

AFR Checklist for Internal Processing

- All names are the same as *Property Online* or a comment has been made (*if staff believe that the name represents the same person, they would approve, e.g. J Susan Jones and Susan Jones would be considered to be the same but J Susan Jones and Susan White would be rejected without a comment provided*).
- Any “Estate of” registered owners are enabled by a probate document. If the enabling document is a deed, “Estate of...” is the Grantee on the deed.
- Any additional owners shown on a parcel (usually appear as “in care of”) with Nova Scotia Farm Loan Board / DVLA as a registered interest also appear as Grantees on the deed shown as the enabling instrument.
- Registered interests are enabled by instruments which can transfer an ownership interest (*e.g. deeds, probate documents, condo declaration, court order-transferring, etc.*)
- None of the following documents have been used as an enabling instrument: boundary line agreement, plan, notice of approval of a plan of subdivision, repeal of a plan of subdivision, statutory declaration re: defacto consolidation or instrument of subdivision.
- Last conveyancing document shown on *Property Online* is used as an enabling instrument for a registered interest or a comment has been made. (*If no conveyancing documents appear on Property Online, no comment is required.*)
- There are complete mailing addresses (*using one of the following: civic address, RR #, PO Box, Site # or General Delivery*) for all interest holders (*individuals or companies, this does not include PIDs, Together with..., etc.*) that appear on the draft AFR or a comment has been made to explain why an address is not included (*e.g. company has gone out of business and there is no mailing address available*).
- All document references shown on the draft AFR match the Property Online GGI with relation to the following: book/page (*if applicable*), document # and registration date. *Note: The lawyer should be providing the actual document number as it appears on the document in a case where the GGI shows an arbitrary document number. The staff will correct the document number in Maintain Historical Documents. If it is a document registered when*

document numbers were not being issued, the lawyer is to submit a “0” (zero) as the document number. The lawyer may be submitting a date such as 16-01-82 where the Property Online GGI shows 01-01-82. This is not a cause for rejection as imports of the GGI data were dated either the first of a year or the first of a month. If there is a day, month and year registration date in Property Online which differs from the draft AFR, the draft is to be rejected.

- All instrument types shown on the draft AFR match the Property Online GGI. *(We are only to reject if it is an obvious error, document is shown as an easement when it is, in fact, a deed. We do not reject if the lawyer is showing option and we have agreement, etc. If we show “Other Instruments,” go into Maintain Historical Documents and correct our type before approving the AFR. If we don’t reject and don’t make the changes indicated in Historical Documents, the system will ignore the changes made by the submitter and leave what is currently shown in the GGI).*
- All interest types shown on draft AFR make sense with the type of instrument *(e.g. Easement / ROW Holder [Benefit or Burden] are often enabled by a deed which is perfectly appropriate in this situation).*
- All benefits and burdens shown in parcel description appear on draft AFR.
- “Correcting description required” flag has been set if benefits and/or burdens appear on draft AFR and are not included in parcel description.
- If a benefit is included, it is shown as “Together with ...” and includes the correct corresponding interest type.
- If a PID is shown as a “Servient Tenement PID” or “Dominant Tenement PID,” it is not the PID that the AFR has been submitted for.
- There are not multiple references to the same easement benefit or burden with the same book/page or document/year reference and interest holder name.
- If restrictive covenants are shown on the draft AFR, “Subject to Restrictive Covenants” *(see other acceptable variations for covenants and restrictions shown as Subject to... under the next bullet)* is shown on the draft AFR with the interest type of “Covenant Holder – Burden.”
- Nothing other than the following has been entered as a burden: “PID #,” “individual or enterprise interest holder name,” “various owners,” or any of the following:
 - Subject to Restrictive Covenants
 - Subject to Protective Covenants
 - Subject to Building Restrictions
 - General Utility Easement / Owner Unknown

- There are no textual qualifications listed which should appear as a benefit or burden under the appropriate section. *(If the lawyer is naming an interest holder and document, this should be entered under the appropriate section and need not appear as a TQ. If the lawyer is naming an interest holder but does not have a document, this can be entered as an unregistered interest or a TQ. This would include General Utility Easement – Owner Unknown, which should be shown as an unregistered interest rather than as a TQ.)*

Any textual qualifications which appear to explain incomplete title are to be forwarded to Mark Coffin for his review. The submitter is to be advised in these cases that the one business day turnaround may not be met.

- Comments made in “Comments” field do not belong in “Textual Qualification” field. *(If the lawyer has provided “Comments” which appear to be something they wish to display in the parcel register, we would reject and advise that this information will disappear when we approve and needs to be moved to the TQ field).*