

Deeds Registration Application Form

For Office Use Only

Registration # _____

Master Plan Number _____

Document Date

Y Y Y Y - M M - D D

Document Order ____ of ____

Document Type

1

☐ Conveyance

☐ Notice of Release of Mortgage
DO NOT COMPLETE SECTION 4

☐ Notice of Transfer of Mortgage

☐ Notice of Mortgage

☐ Partial Release of Mortgage
COMPLETE SECTION 4

☐ Other (specify) _____

☐ Assignment of Rentals

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

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"/>

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

4

Location of Property

Community

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)

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)

Individual / Company	Confirmer	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"/>

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

Location of Property	Community
Location of Property	Community
Location of Property	Community
Location of Property	Community
Location of Property	Community
Location of Property	Community

Related Documents (Additional space if required)

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

Contact Information

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

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 printed and is legible.

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:

(i) 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.
(Note: Submitters other than law firms and pre-authorized filers may be asked by the Registry to attach the full mortgage document.)

(ii) When registering a **Notice of Release of Mortgage** please attach the Release of Mortgage document.

(Note: Law firms and other pre-authorized filers 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.

(iii) When registering a **Partial Release of Mortgage** you must attach the document.

- You must Complete Section 4

SECTION 2

Party From Information:

Party from includes: mortgagors, vendors, releasors, guarantors and confirmors.

Enter the name of the individual or corporation exactly as it appears on the document, this includes middle names and initials. If entering multiple names, please enter each one individually on a separate line.

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 abbreviations such as CIBC or BNS. Enter the full name CIBC Mortgages Inc. or Bank of Nova Scotia. Also if CIBC Mortgages Inc. includes "trading as First Line Mortgages" only enter CIBC Mortgages Inc.

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 corporation 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 abbreviations such as CIBC or BNS. Enter the full name CIBC Mortgages Inc. or Bank of Nova Scotia. Also if CIBC Mortgages Inc. includes "trading as First Line Mortgages" only enter CIBC Mortgages Inc.

Select applicable 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 Labrador.

NOTE: When registering a conveyance or notice of mortgage for a condominium, you must enter the condominium name and unit number (if applicable) in the location field.

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 on the space provided.

SECTION 6**Firm/Submitter**

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

If registering a notice based document 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 any firms who do not have a CADO license.