



General Information for Completion of Documents

Information Sheet

The primary function of the Land Titles Office is to register documents relating to land transactions.

In order to register documents, we are required to examine them to ensure they comply with certain minimum requirements for each type of document; however, we do not review all provisions in every document to assess the full legal consequences.

Reasons for Restrictions

There are several reasons why we can only offer minimum guidance in the preparation of documents.

First, the *Land Titles Act* prohibits staff from advising on titles to land or practicing as conveyancers (section 10).

Second, while document examination staff are knowledgeable in the registration requirements of land documents, they do not have official legal qualifications to give appropriate advice in the completion of documents that regulate rights of ownership in land.

Third, as our official mandate is limited to document examination, we do not have the staffing levels to enable us to provide extensive assistance in the completion of documents.

Limited Assistance

For most document types, staff will be pleased to give a brief general indication of the type of information that normally appears in them, and you are welcome to refer to a counter copy of the Land Titles Procedures Manual to review the registration requirements.

The Procedures Manual and commonly used forms can be accessed online by visiting our website at:

<https://www.alberta.ca/land-titles-procedures-manual.aspx>

Staff may also act as commissioners for completing affidavits and statutory declarations if proper identification is provided, but they are not authorized to act as a witness to a signature. Land Titles staff can only commission documents where the person can fully understand English and is fully aware of what they are swearing\signing.

Cautions

Because the manner in which documents are prepared can result in different legal consequences and possible financial liability if improper claims are made, you should consider the reviewing your transaction with a qualified adviser prior to submitting documents for registration.

Thank you for your cooperation.