

SUBJECT: Major AFR Improvements Coming Saturday, October 1 – Tutorial Link Below

These changes simplify the AFR – please go to the tutorial and see!! →

[http://www.gov.ns.ca/snsmr/property/registry/tutorial/Module 4 AFR Part 1.htm](http://www.gov.ns.ca/snsmr/property/registry/tutorial/Module_4_AFR_Part_1.htm)

Dear Property Online Users:

On the evening of September 30th, 2005, we are upgrading the Property Online application to make the software easier and more intuitive to use. Most of the software changes are in the Application for Registration (AFR) and are the result of user requests and feedback. To assist in understanding the Application for Registration changes the AFR tutorial has been updated to reflect the improved AFR.

Below is an overview of the system changes. If you have any questions, please do not hesitate to contact the help desk at 1-866-518-4640.

PROPERTY ONLINE CHANGES

1. AFR WORKSHEET:

The sort order of applications is now by AFR status, and within categories the sort is by oldest to newest based on the submission date field.

A new field “user supplied reference” is now displayed on the worksheet.

2. APPLICATION FOR REGISTRATION:

The major change in the Application for Registration is a redesign of the Benefits and Burdens sections to make information easier to enter.

Benefits are now divided into two subsections, Benefit Details (for example “together with...”) and Servient Tenement PIDS. As part of the software upgrade, existing “together with...” entries on your worksheet will be moved to the new Benefit Details subsection, and existing Servient Tenement PIDs previously entered as enterprises will be moved to the new Servient Tenement PIDs subsection.

For Burdens, Dominant Tenement PIDs now have their own subsection. Any Dominant Tenement PIDs that were previously entered as enterprises on your worksheet will be moved to the new Dominant Tenement PIDs section as part of the software upgrade.

Also, a new Farm Loan Board Occupants section has been added to the Application for Registration. This section is for entering the name of the occupant of a farm where there is an agreement of purchase and sale in place between the occupant and the Nova Scotia Farm Loan Board.

Smaller changes to the Application for Registration include:

The field “user supplied reference” has been added for internal tracking purposes.

The “Parcel Access” and “Triggered By” fields now default to blank, as these were often left at the old default values and not updated by the submitter.

The full text of the instrument type is now displayed.

The title “Enterprises” has been changed to “Companies & Entities” throughout the AFR.

The title “Benefits / Appurtenances” has been changed to “Benefits to the Registered Interests.”

In the Benefits section, the title “Individuals” has been changed to “Benefit Details” and is linked to a new sub-screen where the benefit description will be automatically filled in based on the benefit interest holder type chosen. If the benefits are changed after being entered, the interest type will not be auto-changed and the interest type must be changed manually.

The title “Enterprises” has been change to “Servient Tenement PIDs” and this now has its own sub-screen.

The Servient Tenement PIDs screen has a “various PIDs” check box, to be used in place of entering each of the many servient tenement PIDs, and eliminates the need to key in “Various Owners” as the interest holder. The system will automatically place “Various PIDs” in the parcel register. NOTE: Where a servient tenement PID is unknown, then please put "various."

For servient tenement PIDs and dominant tenement PIDs, the address “unknown” is now auto filled, so there is no need to type “unknown.”

In “Burdens/Qualifications” in the new section titled “Dominant Tenement PIDs,” there will either be a dominant tenement PID only for a private easement, or there will be an interest holder name only for a utility easement; there will never be a need for both.

“Textual Qualifications on Title” have been separated out into their own section.

The expiry date field has been removed from textual qualifications.

An additional statement has been added to the “Certificate of Authorized Lawyer” that deals with parcel access.

3. PARCEL AND ASSESSMENT QUERY SCREENS:

All naming and section changes made to the AFR will be reflected in the Land Registration (Parcel Register) view in the Parcel and Assessment Query section of Property Online (i.e. new names for categories, new section for textual qualifications, etc.).

The AFR bundle number will now be in the Land Registration view and has been removed from the Details view.

A summary of assessment information will now appear on the Land Registration view.

On the Property Details View, under the Assessment Account section, there is a new button called “View All Related PIDs History.” When clicked, a new screen will be displayed called “All Related PIDs History Summary.” This will retrieve the history of documents from parent PIDs, grandparent PIDs, great grandparent PIDs, addition PIDs and related PIDs. This allows for a more complete history to be viewed without linking back individually to each related PID. For each PID the following data will be retrieved: relationship type, traditional documents, traditional plans and NRIs.

4. PDCA & AFR NOTIFICATIONS SCREEN:

The PDCA & AFR Notification Reports screen will now display the “User Supplied Reference” to the right of the PID column.

AFR bundle notifications will now be available on this screen.

NOTIFICATIONS:

AFR Notifications: The user-supplied reference will be displayed on all AFR notifications (notification of receipt, non-approval and pre-approval).

PDCA Notifications: When a PDCA is approved with “Correcting Description Required,” the “PDCA Notification of Approval” and “Correcting Description Required Notification (PDCA Approval)” have been combined as a single notification.

AFR Bundle Notifications: A new “AFR Bundle Rejected” notice will be sent to the authorized user when the bundle is marked as rejected by the Land Registration Notice.

Plan Notification of Registration: When Land Registration plans are registered, a single plan registration notification will be sent back to the registrant user so that the Municipal Unit will have notification to send the plan back to the developer (mostly required in HRM).

Final conversion notice (SRI) and Parcel revision notice (SRI): All categories are now separated by dashed lines and all titling and section changes to the AFR are reflected in the notifications.

Certified SRI: Three dates will now be displayed on this notification:

Land Registration Date/Time: 2005-02-03 12:20:39

Date/Time of Issuance of Certified SRI: 2005-02-03 13:57:34

Date/Time of Last Parcel Register Update: 2005-02-03 12:20:39

and all titling and section changes to the AFR are reflected in the SRI.