

# Authorization renewal form

Re: Authorization to submit documents for registration in the Electronic Land Registration system for **Government Bodies**

ServiceOntario

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](#).

<b>Teraview Account Holder:</b>			
<b>Teraview Account #:</b>		<b>Expiration date of original authorization:</b>	
<b>Phone Number:</b>		<b>Email:</b>	

## By signing this form the account holder representative confirms that:

1. Any licensed users under the account that are, or have been, members of a regulated organization have not been subject to any disciplinary or legal proceedings where they have been found to have engaged in fraud or professional misconduct;
2. The Teraview Account Holder agrees to be bound by the terms of the Electronic Land Registration Agreement, as may be amended from time to time and posted on the Ministry website noted above, to the date fixed below by the Director of Land Registration for the expiration of the authorization; and
3. 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
<input type="checkbox"/>	The Ministry has either been informed of any changes in the information provided with the original application for authorization, or Form 3 is attached with details of the changes. (See <a href="#">Application Guide</a> for information)

## This form can be submitted:

**By email:** [ELRSAuthorization@ontario.ca](mailto:ELRSAuthorization@ontario.ca)

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

**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.

*Note: Forms submitted by mail / email must include notarized colour photocopies / scanned images of any identification or other documentation required. 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. (see list of acceptable identification in Form 1 – Application for Authorization and in the Application Guide, on the website)*

Form submitted on the \_\_\_\_\_ Day of \_\_\_\_\_, 201\_\_\_\_\_

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

<b>Print name:</b>		<b>Print name:</b>	
<b>Signature:</b>		<b>Signature:</b>	

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, 4<sup>th</sup> 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:

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

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

