Pending Registration Queue Overview

Alberta Land Titles and Surveys Branch

March 22, 2021
Purpose
The purpose of this document is to provide an overview of the Pending Registration Queue (PRQ). It lays out what is changing and what is staying the same. It also includes tips to ensure transition is as seamless as possible. In order to assist with the changes we have attached SPIN2 screen shots to show the visible changes once the PRQ is implemented.

Background
- *The Land Titles Act* was amended to legislate a Pending Registration Queue (PRQ)
- Today, priority on title is guaranteed upon registration of an interest
- The amendment guarantees priority on title upon submission and receipt by Land Titles
- The PRQ allows stakeholders to complete transactions without waiting for registration
- Also allows stakeholders to maintain their priority on title, even if there are minor deficiencies regarding their submission
- Regulation allows the Registrar of Land Titles to remove submissions from the queue and documents to be registered out of order if absolutely necessary
- Reliance on the PRQ to close transactions and release funds is optional

Changes
- Rejection Notices will now be referred to as a “Notice of Deficiency”
- Deficient submissions are required to be returned to LTO within 30 days of a Notice of Deficiency being issued
- Most documents submitted will require input of a Land ID when creating a DRR *see below for exceptions
- Priority is guaranteed upon LTO receipt (ie: the DRR has been barcode scanned and appears in the queue)
- There will be no time sensitive documents that require same day registration, they will be registered in order they are received
- SPIN2 title will now show the interests pending (PRQ) at the bottom of the title, along with the name and contact information for the submitter
- CCTs and Fax Notices options will not exist on the DRR/RR
- Customer Registration Notices and Notice of Deficiencies are free on SPIN2

Documents that do not require a Land ID on DRR
- Letter of Road Abandonment
- Miscellaneous Plans
- Monument Plan
- Monumentation Certificate
- Mortgage Standard Form
• National Park Lease
• Notification
• Plan Corrections
• Power of Attorney – General
• Power of Attorney – Revocation
• Railway Plan
• Restricted Development Area Notice
• Right of Way Plan
• Road Closure Bylaw
• Standard Insurable Unit Description
• Tax Arrears List

What this means
These documents will not show up in the Pending Registration Request Search or on the PRQ Endorsement on the SPIN 2 title. There is a possibility that once your submission is registered one of the above documents could have priority on the title.

What is not changing
• Land IDs entered on the DRR creates the PRQ
• Documents will still be registered in order of receipt
• The process for removing your DRR from LTO or recalling a RR from ALTO

Importance of DRR
• As it is today, the Land ID you enter on the DRR/RR is what populates the queue
• If you make an error on the Land ID when entering it on the DRR it will create a queue on the wrong title and LTO cannot guarantee priority on the title that your document references
• Ensure the document type selected is accurate. Incorrect document type could result in a loss of priority
• Examiners will not compare document Land IDs to DRR
• DRR accountability is solely the responsibility of the submitter

Tips
• Double check your DRR/RR before submitting to LTO
• If there is a competing interest in the PRQ contact the submitter. If information provided is N/A contact LTO
• Enter a last registration number on the DRR/RR
• Keep track of original Notice of Deficiency date, so your DRR does not expire
• Check the PRQ or the Pending Registration Request Search to ensure your DRR was received by LTO, contact LTO if was not received within 2 hours of submission
Next Steps

- SPIN2 technology will be updated for PRQ on March 28
- PRQ will be officially operational once LTO is examining work submitted on April 1
- Link to Legislation and Regulations
  - [https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_30/session_2/20200225_bill-048.pdf](https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_30/session_2/20200225_bill-048.pdf) (begins on page 21)
- Contact LTO email if you have any questions, concerns or feedback
  - [lto@gov.ab.ca](mailto:lto@gov.ab.ca)

Changes you can see (Examples Below)

**DRR**
- Area for Fax number removed
- Land ID column added
- New disclaimer message regarding PRQ
- No ability to request CCTs

**Certificate of Title**
- Pending Registration Queue at the bottom of the title
- It will show the date a DRR was received, document type and submitter contact information

**My Registration Information**
- Will be accessible from the DRR screen
- DRRs will remain listed until they are purged from SPIN2
- Customer Registration Notices and Notice of Deficiency can be ordered free of charge

**Pending Registration Request Search**
- Will only show DRRs that are active in the PRQ
- Status will either be received or deficient
Document Registration Request

Name: REGISTRATIONS (SOUTH)
Address: ALBERTA T2P0K3

Box 2380 Edmonton
Alberta T5J 2T3
Telephone (780) 427-2742

Return By Call Box: Call Box Number: E000
Last Registration Number:

Customer File Number: 3921
Name of Requester: PRQ TESTING INC
Telephone Number: (403) 297-6511

Customer's Special Instructions:
No instructions specified.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Document Type</th>
<th>Land IDs</th>
<th>Comments</th>
<th>Other Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TRANSFER OF INSTRUMENT</td>
<td>96137920</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This DRR will not appear in the Pending Registration Queue (PRQ) until Land Titles receives a printed copy of this DRR with the original documents or the RR is electronically submitted through Alberta Land Titles Online (ALTO). Please note that any errors or omissions may result in loss of priority in the PRQ.

This information is being collected for the purposes of land titles records in accordance with the Land Titles Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Co-ordinator for Service Alberta, Box 3140, Edmonton, Alberta T5J 2C7, (780) 427-2742.

Refunds of overpayments will not be issued if less than $5.00.
TITLE

- SPIN 2 title will now list any pending registrations against the land, following the encumbrances currently shown as registered against the land.
<table>
<thead>
<tr>
<th>DRR NUMBER</th>
<th>RECEIVED DATE (D/M/Y)</th>
<th>CORPORATE LLP TRADENAME (SOUTH)</th>
<th>LAND ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>C00002M</td>
<td>09/02/2021</td>
<td>REGISTRATIONS</td>
<td>#991 375 820</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(SOUTH)</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>CAVEAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CUSTOMER FILE NUMBER:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PRQ/1</td>
<td></td>
</tr>
<tr>
<td>C00002O</td>
<td>09/02/2021</td>
<td>LTO SOUTH</td>
<td>#991 375 820</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CUSTOMER FILE NUMBER:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PRQ/1</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>CAVEAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C00002W</td>
<td>10/02/2021</td>
<td>PRQ TESTING</td>
<td>#991 375 820</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4032976511</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CUSTOMER FILE NUMBER:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1CASH TEST</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>MORTGAGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C00003M</td>
<td>10/02/2021</td>
<td>N/A</td>
<td>#991 375 820</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CUSTOMER FILE NUMBER:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2CASH TEST</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>DISCHARGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C0000M3</td>
<td>09/03/2021</td>
<td>REGISTRATIONS (SOUTH)</td>
<td>#991 375 820</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(403) 297-6511</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CUSTOMER FILE NUMBER:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3921</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>TRANSFER OF INSTRUMENT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL PENDING REGISTRATIONS: 005
THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREEIN THIS 9 DAY OF MARCH,
2021 AT 11:30 A.M.

ORDER NUMBER: 28346669

CUSTOMER FILE NUMBER:

*END OF CERTIFICATE*

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

IF MORE INFORMATION IS REQUIRED ON A PENDING REGISTRATION WHERE
THE CONTACT INFORMATION DISPLAYS N/A PLEASE EMAIL LT@GOV.AB.CA.
SPIN 2

- Customer registration notices and Notices of Deficiency will be at no charge when ordered from Registration Information (this is accessed from your Document Registration Request screen in SPIN2)
Document Registration Request will allow Pending Registration Request Searches

<table>
<thead>
<tr>
<th>Document Registration Request (DRR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to the online Document Registration Request (DRR) &amp; Pending Registration Request Queue</td>
</tr>
</tbody>
</table>

All documents submitted to Land Titles for registration must be accompanied by a DRR. The most commonly used forms are available on the Land Titles website [Overview](#). Forms may be filled in on-line, saved, and then printed for manual submission of original forms to the Land Titles Office.

Please note: ALL pop-up blockers must be set to “always allow pop-ups from this website” in order for the DRR to open properly in the Adobe Reader.

**NOTE:**
- Use of coloured paper for the creation of an online, electronic DRR is acceptable provided registrant information is clearly legible upon printing. Patterned or marbled paper is NOT acceptable as it may prevent the barcode from being properly scanned.
- Submission of a non-electronic DRR by account clients will result in rejection.
- For Survey Plans or Documents that create or affect new Land, use “not created” as the Land ID on the DRR. Notes: Incorrect use of this option when a title exists may result in your DRR being rejected.

- [Create DRR](#) Create DRR for LTO Submission
- [Modify DRR](#) Modify existing DRR
- [DRR Profile](#) [Create / Maintain DRR Profile](#)
- [Pending Registration Request Search](#) Pending Registration Request Printable List
### Pending Registration Request Search Results

**NOTICE:**

Section 14.1(2) of the Land Titles Act requires the Registrar to establish and maintain a pending registration queue. The results displayed below have been entered into the pending registration queue by a third party with respect to this land identification number, but have not been examined and have not been registered by the Registrar. If the instruments and caveats published below are in a form acceptable to the Registrar, pursuant to s. 14.1(4) of the Land Titles Act, they shall be registered in the order in which they are entered into the pending registration queue.

Please note that certain document types do not require a Land ID on the SPIN2 DRR and therefore may not appear in the search results. To ensure up to date information from the pending registration queue, ensure that a current title is being searched. If more information is required on a pending registration where the contact information displays N/A, email LTOgov.ab.ca.

**Search Type:** Title Number  **Search Criteria:** 991375820

**Pending DRRs**

<table>
<thead>
<tr>
<th>DRR #</th>
<th>DRR Status</th>
<th>Document</th>
<th>Land ID</th>
<th>Corporate / LLP / Tradename</th>
<th>Phone Number</th>
<th>Customer File Number</th>
<th>Received Date (dd/mm/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C00023H</td>
<td>Received</td>
<td>CAVEAT</td>
<td>Title Number: 991375820</td>
<td>REGISTRATIONS (SOUTH)</td>
<td>PRQ/1</td>
<td></td>
<td>09/02/2021</td>
</tr>
<tr>
<td>C000020</td>
<td>Received</td>
<td>CAVEAT</td>
<td>Title Number: 991375820</td>
<td>LTO SOUTH</td>
<td>PRQ/2</td>
<td></td>
<td>09/02/2021</td>
</tr>
<tr>
<td>C00021W</td>
<td>Defective</td>
<td>MORTGAGE</td>
<td>Title Number: 991375820</td>
<td>PRQ TESTING</td>
<td>4032976511</td>
<td>1CASH TEST</td>
<td>10/02/2021</td>
</tr>
<tr>
<td>C00003M</td>
<td>Received</td>
<td>DISCHARGE</td>
<td>Title Number: 991375820</td>
<td>N/A</td>
<td>N/A</td>
<td>2CASH TEST</td>
<td>10/02/2021</td>
</tr>
<tr>
<td>C00005G</td>
<td>Received</td>
<td>TRANSFER OF INSTRUMENT</td>
<td>Title Number: 991375820</td>
<td>REGISTRATIONS (SOUTH)</td>
<td>(403) 297-6511</td>
<td>3921</td>
<td>09/03/2021</td>
</tr>
</tbody>
</table>
A Rejection Notice will now be called a Notice of Deficiency