

**Policy for Combined Documents Filed at the Land Registration Office**  
**(Revised –October 2015)**

Over the past several years, Registrars of Land Titles across the province have noted an increased tendency for those filing documents to combine several documents into one. Combined documents are only indexed by the first or main document and any other documents contained in the main document are not noted in the Grantor Grantee index. As a result of this practice, some documents and land information are difficult to find and the completeness of the Grantor Grantee Index is impacted. Over time, this will compromise the integrity of Nova Scotia's land tenure system.

In order to remedy this situation, on Feb. 1, 2002, wording was added to item 1 of the *Cost and Fees Act* Registry of the Deeds Fee Schedule to indicate that the recording/filing fee applies to each document or instrument type when several documents are combined together.

**Fees for Registrar of Deeds**

1. For filing, entering or registering an instrument, document or plan affecting real property.....100.00

Where instruments, documents or plans are combined or attached together, or where several instrument types are combined together in one instrument or document, each plan, instrument or document type shall be considered to be separate and the fee shall be payable in relation to each.

Those using the Land Registration Office are asked to prepare and file separate documents rather than combine several document or instrument types into one document. This will ensure the certainty and integrity of the information indexed in the Land Registration Office.

For further clarification, the following directives apply:

1. All documents and instruments that affect the title to land should be filed as separate documents in order to ensure the integrity of the information contained in the Grantor Grantee Index.
2. When combined documents are filed after Feb. 1, 2002, Land Registration Office staff will continue to index the combined documents as they do now – by the instrument type of main or first document presented for recording. For example, after Feb. 1, 2002, the fee for recording a Deed with an Assignment of Bankruptcy included will be \$200.00, but the document will continue to be indexed as a Deed only.
3. Land Registration Office staff will not separate documents that are filed as combined documents so that they can be indexed separately.
4. Land Registration Office staff will not return combined documents without recording them as long as they are accompanied by the correct recording fee. If

combined documents are filed without the appropriate fee, the documents will be returned with a request for the appropriate fee.

5. **Where a document being attached has already been recorded, it is preferable to reference the recording particulars rather than including a copy of the document itself.**

**However, if other documents are attached to the main document, they will not attract an additional document fee if any of the following applies:**

- a. **If it is apparent that the attached document was previously recorded in the same county (i.e. by the presence of a Registry Stamp or the inclusion of an e-submission form);**
  - b. **If the attached document is not recordable as a separate document;**
  - c. **If the main document is a statutory declaration and unrecorded documents have been attached (except deeds and mortgages) and/or any other previously recorded documents.**
5. The attached table provides further guidance regarding the application of the filing/recording fee for combined documents.
  6. If combined documents continue to be filed, other steps may be taken to ensure that combined documents are prepared and filed as separate documents.

**Fees for Combined Documents Recorded at Registry of Deeds**  
**Effective Feb 1, 2002 (Fees revised –June 1, 2013)**

<b>Main Document*</b>	<b>Included Document*</b>	<b>Fee</b>	<b>Comments</b>
<b>Deed</b>	MPA Affidavit	\$ 100.00	A deed can include an MPA Affidavit and the MPA Affidavit can refer to judgments and other issues without an extra charge as long as no additional documents are attached as schedules in the Deed. There will be an extra document fee charged for any document (except a marriage or death certificate) that is attached as a schedule to an MPA Affidavit or Deed.
	Un-probated Will	\$ 200.00	A separate statutory declaration should be prepared, with the Will attached as a schedule.
	Statutory Declaration or Affidavit other than MPA Affidavit	\$ 200.00	These documents will be charged as separate documents. The documents should be recorded separately, or should be attached to a separate statutory declaration and recorded separately. If the documents are already on record at the Registry, the document should be referred to by the book and page reference, rather than a copy being attached.
	Change of Use Affidavit	\$ 200.00	
	Oversized Plan or Attachment	\$ 200.00	
	Designations of Matrimonial Home	\$ 200.00	
	Partial or Full Release of Judgment	\$ 200.00	
	Agreement of Purchase and Sale	\$ 200.00	
	Assignment of Bankruptcy	\$ 200.00	
	Discharge of Bankruptcy	\$ 200.00	
	Right of Way Agreement	\$ 200.00	
	Power of Attorney -- general or not limited to document being presented [Aug-02-06]	\$ 200.00	
<b>Mortgage</b>	Assignment of Mortgage	\$ 200.00	
	Assignment of Rents	\$ 200.00	
<b>Release of Mortgage</b>	Mortgage Amending Agreement	\$ 200.00	The re-recording of a mortgage does not constitute a separate mortgage.
	Releasing More Than One Mortgage	\$ 100.00 per mortgage	
	Release of Assignment of Mortgage	\$100.00	

\* This list of combined documents is not a complete list and is provided as an example only.

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**Effective Feb 1, 2002 (Fees revised June 1, 2013)**

<b>Main Document*</b>	<b>Included Document*</b>	<b>Fee</b>	<b>Comments</b>
<b>Statutory Declaration</b>	Documents such as plans, unprobated wills, death certificates, assignments in bankruptcy, etc.	\$ 100.00	Attached documents are the evidence in support of statements made in the declaration and do not attract additional fees.
<b>Grant</b>	Oversized Plan	\$ 200.00	Oversized plans will be charged as separate documents. Oversized plans should be filed separately.
<b>Boundary Line Agreement</b>	Oversized Plan	\$ 200.00	<b>Note: if the plan is one that typically does not attract a fee (i.e. retracement plan), then an additional fee will not be charged.</b>
<b>Easement</b>	Oversized Plan	\$ 200.00	If the plans are already filed at the Registry, the plan should be referred to by the book and page reference, rather than a copy being attached.
<b>Order</b>	Certificate of Title	\$ 100.00	Essential part of the Order
<b>Letters of Administration</b>	Will	\$ 100.00	An essential part of the document, so no additional fee is charged.
<b>Plan</b>	Boundary line agreement (included on corner of plan)	\$ 200.00	If no separate boundary line agreement is registered, inclusion of the agreement on the plan will result in the plan being charged as two documents. A boundary line agreement should be prepared as a separate document and recorded.
<b>Assignment of Rents or Mortgage</b>	A second assignment of rents or mortgage	\$ 200.00	Where two assignments are attached and recorded together, they will be charged as separate documents.
<b>Deed of Trust and Mortgage</b>		\$ 100.00	This is one document and is indexed as a mortgage.

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