

Authorization renewal form

ServiceOntario

Re: Authorization to submit documents for registration in the Electronic Land Registration System for category D account holders

All forms relating to the authorization to submit documents for registration in the electronic land registration system, including the Electronic Land Registration Agreement and the Application Guide, can be found [here](#).

Teraview Account Holder: (as registered with Teranet)			
Teraview Account #:		Expiration date of original authorization:	
Phone Number:		Email:	

By signing this form the account holder representative confirms that:

1. The Teraview Account Holder has a current policy of insurance for errors & omissions relating to the registration of documents in the electronic land registration system and a copy of the current certificate of insurance is attached to this form;
2. If the Account Holder Representative was required to submit a Canadian Police Information Centre (CPIC) with the original application for authorization, attached to this authorization renewal form is an original current (within the last six months), certified report;
3. There are no unresolved charges or convictions under any federal or Ontario statute relating to the Teraview Account Holder or the Account Holder Representative;
4. Where the Teraview Account Holder has licensed Users under the Account who are members of a regulated organization those Users are listed on the page attached to this form with their organization membership numbers, and the Teraview Account Holder Representative has informed the Director of Land Registration if any of those Users is an undischarged bankrupt or if any of the Users have been the subject of disciplinary proceedings by the regulated organization where the User has been found to have engaged in professional misconduct, including fraud;
5. The Teraview Account Holder agrees to be bound by the terms of the Electronic Land Registration Agreement and by the Indemnification Agreement if any, as may be amended by the Director from time to time pursuant to section 9 of the Agreement, to the date of expiry fixed below by the Director (*Check the [website](#) for the current version of the Agreement in effect as of the date this form is submitted*), AND
6. One of the following is true (**check one**):

<input type="checkbox"/>	All information provided with the original application for authorization, including the supporting documentation, remains the same (if this box is checked, you are not required to submit copies of your identification with your authorization renewal form)
<input type="checkbox"/>	There have been changes to the information provided with the original application, however the Ministry has been previous informed of these changes.
<input type="checkbox"/>	There have been changes to the information provided with the original application and I am informing the Director of Land Registration now by attaching a Form 3 (Information Change Form), which details the changes.

This form can be submitted:

In person: At any Land Registry Office with originals of any I.D. or other required documents- it is recommended that before submitting the form you make an **appointment with the staff at the Land Registry Office**. See [website](#) for phone numbers.

By email: ELRSAuthorization@ontario.ca

By mail to: Electronic Land Registration System Authorization, 20 Dundas Street West, 4th Floor, Toronto, ON M5G 2C2

*Note: Forms submitted by mail/email must include notarized colour photocopies/scanned images of any documentation required, including the front and back of any required identification. (see list of acceptable identification in Form 1 – Application for Authorization, and in the Application Guide, on the website).
The notarial certificate must be the signed and sealed original / scanned colour image of same. Account Holder Representatives are reminded that they also need to inform Teranet of any changes to their account.*

Form submitted on the _____ Day of _____, 201_____

Account Holder Representative: _____ Land Registry Office Staff (if form submitted in person)

Print name:		Print name:	
Signature:		Signature:	

The information and documentation provided in this form are collected under the authority of the *Land Registration Reform Act* and will be used to administer the authorization to submit documents for registration in the electronic land registration system. The Teraview Account Holder consents to the collection, use and disclosure of the information and documentation as more particularly set out in Section 4.1 of the Electronic Land Registration Agreement. If you have any questions about the collection of information with this form, please contact: the Director of Land Registration, ServiceOntario, 20 Dundas Street West, 4th Floor, Toronto, ON M5G 2C2, 416-314-3138 or 1-866-262-8135.

The renewal you submitted to the Director of Land Registration has been approved, and you are hereby authorized to continue to access the electronic land registration system for the purpose of submitting electronic documents for registration.

Renewal authorized on behalf of the Director of Land Registration by:

Print name:		Signature:	
The new date of expiry of the Registration Agreement for this Teraview Account is:			

If you have questions regarding this form please contact ServiceOntario at (416) 314-3138 or 1-866-262-8135

