0.15\% = \$15.00)] = \$82.50$

### Submission Fees

**Submission Fees are dependent on number of titles being transferred. For this example:**

One Title Surrender (\$10) + Three Title Setups (\$30) = **\$40**

A summary of ISC’s value-based fees follows:

Value	Title Surrender	Title Setup	Submission Fees	Title Print
\$0 - \$500	Free	Free	\$10.00/Application	\$10.00 (if applicable)
\$501 - \$8400	\$12.50	\$12.50	\$10.00/Application	\$10.00 (if applicable)
\$8401 and up	0.30% based on value of the title		\$10.00/Application	\$10.00 (if applicable)

The packet should be completed as follows:

Title before land is transferred into the name of the municipality

## Province of Saskatchewan Land Titles Registry Title

**Title #:** 123456789

**As of:** 15 Jul 200X 10:05:33.00

**Status:** Active

**Last Amendment Date:** 19 Nov 2002

**Parcel Type:** Surface

**Issued:** 12 Dec 2001 01:27:10.107

**Parcel Value:** \$30,000.00

**Title Value:** \$30,000.00

**Municipality:** TOWN OF LOSTMYHAT

**Converted Title:** 99R12345

Bob Smith is the registered owner of Surface Parcel #100023100

Reference Land Description: Lot 10Blk/Par 12Plan 65R10130 Extension 0  
As described on Certificate of Title 99R12345.

This title is subject to any registered interests set out below and the exceptions, reservations and interests mentioned in section 14 of *The Land Titles Act, 2000*.

### Registered Interests:

**Interest #:**

200056761

Tax Lien

**Value:**

**Reg'd:** 16 May 2002 09:32:15

**Interest Register**

**Amendment Date:** N/A

**Expiry Date:** N/A

**Holder:**

Town of Lostmyhat

Box 36

Lostmyhat, Saskatchewan, Canada

Client #: 101012123

**Int. Register #:** 200012399

**Converted Instrument #:** N/A

**Interest #:**

222333444

Mediation Board Consent

**Value:**

**Reg'd:** 19 Nov 2002

00:02:14

**Interest Register**

**Amendment Date:**

N/A

**Expiry Date:** N/A

**Holder:**

Provincial Mediation Board

2151 Scarth St

Regina, Saskatchewan, Canada

Client #: 111288382

**Int. Register #:** 200300000

**Converted Instrument #:** N/A

**Addresses for Service:**

**Name**

**Address**

**Owner:**

Bob Smith

210 Beret Place, Lostmyhat, Saskatchewan, Canada

Client #: 400010308

**Notes:**

Parcel Class Code: Parcel (Generic)

Title before land is transferred into the name of the municipality

## Province of Saskatchewan Land Titles Registry Title

**Title #:** 123456790

**As of:** 15 Jul 200X 10:05:33.00

**Status:** Active

**Last Amendment Date:** 19 Nov 2002

**Parcel Type:** Surface

**Issued:** 12 Dec 2001 01:27:10.107

**Parcel Value:** \$15,000.00

**Title Value:** \$15,000.00

**Municipality:** TOWN OF LOSTMYHAT

**Converted Title:** 99R12345

Bob Smith is the registered owner of Surface Parcel #100023200

Reference Land Description: Lot 11Blk/Par 12Plan 65R10130 Extension 0  
As described on Certificate of Title 99R12345.

This title is subject to any registered interests set out below and the exceptions, reservations and interests mentioned in section 14 of *The Land Titles Act, 2000*.

### Registered Interests:

**Interest #:**  
200056763

Tax Lien

**Value:**

**Reg'd:** 16 May 2002 09:32:15

**Interest Register**

**Amendment Date:** N/A

**Expiry Date:** N/A

**Holder:**

Town of Lostmyhat

Box 36

Lostmyhat, Saskatchewan, Canada

Client #: 101012123

**Int. Register #:** 200012399

**Converted Instrument #:** N/A

**Interest #:**  
222333446

Mediation Board Consent

**Value:**

**Reg'd:** 19 Nov 2002

00:02:14

**Interest Register**

**Amendment Date:**

N/A

**Expiry Date:** N/A

**Holder:**

Provincial Mediation Board

2151 Scarth St

Regina, Saskatchewan, Canada

Client #: 111288382

**Int. Register #:** 200300000

**Converted Instrument #:** N/A

**Addresses for Service:**

**Name**

**Address**

**Owner:**

Bob Smith

210 Beret Place, Lostmyhat, Saskatchewan, Canada

Client #: 400010308

**Notes:**

Parcel Class Code: Parcel (Generic)

Title before land is transferred into the name of the municipality

## Province of Saskatchewan Land Titles Registry Title

**Title #:** 123456791

**As of:** 15 Jul 200X 10:05:33.00

**Status:** Active

**Last Amendment Date:** 19 Nov 2002

**Parcel Type:** Surface

**Issued:** 12 Dec 2001 01:27:10.107

**Parcel Value:** \$10,000.00

**Title Value:** \$10,000.00

**Municipality:** TOWN OF LOSTMYHAT

**Converted Title:** 99R12345

Bob Smith is the registered owner of Surface Parcel #100023300

Reference Land Description: Lot 21Blk/Par 12Plan 123654987 Extension 0  
As described on Certificate of Title 99R12345.

This title is subject to any registered interests set out below and the exceptions, reservations and interests mentioned in section 14 of *The Land Titles Act, 2000*.

### Registered Interests:

**Interest #:**  
200056765

Tax Lien

**Value:**

**Reg'd:** 16 May 2002 09:32:15

**Interest Register**

**Amendment Date:** N/A

**Expiry Date:** N/A

**Holder:**

Town of Lostmyhat

Box 36

Lostmyhat, Saskatchewan, Canada

Client #: 101012123

**Int. Register #:** 200012399

**Converted Instrument #:** N/A

**Interest #:**  
222333449

Mediation Board Consent

**Value:**

**Reg'd:** 19 Nov 2002

00:02:14

**Interest Register**

**Amendment Date:**

N/A

**Expiry Date:** N/A

**Holder:**

Provincial Mediation Board

2151 Scarth St

Regina, Saskatchewan, Canada

Client #: 111288382

**Int. Register #:** 200300000

**Converted Instrument #:** N/A

**Addresses for Service:**

**Name**

**Address**

**Owner:**

Bob Smith

210 Beret Place, Lostmyhat, Saskatchewan, Canada

Client #: 400010308

**Notes:**

Parcel Class Code: Parcel (Generic)

NOTE: Use a NEW Land Registry Packet Cover Page for EVERY packet you submit - whether it is the first time being submitted or it is being resubmitted.



Packet Sheet Count: Total # of pages including the 'Land Registry Packet Cover Page', the 'Application for Transfer (Part I: Surrender)', the 'Application for Transfer (Part II: Setup)' forms, 'Titles Affidavit of Value', 'Form H', 'Affidavit of Value [To form part of Form H]' and the 'Title Print Request' (if applicable).

Application Count: Total # of separate applications included in the packet.

# Land Registry Packet Cover Page

Information Services Corporation of Saskatchewan

Packet Sheet Count:

Application Count:

## Complete either Section A or

The Client #, Account # and Password refer to the municipality. The Reference # refers to the name or number assigned by the municipality to this file (if any).

### Section A - Existing Client Information

Client Number:  Your Reference Number:  Account Number:  Account Password:

### Section B - New Client Information

Last Name:  Firm or Other Name:

First Name:  OR

Second Name:  Third Name:

Address:

City:  Province/State:

Country (if outside Canada):  Postal/Zip Code:  Phone Number (include Area Code):  Fax Number (include Area Code):

E-mail Address:

ISC-EBS-TPP0001-2001 05 30



114964599

# Land Registry Packet Cover Page

### Section C - Credit Card Payment: Visa MasterCard

Card Number:  Expiry Date (MM/YY):

Amount (must be entered):

(Note: This amount will be credited to your account.)

Print Cardholder Name

Cardholder Signature





I, Betty Jarvis, of Lostmyhat in the Province  
of Saskatchewan make oath and say that:

1. An application to register a transfer of the land described in the title or titles listed below is being made to the Registrar of Titles.
2. The value of the land, including all buildings or other improvements, for each of the title or titles listed below, is, to the best of my knowledge, as follows:

This section could also have been used. The important thing to remember is that ONE OF paragraph 2 or 3 must be completed.

Title Number _____	Value _____

(fair market value, rounded down to nearest dollar)

*(Add an additional row for each additional title as required.)*

OR

3. The value of all the land, including all buildings or other improvements, in the titles listed below, is, to the best of my knowledge \$55,000  
(fair market value, rounded down to nearest dollar).

Be sure to set out the TITLE NUMBER here NOT the Parcel Number.

For the purposes of establishing separate values to the land described below, the total value given above should, in my opinion, be allocated as follows:

Title Number <u>123456789</u>	Value <u>\$30,000</u>
Title Number <u>123456790</u>	Value <u>\$15,000</u>
Title Number <u>123456791</u>	Value <u>\$10,000</u>
Title Number _____	Value _____

*(Add an additional row for each additional title as required.)*

Set out the fair market value, rounded down to the nearest dollar of the land, including all buildings and other improvements for the Title you are applying for title to.



4. I make this affidavit for the purpose of enabling the Registrar of Titles to register the transfer of the land described above, and establishing a value for the new title or titles which are to be issued, based on the values provided herein.

**JURAT**

Sworn before me at Lostmyhat . )

in the Province of Saskatchewan . )

this 15 day of July, 20XX . )

Commissioner/Notary Signs Here

A Commissioner for oaths in and for Saskatchewan )  
or Notary Public )  
or other person authorized to take oaths )

Commissioner for Oaths (specify) )

My commission/appointment expires )

06/30/10 (mm/dd/yy). )

or being a Solicitor )

Remember to sign the Titles Affidavit of Value and have it duly commissioned or notarized.

Signature \_\_\_\_\_ )

Be sure to use the most current version of Form H.

REQUEST TO REGISTRAR TO ISSUE TITLE

To: The Registrar of Titles

ISC checks to ensure the Name of Municipality set out here is the same as the Name of the Municipality set out in the Tax Lien.

The Town of Lostmyhat  
(Name of Municipality)

requests to be registered as owner pursuant to the provisions of *The Tax Enforcement Act*, of the following land situated in the Province of Saskatchewan and being composed of:

Lot 10, Block 12, Plan Number 65R10130 Parcel No. 100023100  
Lot 11, Block 12, Plan Number 65R10130 Parcel No. 100023200  
Lot 21, Block 12, Plan Number 123654987 Parcel No. 100023300

ISC checks to ensure the Parcel Numbers are correct.

ISC checks to ensure the Interest Numbers are correct and are registered against the Parcels set out above.

by virtue of interest based on a tax lien registered against the existing title to that land in the Land Titles Registry as Interest Number 200056761, 200056772 and 200056785, the land not having been redeemed.

Dated at Lostmyhat, in the Province of Saskatchewan, this 15 day  
of July, 200X.



(Seal)

Ensure the seal is affixed and is legible.

Betty Jarvis  
(Treasurer)

**NOTE: Prepare and attach an Affidavit of Value**

T-2 REG 1

TAX ENFORCEMENT

Be sure to use the most current version of the Affidavit of Value [To form part of Form H].

AFFIDAVIT OF VALUE [To form part of Form H]

CANADA PROVINCE OF SASKATCHEWAN

To Wit:

I, Betty Jarvis, of the Town of Lostmyhat, in the Province of Saskatchewan, Treasurer (Occupation), make oath and say:

- 1. I am the treasurer of the Town of Lostmyhat (State name of municipality).
2. The value of each parcel of land mentioned in the within request, together with all buildings and other improvements on each parcel, is in my opinion as follows, and no more:

Table with 3 columns: Separate valuation required for each parcel, Legal Description of Each Parcel, and Value. Rows include Lot 10, Lot 11, and Lot 21 with their respective descriptions and values.

ISC checks the Parcel Numbers set out. The Parcel Numbers are located on the Titles.

Delete and initial if assessed value greater than the prescribed amount.

3. The assessed value of each parcel of land, according to the last revised assessment roll, is

Identify Parcel Value

Note: If the value is less than \$5,000 then clauses 3, 4 and 5 should be completed (note they are crossed-out in this example as they are not applicable to properties with values in excess of \$5,000).

4. The arrears of taxes imposed against each parcel have not been paid and no payment of taxes has been made on the parcels in the two years immediately preceding the service of the notice mentioned in subsection 26(1) of The Tax Enforcement Act.

5. No person is residing on any of the parcels.

Sworn before me at the Town of Lostmyhat, in the Province of Saskatchewan, this 15th day of July, 200X.

Joan Johnson, A Commissioner for Oaths in and for Saskatchewan or Notary Public, My appointment expires on the 30th day of December, 2010.

Remember to sign the Affidavit of Value and have it duly commissioned or notarized.



RTTLSET

Application Sequence Number: The Setup for the first Title is next to be processed so enter '2' here.

Application Sheet Count: This space is no longer required so leave it blank.



Information Services Corporation of Saskatchewan

Application Sequence Number: 2 Application Sheet Count: N/A

Application for Transfer (Part II: Setup)

New Parcel Number, Transform Number, Condo Unit Number, Mineral Commodity

Previous Title Numbers (only required if not a Transform) OR Application Sequence Number. The New Title Value must correspond with the value set out in the Affidavit of Value (ISC's affidavit).

New Owners: Single Owner, Tenant in Common, Joint Tenants, Joint Tenants with no survivorship. Fractional Title Share: 1 / 1. New Title Value: \$30,000.00

For each new owner complete one of Section A or B (Corporation must complete Section A)

Section A - New Owner(s) with Client Number(s). Note: Use Client Application form to amend Client Information. Do NOT include in Packet. Client Number(s): 100245333. Corporation Name OR Client: Town of Lostmyhat.

Section B - New Owner(s) without Client Number(s). Note: Will not create Corporation Number(s). Client Name: Last, First, Second, Third, Phone Number. Client Address, City, Province, E-mail Address.

Client Name: Last, First, Second, Third, Phone Number. Client Address, City, Province/State, Country, Postal/Zip Code. E-mail Address, Fax Number.

Conditional Registration Date and Time OR Free and Clear. No Conditions OR subject to Saskatchewan Writ Registry writ or maintenance order.



Application Sequence Number:  
The Setup for the second Title is  
next to be processed so enter '3'

Application Sheet Count: This space  
is no longer required so leave it



Information  
Services  
Corporation  
of Saskatchewan

Application Sequence Number [ ] Application Sheet Count [ ]

# Application for Transfer (Part II: Setup)

New Parcel Number [ ] Transform Number [ ] Condo Unit Number [ ] Mineral Commodity [ ]

### Previous Title Numbers (only required if not a Transform) OR Application Sequence Numbers

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

New Owners:  Single Owner  Tenant in Common  Joint Tenants  Joint  
Fractional Title Share [ ] / [ ] New Title Value [ ]

The New Title Value must correspond with  
the value set out in the Affidavit of Value  
(ISC's affidavit).  
(title's share in the parcel)

### For each new owner complete one of Section A or B (Corporation must complete

#### Section A - New Owner(s) with Client Number(s)

Note: Use Client Application form to  
Do NOT include in Packet.

Since all Titles are being transferred to  
the municipality, enter the same  
information here that you entered in  
the first setup above.

Client Number(s) [ ] Corporation Name OR Client Name (First, Second, Third and Last) [ ]

#### Section B - New Owner(s) without Client Number(s)

Note: Will not create Corporation

Like the first setup, DO NOT use Section B

Client Name: Last [ ] First [ ] Second [ ] Third [ ]

Client Address [ ] City [ ] Province/State [ ] Country (if outside Canada) [ ] Postal/Zip Code [ ]

E-mail Address [ ] Fax Number (include Area Code) [ ]

Client Name: Last [ ] First [ ] Second [ ] Third [ ] Phone Number (include Area Code) [ ]

Client Address [ ] City [ ] Province/State [ ] Country (if outside Canada) [ ] Postal/Zip Code [ ]

E-mail Address [ ] Fax Number (include Area Code) [ ]

Do not forget to complete the  
conditions

No Conditions OR

Conditional Registration Date and Time  
[ ]  
(DD-MMM-YYYY HH: MM: SS.NNN)

OR  Free and Clear

BUT subject to Saskatchewan Writ Registry writ or maintenance order

[ ] [ ] [ ]



RTTLSET

Application Sequence Number: The Setup for the third Title is next to be processed so enter '4' here.

Application Sheet Count: This space is no longer required so leave it blank.



Information Services Corporation of Saskatchewan

Application Sequence Number: 4 Application Sheet Count: N/A

Application for Transfer (Part II: Setup)

New Parcel Number, Transform Number, Condo Unit Number, Mineral Commodity

Previous Title Numbers (only required if not a The New Title Value must correspond with the value set out in the Affidavit of Value (ISC's affidavit).

New Owners: [X] Single Owner [ ] Tenant in Common [ ] Joint Tenants [ ] Joint Tenants with no survivorship Fractional Title Share: 1 / 1 New Title Value: \$10,000.00

For each new owner complete one of Section A or B (Corporation must complete Section A)

Section A - New Owner(s) with Client Number(s) Note: Use Client Application form to amend Client Information. Do NOT include in Packet. Client Number(s): 100245333 Corporation Name OR Client Name (First, Second, Third and Last): Town of Lostmyhat

Section B - New Owner(s) without Client Number(s) Note: Will not create Corporation Number(s) Client Name: Last, First, Second, Third, E-mail Address, Fax Number, Client Address, City, Province/State, Country, Postal/Zip Code

Section B - New Owner(s) without Client Number(s) Note: Will not create Corporation Number(s) Client Name: Last, First, Second, Third, E-mail Address, Fax Number, Client Address, City, Province/State, Country, Postal/Zip Code

Conditional Registration Date and Time (DD-MMM-YYYY HH: MM: SS.NNN) OR [ ] Free and Clear [X] No Conditions BUT subject to Saskatchewan Writ Registry writ or maintenance order

Note: Output fees apply for each method of delivery chosen (i.e. Fax or Email is \$5.00 and Mail is \$25.00 IN ADDITION TO the \$10 per Title fee). You can avoid these output fees simply by printing the new Title once you receive your Packet Verification Notice that the Application for Title Transfer packet has registered.



Information  
Services  
Corporation  
of Saskatchewan

## Title Print Request

- Send 1 copy(ies) of the Title Print to the Client on the Packet Cover Page after this packet is registered.
- By Preferred Method of Delivery (existing Client only)
  - By mail
  - By Fax
  - By E-mail

**NOTE:** If you choose by fax or by e-mail but you did not provide a fax number or e-mail address on your original Client Application, the title print will be sent by mail.

Send \_\_\_\_\_ copy(ies) of the Title Print to:

Client Number (if known)  Name

OR

Client Name: Last  First  Second  Third

Client Address  City  Province/State  Country (if outside Canada)  Postal/Zip Code

E-mail Address  Fax Number (include Area Code)

By mail  By Fax  By E-mail

Send \_\_\_\_\_ copy(ies) of the Title Print to:

Client Number (if known)  Name

OR

Client Name: Last  First  Second  Third

Client Address  City  Province/State  Country (if outside Canada)  Postal/Zip Code

E-mail Address  Fax Number (include Area Code)

By mail  By Fax  By E-mail

Send \_\_\_\_\_ copy(ies) of the Title Print to:

Client Number (if known)  Name

OR

Client Name: Last  First  Second  Third

Client Address  City  Province/State  Country (if outside Canada)  Postal/Zip Code

E-mail Address  Fax Number (include Area Code)

By mail  By Fax  By E-mail

# Province of Saskatchewan Land Titles Registry Title

A new Title number is assigned while the Parcel number is retained since there was no change in the boundaries of the Parcel.

**Title #:** 140010300

**As of:** 29 Aug 200X 12:05:33.00

**Status:** Active

**Last Amendment Date:** 27 Aug 200X

**Parcel Type:** Surface

**Issued:** 27 Aug 200X 10:34:10.156

**Parcel Value:** \$30,000.00

**Title Value:** \$30,000.00

**Municipality:** TOWN OF LOSTMYHAT

**Converted Title:** 99R12345

Town of Lostmyhat is the registered owner of Surface Parcel #100023100

Reference Land Description: Lot 10Blk/Par 12Plan 65R10130 Extension 0  
As described on Certificate of Title 99R12345.

This title is subject to any registered interests set out below and the exceptions, reservations and interests mentioned in section 14 of *The Land Titles Act, 2000*.

**Registered Interests:**

None

Due to the presence of Form H and the Affidavit of Value [To form part of Form H], the Title issues free and clear (see Section 27 of the Tax Enforcement Act for interests not affected by the issue of title).

**Addresses for Service:**

**Name**

**Address**

**Owner:**

Town of Lostmyhat  
Client #: 100245333

Box 36 Lostmyhat, Saskatchewan, Canada

**Notes:**

This Client Number comes from the information entered in Section A of the Application for Transfer (Part II: Setup) applicable to this Title.

Parcel Class Code: Parcel (Generic)

# Province of Saskatchewan Land Titles Registry Title

A new Title number is assigned while the Parcel number is retained since there was no change in the boundaries of the Parcel.

**Title #:** 140010400

**As of:** 29 Aug 200X 12:05:33.00

**Status:** Active

**Last Amendment Date:** 27 Aug 200X

**Parcel Type:** Surface

**Issued:** 27 Aug 200X 10:34:15.234

**Parcel Value:** \$15,000.00

**Title Value:** \$15,000.00

**Municipality:** TOWN OF LOSTMYHAT

**Converted Title:** 99R12345

Town of Lostmyhat is the registered owner of Surface Parcel #100023200

Reference Land Description: Lot 11Blk/Par 12Plan 65R10130 Extension 0  
As described on Certificate of Title 99R12345.

This title is subject to any registered interests set out below and the exceptions, reservations and interests mentioned in section 14 of *The Land Titles Act, 2000*.

**Registered Interests:**

None

Due to the presence of Form H and the Affidavit of Value [To form part of Form H], the Title issues free and clear (see Section 27 of the Tax Enforcement Act for interests not affected by the issue of title).

**Addresses for Service:**

**Name**

**Address**

**Owner:**

Town of Lostmyhat  
Client #: 100245333

Box 36 Lostmyhat, Saskatchewan, Canada

**Notes:**

This Client Number comes from the information entered in Section A of the Application for Transfer (Part II: Setup) applicable to this Title.

Parcel Class Code: Parcel (Generic)

# Province of Saskatchewan Land Titles Registry Title

A new Title number is assigned while the Parcel number is retained since there was no change in the boundaries of the Parcel.

**Title #:** 140010500

**As of:** 29 Aug 200X 12:05:33.00

**Status:** Active

**Last Amendment Date:** 27 Aug 200X

**Parcel Type:** Surface

**Issued:** 27 Aug 200X 10:34:26.501

**Parcel Value:** \$10,000.00

**Title Value:** \$10,000.00

**Municipality:** TOWN OF LOSTMYHAT

**Converted Title:** 99R12345

Town of Lostmyhat is the registered owner of Surface Parcel #100023300

Reference Land Description: Lot 21Blk/Par 12Plan 123654987 Extension 0  
As described on Certificate of Title 99R12345.

This title is subject to any registered interests set out below and the exceptions, reservations and interests mentioned in section 14 of *The Land Titles Act, 2000*.

**Registered Interests:**

None

Due to the presence of Form H and the Affidavit of Value [To form part of Form H], the Title issues free and clear (see Section 27 of the Tax Enforcement Act for interests not affected by the issue of title).

**Addresses for Service:**

**Name**

**Address**

**Owner:**

Town of Lostmyhat  
Client #: 100245333

Box 36 Lostmyhat, Saskatchewan, Canada

**Notes:**

This Client Number comes from the information entered in Section A of the Application for Transfer (Part II: Setup) applicable to this Title.

Parcel Class Code: Parcel (Generic)