**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 House161 Elgin Street, 4th FloorOttawa, 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 RoadThunder 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 100Windsor, 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)ORConfirmation 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.**