

It's Easy To
Become an

E-submitter

Step 1 - Print the Pre-authorized Debit Agreement and Authorized Lawyer Agreement.

Step 2 - Complete the Pre-authorized Debit Agreement using your firm's Trust Account and the Authorized Lawyer Agreement.

Step 3 - Submit the forms to Property Online:

By Fax: (902)424-0639

By Mail: Property Online

PO Box 2521

**1505 Barrington Street
Halifax, NS B3J 2Y3**

Step 4 - Install the PureEdge viewer on your computer if you do not already have it installed.

Step 5 - Wait approximately 10 business days and you will notice the e-submission link appear in your worksheet. You may now begin e-submission!



LAND REGISTRY

Maritime Centre, 14 South
1505 Barrington Street, PO Box 1523
Halifax, NS B3J 2Y3

Help Line 1-866-518-4640

E-submission From Nova Scotia to the World!

How and What to Electronically Submit in Nova Scotia

February 2007



E-submission - Why Should I?

Allows staff to spend more time on other processes. As more documents are e-submitted, staff will spend less time on duplicate keying from prescribed forms. Decreases scanning, quality control and mail-back workload. Less handling of paper and funds at the front counter.

8

We added the ability to submit many ad-

ditional documents with the Form 24-E, 26-E and 27-E. Soon all authorized submitters of documents will have the ability to electronically submit any document which can be submitted today with a paper Form 44. We plan to implement e-submission of Certificates of Judgment (new Form 26-E) and Satisfaction of a Judgment (new Form 47-E).

7

Creates tamper-proof electronic record. Once an e-form is signed and submitted, any alterations will invalidate the signature.

6

Forms are pre-populated, reduces errors. Users must review parcel register on all e-submissions. Information is drawn from parcel register into the form, so typing errors are greatly reduced. Errors and warnings prevent many other form-related errors.

5

47-E).

1

Allows for files to be closed within days of submission and required documentation to be sent to banks, lenders, other lawyers, etc. Paper documents are required to go through the scanning and quality control processes before being mailed back to the submitter.

2

Eliminates gap in sub-searching. With paper documents, a sub-search must be done at the registry in order to be up to the second of submission. With e-submission, remote online sub-search can be done within seconds of submission.

3

Eliminates need for clients to mail, courier or deliver documents to the registry and incur the associated fees. Upon e-submission of a document, indexing is complete.

4

Allows for faster, safer and easier recordings and registration of documents.

Lots of Documents Can be E-submitted!

Since April 18, 2006, Nova Scotia lawyers have been able to e-submit documents which change ownership or transfer ownership and add benefits, mortgages, and releases of mortgage. As new systems are developed, other documents are added to the list of submittables. In addition, this year we added the following functionality.

Form 24-E

Burdens

- 202 Debenture
- 204 Assignment of Leases and Rents
- 205 Builders'/Mechanics' Lien
- 219 Postponement Agreement (not for Judgment)
- 220 Renewal Agreement
- 221 Assumption Agreement
- 222 Amendment (Other)
- 311 Lien (not Mechanics')
- 312 Option Purchase & Sale Agreement
- 401 Lease
- 402 Power of Attorney (Specific)
- 412 Order (non-transferring/not for Judgment)
- 414 Notice of Tax Sale
- 430 Option
- 432 Conditional Sale Agreement (not Utility)
- 826 Certificate of Lis Pendens

Form 27-E is Powerful Too!

- 302 Partial Release of Mortgage
- 303 Release of Debenture
- 304 Partial Release of Debenture
- 305 Release of Mechanics' Lien
- 306 Release of Lis Pendens (for releasing Certificates of Lis Pendens only)
- 310 Partial Release of Mechanics' Lien
- 314 Release of Attachment Order
- 421 Release of a Lease
- 422 Revocation of Specific POA
- 431 Redemption of Tax Sale

Now 97 % of land registration documents can be e-submitted!

Work Just Flows in Electronic Offices...

There's really no mystery in an electronic office; property transactions are completed in the same way as in a traditional office. Documents are reviewed for proper execution, parties, and PID description. Subsearches are conducted and the parcel register reviewed, as usual. Cheques are written and disbursed in the normal way, including cheques for the e-submission account.

Recommended Work Flow For any Office

- 1 Deposit funds into the e-submission account and post to the individual client ledger (accounting).
- 2 Scan documents into PDF format at 300 dpi resolution (staff).
- 3 Prepare e-forms in draft and attach PDF documents; review for quality. Confirm the deed transfer tax affidavit as to amount. Review property access properly; and review tenancy status (staff).
- 4 Save documents to the worksheet (staff).
- 5 Upon availability of the lawyer, complete subsearches a second time (staff) and the lawyer reviews e-forms for accuracy and submission.
- 6 The lawyer submits e-submission documents.
- 7 Check the Notification of E-Submission Receipt to confirm that amounts being deducted are the same as authorized and provide this to the Accounting Department.
- 8 Receive the Statement of Registered and Recorded Interests (SRRI) and confirm its accuracy (staff).
- 9 Attach a copy of the SRRI to the Deed and Mortgage Document to confirm registration of same and confirm accuracy between the SRRI and other documents (staff).
- 10 Check E-submission Pre-Authorized Payment Notice against E-submission Receipt (accounting).
- 11 Accounting department posts E-Submission Receipt as a cheque to the appropriate client ledger.
- 12 Report status to the client and the mortgage company.