**PAPER DOCUMENT SUBMISSION REQUEST FORM**

Please complete this form for each dealing with a property.

The form must be sent by mail/courier along with documents to be registered, any supporting materials such as execution certificate, and a cheque payable to the Minister of Finance for the applicable fees (registration fees and/or Land Transfer Tax) to the Land Registry Office in which the land is situated, subject to the list of alternate LROs below. Please provide a separate cheque for each registration.

For the following LROs, all documents must be mailed/couriered to the alternate LRO listed:

|  |  |
| --- | --- |
| **LRO** | **SEND TO ALTERNATE LRO** |
| LRO 8 DUNDAS (Morrisburg)  LRO 39 NORTHUMBERLAND (Cobourg)  LRO 45 PETERBOROUGH (Peterborough)  LRO 46 PRESCOTT (Hawkesbury)  LRO 49 RENFREW (Pembroke)  LRO 50 RUSSELL (Embrun)  LRO 52 STORMONT (Cornwall) | LRO 4 OTTAWA-CARLETON (Ottawa)  Court House  161 Elgin Street, 4th Floor  Ottawa, ON  K2P 2K1  (613)239-1230 |
| LRO 1 ALGOMA (Sault Ste. Marie)  LRO 6 COCHRANE (Cochrane)  LRO 23 KENORA (Kenora)  LRO 31 MANITOULIN (Gore Bay)  LRO 35 MUSKOKA (Bracebridge)  LRO 36 NIPPISSING (North Bay)  LRO 42 PARRY SOUND (Parry Sound)  LRO 54 TIMISKAMING (Haileybury) | LRO 55 THUNDER BAY (Thunder Bay)  201- 189 Red River Road  Thunder Bay, ON  P7B 1A2  (807)343-7436 |
| LRO 18 HALDIMAND (Cayuga)  LRO 22 HURON (Goderich)  LRO 37 NORFOLK (Simcoe)  LRO 57 VICTORIA (Lindsay)  LRO 41 OXFORD (Woodstock) | LRO 12 ESSEX (Windsor)  949 McDougall Street, Suite 100  Windsor, ON  N9A 1L9  (519)971-9980 |

| **REQUIRED GENERAL INFORMATION** | **ALL FIELDS ARE MANDATORY** |
| --- | --- |
| Date |  |
| Land Registry Office Number |  |
| Client File Number |  |
| Solicitor/Registrant Name and/or contact and Firm |  |
| Phone number |  |
| Email address |  |
| Document Type(s). Identify in order of priority of registration. | Document 1-  Document 2-  Document 3-  Document 4-  Document 5- |
| Type of Property | Registry  Land Titles |
| Language of the Document | English  French |
| Registration Fee(s) (payable to the Minister of Finance) | $ |
| Provincial Land Transfer Tax Payable if applicable (payable to the Minister of Finance) | $ |
| Confirmation of last registered instrument | Last Active Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_ (you will be contacted if the registration number does not match)  OR  Confirmation of last registered instrument not required |
| Additional Information |  |

**Notes: Land Registry Office staff are not able to make any amendments to the documents. The registrant will be contacted if any corrections are required.**