



# 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)
  - [https://www.qp.alberta.ca/documents/Orders/Orders\\_in\\_Council/2021/2021\\_056.html](https://www.qp.alberta.ca/documents/Orders/Orders_in_Council/2021/2021_056.html)
- 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



Do not write or staple in the above barcoded area

DRR #: C0000MG Version #: 1 Access Code: 4885

## Document Registration Request

Box 7575 Calgary  
Alberta T2P 2R4  
Telephone (403) 297-6511

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

Name: REGISTRATIONS (SOUTH)

Create Date: 2021-03-09

Address: ALBERTA  
T2P0K3

Account or Party Code:

Return By Call Box

Call Box Number: E000

Customer File Number:

3921

Name of Requester:

PRQ TESTING INC

Last Registration Number:

Telephone Number:

(403) 297-6511

Customer's Special Instructions:

No instructions specified.

Priority	Document Type	Land IDs	Comments	Other Services
1	TRANSFER OF INSTRUMENT	991375820		

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 2G7, (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



LAND TITLE CERTIFICATE

S		
LINC	SHORT LEGAL	TITLE NUMBER
0026 453 167	9511660;1;1	111222333

LEGAL DESCRIPTION  
 PLAN 9511660  
 BLOCK 1  
 LOT 1  
 EXCEPTING THEREOUT ALL MINES AND MINERALS  
 AREA: 3.38 HECTARES (8.35 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE  
 ATS REFERENCE: 5;1;21;7;NW

MUNICIPALITY: FOOTHILLS COUNTY

REFERENCE NUMBER: 001002003

REGISTRATION	DATE (DMY)	REGISTERED OWNER(S)		CONSIDERATION
		DOCUMENT TYPE	VALUE	
111222333	22/12/1999	TRANSFER OF LAND	\$200,000	\$200,000

OWNERS  
 John Doe and  
 Jane Doe

BOTH OF:  
 C/O 4024 CRESTVIEW ROAD SW  
 CALGARY  
 ALBERTA T2T 2L4  
 AS JOINT TENANTS

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
891006008	08/06/1989	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.

( CONTINUED )

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 ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

# 111222333

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
951007018	18/07/1995	CAVEAT RE : ACQUISITION OF LAND CAVEATOR - THE MUNICIPAL DISTRICT OF FOOTHILLS NO. 31. BOX 5605 HIGH RIVER ALBERTA T1V1W7

TOTAL INSTRUMENTS: 002

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**PENDING REGISTRATION QUEUE**  
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DRR NUMBER	RECEIVED DATE (D/M/Y)	CORPORATE LLP TRADENAME	LAND ID
C00002M	09/02/2021	REGISTRATIONS (SOUTH) CUSTOMER FILE NUMBER: PRQ/1	
001		CAVEAT	#991 375 820
C00002O	09/02/2021	LTO SOUTH CUSTOMER FILE NUMBER: PRQ/1	
001		CAVEAT	#991 375 820
C00002W	10/02/2021	PRQ TESTING 4032976511 CUSTOMER FILE NUMBER: 1CASH TEST	
001		MORTGAGE	#991 375 820
C00003M	10/02/2021	N/A CUSTOMER FILE NUMBER: 2CASH TEST	
001		DISCHARGE	#991 375 820
C0000MG	09/03/2021	REGISTRATIONS (SOUTH) (403) 297-6511 CUSTOMER FILE NUMBER: 3921	
001		TRANSFER OF INSTRUMENT	#991 375 820

TOTAL PENDING REGISTRATIONS: 005

( CONTINUED )

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

ORDER NUMBER: 28346669

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

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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 LTO@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)

Registration Information

DRR Number

Search Summary: 4 item(s) returned.

Page 1 of 1 4 Result(s) Found - 0 Selected Go to Page:

Add to Cart	DRR Number	Client File Number	DRR Status	Status Date	Fee Total	Created By
<input type="checkbox"/>	C11857D		Received	11/02/2021		emily.ng
<input type="checkbox"/>	C118579		Received	11/02/2021		emily.ng
<input type="checkbox"/>	C118577		Received	11/02/2021		emily.ng
<input type="checkbox"/>	C118574		Received	11/02/2021		emily.ng



- Document Registration Request will allow Pending Registration Request Searches

## Document Registration Request (DRR)

Welcome to the online Document Registration Request (DRR)  
& Pending Registration Request Queue

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. Note: 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

[Registration Information](#)

[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 [LTO@gov.ab.ca](mailto:LTO@gov.ab.ca).

Search Type: Title Number    Search Criteria: 991375820

### Pending DRRs

DRR #	DRR Status	Document	Land ID	Corporate / LLP / Tradename	Phone Number	Customer File Number	Received Date (dd/mm/yyyy)
C00002M	Received	CAVEAT	Title Number: 991375820	REGISTRATIONS (SOUTH)		PRQ/1	09/02/2021
C00002O	Received	CAVEAT	Title Number: 991375820	LTO SOUTH		PRQ/1	09/02/2021
C00002W	Deficient	MORTGAGE	Title Number: 991375820	PRQ TESTING	4032976511	1CASH TEST	10/02/2021
C00003M	Received	DISCHARGE	Title Number: 991375820	N/A	N/A	2CASH TEST	10/02/2021
C0000MG	Received	TRANSFER OF INSTRUMENT	Title Number: 991375820	REGISTRATIONS (SOUTH)	(403) 297-6511	3921	09/03/2021



- A Rejection Notice will now be called a Notice of Deficiency

NOTICE OF DEFICIENCY

LAND TITLES OFFICE

TO REGISTRATIONS (SOUTH)

VIA CALL BOX

RE: D.R.R. NUMBER: C0000N3

CALL BOX: C999  
ACCOUNT NUMBER: A004200  
DEFICIENCY DATE: 2021/03/02

DOCUMENT TYPE

CAVEAT

CONTROLLED LAND - FOREIGN OWNERSHIP DECLARATION REQUIRED.

\* REJECTION TEXT HERE

\*\* PLEASE RE-SUBMIT DOCUMENT(S) WITH THIS FORM FOR FASTER PROCESSING. \*\*

ADR/ROBYN1K