

User Hints and Tips - PDCA

PARCEL DESCRIPTION CERTIFICATION APPLICATION (PDCA)

1. General Information

Definition of Terms and Buttons

Apparent PID: Until a property mapper has certified the parcel description for the PID, the system refers to the PID as the Apparent PID.

Application Type: the system will display "Existing Parcel" if the parcel does not yet have a certified description or "Amending Parcel" if a certified parcel description already exists.

User Supplied Reference: A file or reference number, which can be assigned by the user for tracking the PDCA in the user's office.

AAN: Assessment Account Number for the parcel.

Book/Page: the Registry of Deeds Book and Page number that contains the last conveyance document.

2. Data Validation and System Messages

Unsupported Characters in the Parcel Description

The following message is displayed if an unsupported character is found in the description:

Please be advised that the Parcel Description you want to submit has characters that are unsupported in the system. Each unsupported character is referenced by the ? symbol or the T symbol for tabs in the text appearing below.

When typing or scanning new parcel descriptions into a Word or WordPerfect document, do not include any special characters in the description that are not displayed on a standard computer keyboard. The system will not accept characters such as tabs, bullets and symbols:

- Degree Symbol (°)** - don't use the degree symbol, use the word "degrees" instead
- Curly Quotes (' ' " ")** - don't use curly or smart quotes; use straight quotes (18' 26") or the words **min.** and **sec.** instead
- Super or subscript (^{st nd th})** - don't use superscript or subscript characters; use "first" or "1st" instead
- Fraction Symbols (¼ ½)** - don't use fraction symbols; use 1/2 or 1/4 instead.

If you have an existing parcel description document in Word or WordPerfect that contains any of these characters, search and replace the symbols with the suggested wording above. Once these characters are removed, you can paste the description into the online PDCA screen.

⊗ **Another PDCA is "In Process" for the PID**

"PID XXXXXX is part of another application." If there is already a PDCA in process for a PID and you attempt to create a new PDCA for the same PID, the system will display this error. Only one PDCA can be "in process" for the same PID.

⊗ **Very Long Parcel Descriptions (over 32,000 characters)**

If a parcel description is eight (8) or more typed pages (i.e. if the Word or WordPerfect description document contains more than 32,000 characters), it cannot be submitted through the PDCA screens over the Internet. This is a limitation of the current Internet technology.

In this instance, create and submit a PDCA as you normally would, but in the Description field enter a comment such as "Parcel description exceeds 32,000 characters. Description sent via email to the property mapper." Call the Land Registration Office in your county and ask for the email address of the property mapper, then email the Word or WordPerfect file containing the description to the property mapper – make certain the PID is clearly noted in the subject line of the email.

The property mapper will create an "Amending" PDCA using the full typed description from the Word or WordPerfect document and will notify the applicant when the PDCA has been processed (either approved or rejected).

User Hints and Tips - AFR

APPLICATION FOR REGISTRATION (AFR)

1. General Information

Definition of Terms and Buttons

In Process (AFR Status): AFRs with an "In Process" status are in draft mode and have not been pre-approved by registry staff. AFRs that have not yet been submitted for pre-approval AND AFRs that have been submitted but were not approved and have been returned to the submitter will appear on the AFR Worksheet as "In Process".

Approved For Registration (AFR Status): AFRs with an "Approved for Registration" status have been pre-approved and can be submitted for final parcel registration.

Submitted for Pre-Approval (AFR Status): AFRs with a "Submitted for Pre-Approval" status are those AFRs which have been submitted for pre-approval but have not yet been pre-approved. These will appear in a separate table at the bottom of the AFR work sheet area.

Mandatory Field: There are mandatory fields on the AFR form that must be completed (i.e. data entered). All mandatory field names are coloured blue on the screen, with the exception of Parcel Access, Triggered By and Manner Of Tenure (these fields always have a value from a pre-defined list).

Unlock the AFR: Clicking the button [Click Here to Unlock AFR](#) will change the AFR Status from "Approved for Registration" to "In Process" and allow the user to make further changes. The updated AFR must be resubmitted for pre-approval.

Individual: A person who can hold an interest in real property.

Enterprise: A company, government department or agency, charitable organization, or other organization, which can hold an interest in real property.

Owner: An individual or enterprise with a fee simple (i.e. ownership) interest in a parcel.

Recorded Interest: An interest, less than the registered interest, which is neither a qualification nor an appurtenance and is recorded in the Registry of Deeds. E.g.: mortgage, license, lease.

Benefit/Appurtenance: An interest that is added to a parcel and acts to enhance or benefit the parcel to which it has been added (e.g. easement (benefit), right of way (benefit), well agreement).

Burden/Qualification: An interest to which the parcel is subject or which imposes a restriction on a parcel (e.g. easement (burden), right of way (burden), restrictive covenants).

LOV: List of Values. Clicking LOV next to a field (e.g. Province) displays a list of predefined values from which the user can select an item.

① Maximum Number of AFRs on AFR Worksheet = 100

① PDCA and AFR Work Flow

1. A PDCA must be submitted and "In Process" before an AFR for the same parcel can be started.
2. The PDCA must be "Approved" before the draft AFR for the parcel can be submitted for pre-approval.
3. An AFR must be "Approved for Registration" before it can be submitted for final registration.

2. Data Validation and System Messages

⊕ Title Certification Date/Time

Draft AFR: System will automatically enter the current date/time when you save a draft AFR. There are no validation checks on the date/time when you submit a Draft AFR for pre-approval.

Final (Pre-approved) AFR: The Title Certification Date/Time is the time at which the sub-search was completed. **The sub-search must be completed within 10 minutes** of the time the AFR is being submitted, and the Title Certification Date/Time must be updated before the AFR is submitted. If the date/time is outside the 10-minute grace period, the system will issue an error message and the AFR cannot be submitted.

① Field Combinations That Must be Entered Together

- ⌚ If Manner of Tenure is set at "Mixture of Joint Tenants and Tenants In Common," a Description of Tenure must be entered
- ⌚ If Postal Delivery is selected, a Postal Delivery ID must be added (For General Delivery – use a dash in Postal Delivery ID field, as the system will not allow a blank field)
- ⌚ If Unit Type is selected, a Unit ID must be included
- ⌚ When Street Name is completed, a Street Type must be added
- ⌚ If Country is "Canada" or "United States," a valid Postal Code (or Zip Code) must be entered

⊖ Error Messages – Interest Holders

Every interest holder shown on the AFR form is given a unique system-assigned ID number. When the system finds an error with any data entered for an interest holder, the error message references this ID number.

For example: *ORA-20269: ID=681: Must specify the Title Instrument (Type, County, Year, Number, Book and Page) for an owner.* In this case, the error applies to the interest holder with ID 681. To correct this error, you should click on ID 681 in the list of interest holders and add the missing information.

⊖ Unknown Interest Holder Mailing Addresses

If the mailing address of an interest holder on the AFR is unknown, enter "UNKNOWN" in the [Place Name](#) field and leave all other address fields blank. The system also requires that you enter an AFR Comment to explain why the interest holder's mailing address could not be identified.

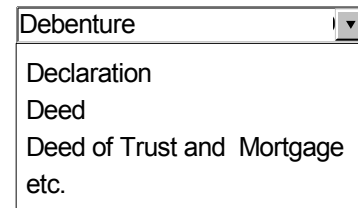
⊗ Text Qualifications – Maximum number of Characters

A maximum of 4000 characters can be entered in the Qualification Text field in the **Burdens / Qualifications on the Registered Interests** section of the AFR.

3. Hints, Tricks and Tips

① Quick Scrolling through Drop-Down Lists (e.g. Instrument Type)

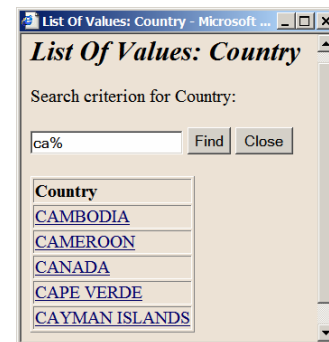
Enter the first letter of the item you want (e.g. 'd' for a Deed). The first item in the list starting with 'd' will appear in the field. If you continue to hit 'd', you will scroll through all other items starting with 'd' in the list.



Note: this type of scrolling is not possible in fields with an LOV (list of values).

① Using LOVs - List of Values

Clicking an LOV will open a small window on top of the current screen. Type the first few letters of the item you want in front of the % symbol (wild card symbol) and click **Find**. All items in the list starting with those letters will be displayed. Click the item you want to select it and return to the main screen.



① Copying Interest Holders

In cases where you need to add/update multiple interest holders with similar or identical information (e.g. spouses with joint ownership of a property), click the **Copy Interest Holder Info** button at the bottom of the Individual or Enterprise Registered Interests, Benefits/Appurtenances, Burdens/Qualifications, Tenants in Common or Recorded Interests screen.



Warning: Make sure you delete the existing record for the spouse after you create a new copy.

Example: If John and Mary MacDonald are the existing owners, first create a copy of John MacDonald's record, change John's name to Mary and update Mary's new record, then delete the old record for Mary MacDonald.

① Copying an AFR

If you need to prepare multiple AFRs with similar title information (e.g. a property owner selling multiple parcels at the same time), enter all required information on the AFR for the first parcel, then click the button **Click Here to Copy AFR**. Enter the PID of the second parcel and click **Copy AFR**. When you return to the AFR Worksheet screen, you will see a new AFR for the second parcel. Click on the PID to open the copied AFR and make any required changes to the information.

① **Import Property Online Owners**

When you click the **Import Property Online Owners** button in the Tenants in Common not registered pursuant to the LRA section, all current owners shown in Property Online will be added to the AFR. This means that individuals or enterprises shown as Registered Interests will be duplicated in the Tenants in Common not registered pursuant to the LRA section and must be deleted from the Tenants in Common section.