



Change of Address

Information Sheet

An owner or mortgagee of land that a certificate of title has been issued to must provide a postal address where all notices required to be sent to an owner or mortgagee can be mailed. An owner or mortgagee must notify the Registrar of any change in their address.

A Notice of Change of Address for Service form has been developed. Use this form to change the address for caveats and instruments. This excludes Condominium Corporations (see below).

What information you need

- The full *legal description for the property (not the civic address) for title owners or the instrument/caveat number for registered interests.
- The full name(s) of the owner(s) of the title or interest that are changing the address
- The full address including postal code for the address you want it changed to
- Signature(s) of the owner(s) of the title or interest that are changing the address
- If you are changing the address for a registered owner that is a corporation, you require one signature of an officer or director of the corporation under the seal of the corporation.

Important Information: If a person does not have their signature on the form, their address cannot be changed. For example, if there are two owners on a title, but only one owner completes and signs the form, the address for the other owner cannot be changed.

Tips

- If the address for service includes a lengthy law firm name, the name may be abbreviated by adding "ETC." after endorsing some of the names so it is clear that the firm name has been abbreviated. The phrase "Barristers and Solicitors" doesn't need to be included.
- There are no requirements for a witness or an affidavit of execution.
- The legal description can often be found on your property tax notice.

Condominiums

- Condominium Corporations can change their address using the form here:
http://www.servicealberta.ca/pdf/tmanual/condominium_change_of_address_for_service.pdf

Additional Information

Detailed information regarding Land Titles filing requirements and forms can be found on our website:

- **Main webpage**
 - <https://www.alberta.ca/land-titles.aspx>
- **Change of Address policy**
 - <http://www.servicealberta.ca/pdf/ltmanual/ADD-1.pdf>
- **Change of Address forms**
 - <https://www.alberta.ca/land-titles-overview.aspx#change>
- **Land Titles Act**
 - http://www.gp.alberta.ca/1266.cfm?page=L04.cfm&leg_type=Acts&isbncIn=9780779789702&display=html
- **Fees**
 - http://www.servicealberta.ca/pdf/ltmanual/Land_Titles_Common_Documents_Fee_Schedule.pdf

*Legal Descriptions

Ways to find your legal description.

- from a previous copy of title
- most tax assessment notices have it
- some taxation municipalities may be able to provide it
- using the Land Titles SPIN 2 system search

Some legal descriptions are complicated and reference only portions of land. In these cases, you must be able to provide the full legal description as the Land Titles staff will not be able to determine the correct property. It is the registrant's responsibility to ensure they have the full and accurate legal description.

Registration Fees

First title affected	\$0.00
Extra title(s) affected	\$2.00 per title

Please enclose a cheque or money order payable to the **Government of Alberta**. The completed Change of Address and appropriate fees can be mailed to either address:

Land Titles Office
Box 7575
Calgary AB T2P 2R4

or

Land Titles Office
Box 2380
Edmonton AB T5J 2T3

If you have any further questions, please email or call our office at:

Alberta Government Services Bldg.
2nd Floor, 710-4th Avenue SW
Calgary AB T2P 0K3
403-297-6511
ltos@gov.ab.ca

or

John E. Brownlee Building
10365-97th Street
Edmonton AB T5J 3W7
780-427-2742
lto@gov.ab.ca

* The information in this document is only a guideline and is not intended as an exhaustive listing.