

Guideline Form 21

Purpose of Form: This form is used by a registered owner, interest holder or their agent to register a change in name or to remove a deceased joint tenant from a parcel register for a land titles parcel.

The form can also be used by an authorized lawyer to correct a misspelling of a name in a previously submitted document or form. In these instances, a Form 6A is not required to make the necessary correction.

Instrument Type: 109, 126 or 127, as applicable

LR or ROD: This form may be indexed under the Land Registration system only.

Mandatory E-Submission Applies: No (currently no electronic F21 exists)

Fee Required: No - Form 21 is a non-chargeable document.

Accompanying Instrument Required: Yes (see specific requirements under Acceptance Criteria for each instrument code).

Acceptance Criteria for Form 21:

(Instrument Code: 109) – Change of Name:

Correct registration district has been provided
Form 21 includes only LR PIDs
Number of PIDs on form does not exceed 9
Box has been selected indicating registered or recorded interest holder change
Affidavit is attached and meets document acceptance criteria (signed, sworn, etc)
Form is dated and signed

(Instrument Code: 126) – Correction of Misspelling:

Correct registration district has been provided
Submitter user number and name – required to be an authorized lawyer
Form 21 includes only LR PIDs
Number of PIDs on form does not exceed 9
Box has been selected indicating that change is related to a misspelling
Affidavit is attached and meets document acceptance criteria (signed, sworn, etc)
Certificate of Legal Effect on form is dated and signed

(Instrument Code: 127) – Death of a Joint Tenant:

Correct registration district has been provided

Form 21 includes only LR PIDs

Number of PIDs on form does not exceed 9

Box has been selected indicating that change is related to deceased JT

Interest holder to be removed is a joint tenant and is a fee simple owner

If Manner of Tenure is completed, it shows change to “Not Applicable”

Form is dated and signed

Valid proof of death (death certificate or funeral director’s statement) is attached for joint tenant being removed.

Description of Use of Form:

Form 21 is used to change an interest holder name based on an affidavit and any relevant supporting documentation or to correct a name that was misspelled in a previous document or application. A supporting affidavit and a certificate of legal effect signed by an authorized lawyer is also required to make this change.

A Form 21 is not to be used when an incorrect interest holder name appeared on a document or application. A Form 6A would be required to correct this type of error.

A Form 21 may also be used to remove a deceased joint tenant. An affidavit is not required. A copy of a proof of death, including either a death certificate or funeral director’s statement must be attached to the Form 21. Please note that an original or certified true copy is not required.

Form 21s with the exception of removal of deceased joint tenants will also be placed in the judgment roll automatically when recorded.

Supporting Form(s) / Documents Required

- Proof of Death (deceased joint tenant)
- Affidavit (name change and misspellings)
- Additional supporting documentation, as applicable