

# Deeds Registration Application Form

**For Office Use Only**

Registration # \_\_\_\_\_

Master Plan Number \_\_\_\_\_

**Document Type**

**1**

<input type="checkbox"/> Conveyance	<input type="checkbox"/> Notice of Release of Mortgage DO NOT COMPLETE SECTION 4	<input type="checkbox"/> Notice of Transfer of Mortgage	Document Date Y Y Y Y - M M - D D _____
<input type="checkbox"/> Notice of Mortgage	<input type="checkbox"/> Partial Release of Mortgage COMPLETE SECTION 4	<input type="checkbox"/> Other (specify) _____	
<input type="checkbox"/> Assignment of Rentals			

Document Order \_\_\_\_\_ of \_\_\_\_\_

**Party From Information. Space on reverse if necessary.**

**2**

Individual / Company	Confirmor	Guarantor	Executor/ Administrator	Trustee
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Party To Information (if applicable). Space on reverse if necessary.**

**3**

Individual / Company	Confirmer	Guarantor	Executor/ Administrator	Trustee
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Property Location Information. DO NOT COMPLETE FOR Notice of Release of Mortgage. Space on reverse if necessary.**

**4**

Location of Property _____	Community _____
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**Consideration. DO NOT COMPLETE FOR Notice of Release of Mortgage.**

**5**

Consideration \$ \_\_\_\_\_ Affidavit of Value Attached? Yes  No  Amount \$ \_\_\_\_\_

**Firm / Submitter**

**6**

Submitters Individual Name \_\_\_\_\_

Firm Name (if applicable) \_\_\_\_\_ Internal File Number \_\_\_\_\_

Submitters Address \_\_\_\_\_

**Please complete when filing notices as per Section 7(1)(e) of the Registration of Deeds Act 2009**

By my signature I certify that I have seen the original instrument with the original signatures.

Name (Please print)	Written Signature
_____	_____

**Related Documents (continue on reverse if more space is required)**

**7**

Registration Number \_\_\_\_\_ Roll \_\_\_\_\_ Volume \_\_\_\_\_

Frame \_\_\_\_\_ Folio \_\_\_\_\_

**For Office Use Only**

Registration Date Y Y Y Y - M M - D D	Time	Receipt Number	Fee Amount	Registrar of Deeds
_____	_____	_____	_____	_____
Comments				
_____				

**Sections 2, 3, 4, and 7 continued if necessary**

**Party From Information (Additional space if required)**

2	Individual / Company	Confirmor	Guarantor	Executor/ Administrator	Trustee
	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Party To Information (Additional space if required)**

3	Individual / Company	Confirmer	Guarantor	Executor/ Administrator	Trustee
	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Property Location Information (Additional space if required) DO NOT COMPLETE FOR Notice of Release of Mortgage.**

4	Location of Property	Community
	_____	<input type="checkbox"/>
	Location of Property	Community
	_____	<input type="checkbox"/>
	Location of Property	Community
	_____	<input type="checkbox"/>
Location of Property	Community	
_____	<input type="checkbox"/>	
Location of Property	Community	
_____	<input type="checkbox"/>	
Location of Property	Community	
_____	<input type="checkbox"/>	

**Related Documents (Additional space if required)**

7	Registration Number	Roll _____	Volume _____
	_____	Frame _____	Folio _____
	Registration Number	Roll _____	Volume _____
	_____	Frame _____	Folio _____
	Registration Number	Roll _____	Volume _____
	_____	Frame _____	Folio _____

**Contact Information**

8	If you require further information, please contact the Registry of Deeds at (709) 729-3317.
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**PRIVACY NOTICE**

The Commercial Registrations Division collects Personal Information relating to deed registration under the authority of the *Registration of Deeds Act, 2009*. Personal information collected by the Government of Newfoundland and Labrador is protected under the *Access to Information and Protection of Privacy (ATIPP) Act*. If you have any questions about the collection or use of this information, please contact a Registry of Deeds representative at your nearest Department of Government Services office.

## Instructions for completing the Registration Application Form

The Registration Application Form (RAF) is in a type-able PDF format.  
If you choose to hand-write in the information on the form please ensure that it is legible.

The accuracy of the information contained on the RAF is the responsibility of the submitter. The staff will enter the data directly from the form so please ensure the information on the form is accurate.

### SECTION 1

#### Document Type

Select the box next to the document type to indicate the type of document that you are registering. If you select OTHER, you MUST specify the document type.

#### Document Date:

This is the date of the execution or drafting of the document that is recorded on the document. If you do not have a document date then leave the field blank.

#### Please Note:

When registering a **Notice of Mortgage**, you must attach a legible written description and affidavit of value if applicable. You may attach supporting affidavits.

**Do not attach the mortgage document, schedules, promissory notes or terms and conditions.**

When registering a **Notice of Release of Mortgage** **do not** attach the Release of Mortgage document.

**Do not complete sections 4 and 5 of the registration application form**  
**You must complete section 7 which references the document being released**

When registering a **Partial Release of Mortgage** you must attach the document.  
Complete Section 4

### SECTION 2

#### Party From Information

Party From includes: mortgagors, vendors, releasors, guarantors and confirmors.  
Enter the name of the individual or company exactly as it appears on the document., this includes middle names and initials. If entering multiple names, please enter each one individually.

Example:

John Smith  
Joan Smith  
Mary Smith

If the name is: J. Joseph Smith

You must enter twice:

J. Joseph Smith  
Joseph Smith

The full name of the Financial Institution is required. Do not enter CIBC or BNS. Enter the full name CIBC Mortgage Inc. or Bank of Nova Scotia. Also if CIBC Mortgages Inc. includes "trading as Firstline Mortgages" You may enter First Line Mortgages. Do not enter "trading as".

Select box if the party to the document is a confirmor, guarantor, executor/administrator or trustee.

If registering a Declaration, enter the declarant's name only in the Party From field. Do not enter the names of the individuals who are completing the affidavits of long possession.

## **SECTION 3**

### **Party To Information**

Party To includes: mortgagees, purchasers and releasees

Enter the name of the individual or company exactly as it appears on the document. If entering multiple names, please enter each one individually.

Example:

John Smith

Joan Smith

Mary Smith

If the name is: J. Joseph Smith

You must enter twice:

J. Joseph Smith

Joseph Smith

The full name of the Financial Institution is required. Do not enter CIBC or BNS. Enter the full name CIBC Mortgage Inc. or Bank of Nova Scotia.

Also if CIBC Mortgages Inc. includes "trading as Firstline Mortgages" enter First Line Mortgages. Do not enter "trading as".

Select box if the party to the document is a confirmee, guarantor, executor/administrator or trustee.

## **SECTION 4**

### **Property Location Information**

Your property location MUST be entered exactly as it appears on the WRITTEN DESCRIPTION.

LOCATION: refers to the civic address.

COMMUNITY: REFERS to the community name DO NOT ENTER ELECTORAL DISTRICTS

Do not enter the province name as we only register land within the province of Newfoundland and Labrador.

**NOTE:** When registering a conveyance or notice of mortgage for a condominium, you must enter the condominium name in the location field.

A Registration Application Form is not required to be attached to the condominium copy.

## **SECTION 5**

### **Consideration**

enter the amount as stated on the document.

Affidavit of value: if you are attaching an affidavit of value check "yes", enter the amount from the affidavit of value.

## **SECTION 6**

### **Firm/Submitter**

Enter the name of the individual who is submitting the document for registration.

If registering a Notice as per Section 7(1)(e) of the Registration of Deeds Act 2009 then you must sign the certification statement.

## **SECTION 7**

### **Related Documents**

Enter the information as it appears on the document.

DO NOT enter related documents that are not referenced in the document.

### **NOTE:**

The CADO system will generate a Certificate of Registration for all registered documents. You may obtain and print a copy of this certificate by performing a search of the registered document.

There is an associated search fee of \$10.00 for firms who do not have a CADO license.