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## Pending Registration Queue

Processes for deficiencies, extensions, consent, and document retrieval/recalls

### Overview

The Land Titles Pending Registration Queue (PRQ) provides the option of closing real estate transactions as soon as the Land Titles Office has received the registration documents, so that the parties to a transaction do not need to wait until registration is complete. The PRQ guarantees that a party registering an interest in a property maintains their position in the workflow queue of the Land Titles Office.

If documents are deficient, the Land Titles Office will return them to the submitter for correction. Submitters have 30 calendar days from the original deficiency date to correct the documents and complete their registration. Extensions requests will not be granted, and documents may be recalled from the queue, if necessary.

### Submitting a Document Registration Request

When all documents have been prepared and checked thoroughly, a Document Registration Request (DRR) can be prepared through SPIN and then couriered, mailed, or dropped off at the Land Titles Office.

### Pending Registration Request List

The Pending Registration Request List is a free tool that allows SPIN users to view a list of received DRRs, including documents that are awaiting registration for a specific land title.

Prior to submitting a DRR, search the Pending Registration Request List using the following process:

- Log in to SPIN.
- Click the **DRR** tab on the top menu bar.
- Select **Pending Registration Request Search**.

Enter the Land ID you want to search. If there are pending registrations for the Land ID, a printable list is provided, including contact information for the submitter.

### Confirming Your Position in the PRQ

To confirm that the Land Titles Office has received your DRR, check the Pending Registration Request List within four hours of submitting your DRR. If you do not see your DRR listed in the search, please email [LTO@gov.ab.ca](mailto:LTO@gov.ab.ca) for the Edmonton office or [LTO@gov.ab.ca](mailto:LTO@gov.ab.ca) for the Calgary office.

### Checking PRQ Status (SPIN)

To find out if there are submissions in the PRQ, search the Pending Registration Request List in SPIN under the Document Registration Request tab. If there are pending registrations for the Land ID, a printable list is provided, including contact information for the person who submitted the registration request.

To confirm that the Land Titles Office has received your DRR, check the Pending Registration Request List within four hours of submitting your DRR. If you do not see your DRR listed in the search, contact the Land Titles Office.

### Populating the PRQ

The PRQ is populated when the Land Titles Office receives a DRR. Errors on a DRR could result in a loss of priority, or a priority being created on the wrong land title. It is a submitter's responsibility to ensure that the DRR is accurate and complete.

To ensure the PRQ has been populated correctly, double-check the following before submitting:

- All Land IDs affected by your document are listed on the DRR.

- The Land ID is accurate.
- The document type selected is accurate.
- The submitted documents match those listed in the DRR.
- The documents are listed in the correct order.

The Land Titles Office cannot guarantee priority on a title when the Land ID has been entered incorrectly.

## Notice of Deficiency

If documents require correction, the Land Titles Office will send the Document Registration Request (DRR) package back to the submitter with a Notice of Deficiency, which includes:

- The date the DRR was made deficient.
- The name, phone number, and email for the Land Titles analyst who is working on the registration.
- A list of deficiencies found in the documents submitted.

If corrected documents are not returned to the Land Titles Office within 30 calendar days of the deficiency date, the DRR will expire and a new submission will be required. If a new submission is required, submitters will lose their original position in the PRQ and will be given a new place in line.

Questions about a Notice of Deficiency can be directed to the noted analyst using the phone number or email provided. If the analyst is away, questions may be sent to [LTO@gov.ab.ca](mailto:LTO@gov.ab.ca) or [LTOS@gov.ab.ca](mailto:LTOS@gov.ab.ca). Emails must indicate in the subject line that the request is about a Notice of Deficiency and must include the DRR number.

## Correction Period and Expiry

Submitters have 30 calendar days from the original deficiency date to correct the documents and complete their registration.

If corrected documents are not returned to the Land Titles Office within 30 calendar days of the deficiency date, the DRR will expire, and a new submission will be required. If a new submission is required, submitters will lose their original position in the PRQ and will be given a new place in line.

## Requesting Consent from Others in the PRQ

If your DRR requires modification and there are subsequent submissions from others in the PRQ, consent is required from those submitters before your modified DRR can be resubmitted. If the subsequent submission is a discharge, consent is not required, as the party is disposing of their interest in title.

Consent is confirmation to Land Titles that others who have requested a registered interest in the same title agree that your modified DRR should maintain its priority. If the modified DRR will affect another's registration, or other submitters do not agree that it should maintain priority, they can withhold consent and your DRR will wait until subsequent submissions are processed.

To find out if there are submissions behind yours in the PRQ, search the Pending Registration Request List in SPIN under the Document Registration Request tab. If there are pending registrations for the Land ID, a printable list is provided, including contact information for the person who submitted the registration request. Contact any submitters who have filed subsequent registration requests, and ask them to fill in and sign the required consent form: PRQ Consent to Register (alberta.ca) at <https://cfr.forms.gov.ab.ca/Form/LTS13476>.

## Submitting Consent Forms

If providing a hard copy paper submission, submit one consent form, and Land Titles will copy and attach it to each document.

If providing an e-submission through Alberta Land Titles Online (ALTO) at <https://spin.alt.alberta.ca/>, the consent must be attached to each of the documents in your submission. It does not matter if the consent is the first or last page of the document.

If your corrected registration documents are returned to Land Titles without all the required consents, your DRR will be held with the analyst until the PRQ is cleared of the subsequent submissions. If you have any questions regarding your submission, please contact the analyst who provided the Notice of Deficiency.

## Extension Request

Effective April 1, 2026, requests to extend deficient DRRs beyond 30 days will no longer be approved. If you are unable to resubmit deficient documents within the 30-day return period, please resubmit the document package on a new DRR.

For information on checking PRQ status and ensuring your DRR populates correctly, see [Checking PRQ Status \(SPIN\)](#) above.

## Recalling Documents from the PRQ

Documents can be recalled from the PRQ if:

- They have not yet been examined by an analyst; or
- They have been returned with noted deficiencies, and you do not intend to correct the deficiencies and re-submit the documents.

If you are an ALTO or SPIN user, you can find the most up-to-date status of your DRR in SPIN and recall unexamined DRRs using the ALTO application.

For non-ALTO users, if you need to recall unexamined documents, or if you do not intend to correct the deficiencies and need to remove the file from the queue, email a letter on your (or your company's) letterhead to [LTO@gov.ab.ca](mailto:LTO@gov.ab.ca) or [LTOS@gov.ab.ca](mailto:LTOS@gov.ab.ca), including the following required information:

**Note:** It may take up to 5 business days to process each request for recall.

### Required Information

- A letter on your letterhead.
- A copy of the DRR/RR (**enter the DRR number in the email subject line:** "DRR # Document Retrieval Request").
- The legal description(s).
- The name of the individual authorized to retrieve the documents.
- A clear statement of what you need to do (e.g., replace documents, remove documents).
- The following statement: **"We understand Land Titles is not liable or there is no liability to Land Titles if our DRR is registered and we are aware we will lose priority once the documents are removed from the queue."**

Once the recall request is received, the Land Titles Office will find all unexamined documents under the DRR, remove the files from the queue, and return them to you by the method noted on the Document Registration Request (e.g. call box, mail).

**Documents retrieved from Land Titles will be deleted from the pending registrations queue. They must be resubmitted on a newly created DRR, which will be a new submission.**

### For more information...

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| <ul style="list-style-type: none"><li>• <b>Calgary Office</b><br/>2nd Floor, Service Alberta Bldg.<br/>710 4th Avenue SW<br/>Calgary, Alberta T2P 0K3<br/><b>Telephone:</b> (403) 297-6511<br/><b>Email:</b> <a href="mailto:ltos@gov.ab.ca">ltos@gov.ab.ca</a></li></ul> | <ul style="list-style-type: none"><li>• <b>Edmonton Office</b><br/>Mezz., John E. Brownlee Bldg.<br/>10365 97 Street<br/>Edmonton, Alberta T5J 3W7<br/><b>Telephone:</b> (780) 427-2742<br/><b>Email:</b> <a href="mailto:lto@gov.ab.ca">lto@gov.ab.ca</a></li></ul> |
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