

# Changing Parcel Register Information

**Land Registration**  
Service Nova Scotia and  
Municipal Relations

Under the *Land Registration Act* all parcels of land that are being sold for value, mortgaged or subdivided to create three or more lots must be converted to Nova Scotia's land registration system. As parcels of land are converted into the land registration system all of the information that relates to the ownership, and other interests in the land, will be linked and accessible through the parcel register. Because the government guarantees that the owner listed in the parcel register is the actual owner of the property, it is critical that the information cited there be accurate and complete. For this reason, special procedures must be followed before changes can be made to the information contained in the parcel register.

## **Changing Ownership or Easement Information**

The most common reasons for changing the ownership information for a parcel registered under the land registration system include the sale of the property, the death of the owner, or the change of name of one of the owners. Easement benefits and burdens (e.g. rights of way, well agreements, and restrictive covenants) are also part of the registered parcel information. The ownership and other registered interests are changed through the revision process.

In order to change the information contained in a parcel register, a request to revise the registration (Form 24) must be prepared by an authorized\* lawyer and attached to the deed, will or other document that is triggering the revision process. The revision document includes a Certificate of Legal Effect signed by the lawyer. In the case of a personal or corporate name change, an Affidavit of Name Change (Form 21), which is signed by the owner of an interest in the parcel, must accompany the request for revision. All of these documents are then registered at the Land Registration Office upon the payment of the required fees.

*\*To be authorized, a lawyer must complete mandatory land registration education.*

## **Changing A Mailing Address**

Every recording or registration in the land registration system requires a complete and valid mailing address for each of the parcel's owners and interest holders. This mailing address is used to send required notices and documents to the owner or interest holder. It is the responsibility of the owner or interest holder to notify the Land Registration Office (LRO) of any changes in mailing address. To have a mailing address changed, the owner or interest holder must complete a change of address form (Form 22) at the LRO (or online if this service is available).

## **Recording or Removing an Interest**

Anyone who has an interest (other than ownership) in a registered parcel may record that interest by filing a Request to Record an Interest (Form 26) and paying the required fee. The most common interests that are recorded include mortgages, leases, and liens.

When the interest is paid out or discharged (such as when a Release of Mortgage is issued), the interest holder is required to remove the interest from the parcel register. This must be done by an Authorized Lawyer or Authorized Lender. There is a document filing fee charged for this recording.

## **For More Information:**

Call toll-free, 1-800-670-4357 or visit <http://www.gov.ns.ca/snsmr/access/land.asp>