



Ministry of Government Services  
ServiceOntario

Policy and Regulatory Services  
Branch

**Bulletin No. 2012-01**

***Land Titles Act***

***Land Registration  
Reform Act***

**DATE: FEBRUARY 17, 2012**

**Search by Condominium  
and Condominium Cross  
Reference Index  
Improvements**

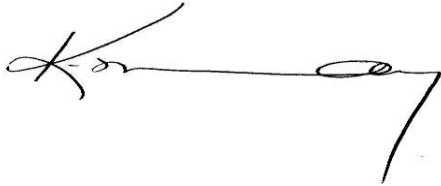
On Feb 21, 2012 improvements to the Condominium Cross Reference Index will be introduced to POLARIS II. POLARIS II is the back-end system used to update and maintain the property records. With these improvements, the Search by Condominium feature within Teraview® will provide a Condominium PIN List for all registered condominium plans. The Condominium Cross Reference indices will be maintained as any new condominiums plans are registered or as any existing condominiums plans are amended.

The Search by Condominium feature is available in Teraview for each Land Registry Office and enables users to locate a property by reviewing the Condominium PIN List associated to a condominium plan. The option to Search by Condominium is located on the Property menu in Teraview. When condominium plan numbers are entered into the system they are given a prefix. This prefix is not shown on the face of the plan but is required to be entered into the system when searching for condominium plans. The condominium plan registration number including the prefix number (for example, PCP1000) is entered in the Condominium ID field. The PIN List showing the PINs and associated units and levels for the requested Condominium Plan is displayed. The Parcel Register can be retrieved by selecting the PIN on the PIN List that is assigned to the unit and level.

There were rare occasions where the paper records were created with multiple units and were subsequently automated the same way. For these instances, the condominium cross reference index will only show the lowest unit and level information for the PIN. (For example, if a PIN contains Unit 1, Level 1 and Unit 25, Level A, only Unit 1, Level 1 will be shown with the PIN in the cross reference index.

In addition, some land registry offices assigned different series of prefixes within their offices. As part of these improvements some prefixes were amended so now most condominiums in a land registry office will have the same prefix series. There are some exceptions to this such as, where there are duplicate condominium plan numbers in the same office, e.g. WATERLOO NORTH CONDOMINIUM 1 and WATERLOO SOUTH CONDOMINIUM 1. As both of these plans had the same number and are recorded in the same office a different prefixes was assigned to differentiate between the two plans.

To determine the prefix assigned to a condominium plan and assist in searching a condominium cross reference index a new 'Condominium Plan Prefix List' is attached as 'Appendix A' to this bulletin and will also be available on Teranet's website at [www.teranetexpress.ca](http://www.teranetexpress.ca). The Condominium Cross Reference indices available to download from Teranet's website were provided as assistance only in locating a condominium PIN and may not contain up to date information.

A handwritten signature in black ink, appearing to read 'K. Murray', with a long horizontal line extending to the right and a vertical line at the end.

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Katherine M. Murray  
Director of Titles

## Appendix A

### Condominium Plan Prefixes

Land Registry Office	Condominium Plan Prefix	Plans Available through Search by Condominium
01 Algoma	ACP	All
02 Brant	BCP	All
03 Bruce	BCP	All
04 Ottawa	RCP OCCP	1 to 11, 13, 15, 16, 18, 19, 21 (Russell Condominium Plans) All (Ottawa-Carleton Plans)
06 Cochrane	CCP	All
07 Dufferin	DCP	All
08 Dundas	DCP	No Condominiums
11 Elgin	ECP	All
12 Essex	ECP	All
13 Frontenac	FCP	All
14 Glengarry	GCP	All
15 Grenville	GCP	All
16 Grey	GCP	All
18 Haldimand	HCP	All
19 Haliburton	HCP	All
20 Halton	HC	All
21 Hastings	HCP	All
22 Huron	CONDO	All
23 Kenora	KCP	All
24 Kent	KCOND	All
25 Lambton	LBCP CONDO	1 to 43 44 onwards
27 Lanark	LSCP LNCP LCP	1 to 5 – (Lanark South Condominium Plans) 1 to 8 – (Lanark North Condominium Plans) 9 onwards
28 Leeds	LCP	All
29 Lennox	LCP	All
30 Niagara North	NNCON	All
31 Manitoulin	MCCP	All
33 Middlesex	CONDO CONDO1W CONDO2W CONDO3W	All Middlesex Condominiums except: MIDDLESEX WEST CONDOMINIUM PLAN 1 MIDDLESEX WEST CONDOMINIUM PLAN 2 MIDDLESEX WEST CONDOMINIUM PLAN 3
35 Muskoka	MCP	All
36 Nipissing	CONDO	All
37 Norfolk	NCP CONDO	1 to 22 23 and onwards
39 Northumberland	PHCP COCP CGCP CCP	1 - PORT HOPE CONDOMINIUM PLAN 1 to 3 - NORTHUMBERLAND EAST CONDOMINIUM PLAN 1 to 9 - NORTHUMBERLAND WEST CONDOMINIUM PLAN 10 and onwards

<b>Land Registry Office</b>	<b>Condominium Plan Prefix</b>	<b>Plans Available through Search by Condominium</b>
40 Durham	NCP OCP DCP	1 TO 8 (NEWCASTLE CONDOMINIUM PLAN) 1 TO 17 (ONTARIO CONDOMINIUM PLAN) 18 and onwards
41 Oxford	OXC	All
42 Parry Sound	PSCP	All
43 Peel	PCP	All
44 Perth	PERCON	All
45 Peterborough	PCP	All
46 Prescott	PCP	All
47 Prince Edward	PECP	All
48 Rainy River	CONDO	All
49 Renfrew	CONDO	All
50 Russell	CONDO	All, Note Russell condominium plans 1 to 11, 13, 15, 16, 18, 19, 21 were transferred to Ottawa
51 Simcoe	SCP	All
52 Stormont	CPL	All
53 Sudbury	SUDCON	All
54 Timiskaming	TCP	All
55 Thunder Bay	CONDO TBCP	1 to 38 39 and onwards
57 Victoria	VCP	7 onwards (Condominiums 1 to 6 are now condominium 15)
58 Waterloo	WSCP WNCP WCP	1 to 33 (WATERLOO SOUTH CONDOMINIUM PLAN) 1 to 211 (WATERLOO NORTH CONDOMINIUM PLAN) 212 and onwards
59 Niagara South	CONDO	All
61 Wellington	WNCP WCP	1 to 4 – Wellington North Condominium Plans 1 and onwards – Wellington Condominium Plans
62 Wentworth	WCP	All
65 York Region	YRCP	All
80 Toronto	YCP MTCP TCP	1 to 531 (Note: Some Plans in this series transferred to York Region) 532 to 1419 1420 and onwards