



Ontario

Ministry of  
Consumer and  
Commercial  
Relations

Ministère de la  
Consommation  
et du  
Commerce

Real Property Registration Branch  
4th Floor, Suite 402  
393 University Ave.  
Toronto, Ontario  
M5G 1E6

Phone: (416) 314-4880  
Fax: (416) 314-4878

February 13, 1997

**EM199705**

**MEMORANDUM TO:** Land Registrars  
Regional Managers

**FROM:** Kate Murray  
Director of Titles  
Real Property Registration Branch

**RE: Document Pre-Approval**

In November of 1992 a pre-approval policy was introduced to standardize the pre-approval of complex documents and descriptions throughout the Branch.

Since 1992 the Branch has undergone significant reductions in staff. As the pre-approval process can represent a significant workload it is important to ensure that remaining staff resources are effectively utilized. Therefore, I want to reiterate that the pre-approval of documents is intended to apply only to complex documents and descriptions.

This policy has been reviewed and updated and should be followed by all land registry offices. A copy of the updated policy is attached. If your office has already eliminated pre-approvals or has a more restrictive policy than the attached, this memo does not apply to you.

Prior to making changes to your pre-approval policy, please discuss your plans with your Regional Manager. Land Registrars are to discuss the pre-approval policy with clients at regular client meetings to ensure understanding of the principles of the policy. Land Registrars should also give clients notice if any changes are made to their office procedures.

cc: Ian Veitch  
Head Office Managers  
Regional Surveyors  
Legal Services

Encl.

## PRE-APPROVAL POLICY

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1. The onus for the accuracy and completeness of land registration documents remains with the registrant.
2. Pre-approval is not to be used for standard, uncomplicated documents.
3. Pre-approval is limited only to complex documents and documents containing complex descriptions. Standard documents, including non-complex Registry reference plans, foreclosures, powers of sale, transmission and survivorship applications, should be returned to the client unapproved.
4. Pre-approvals are to be processed on a first-come first-served basis whether or not the request is received in person, via mail or via fax.
5. Offices will maintain a pre-approval log to eliminate disagreements, conflicts, or delays at the registration counter.
6. Where a pre-approval request is received that is extremely deficient, it should be returned. The client should be asked to re-submit.
7. Registrants, wishing to have a complex document(s) affecting several Land Registry Offices pre-approved, should forward the document to the Director of Titles for central review and approval.
8. Responsibility for pre-approval is at the discretion of the Land Registrar, with the concurrence of their Regional Manager.

The following documents will continue to be pre-approved:

Land Titles reference plans  
Plans of Subdivision  
Unusual Documents  
Complex Powers of Sale.

Condominiums  
Complex Land Assemblies  
Complex Transmissions

**NOTE:** To ensure efficient processing and that documents already pre-approved are not rejected, the land registry office should establish a process whereby a pre-approved document can be quickly verified at the time of registration.