


The Property Registry's eRDA and eService Request User Guide

The Property Registry
A service provider for the Province of Manitoba

Updated: March 6, 2017
Version: 2.00

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Purpose

The purpose of this user guide is to highlight the main functions and features of the electronically fillable Registration Details Application form (eRDA) and the Service Request (eSR) form.

General guidelines for completion

- Any field that requires a title number or instrument number must be completed using the Land Titles District Office Number:

Instrument Number 1234567/1 

Instrument Number 1234567 

The Land Titles Office District Numbers are as follows:

1 - Winnipeg


4 - Morden

2 - Brandon

5 - Neepawa

3 - Portage La Prairie

6 - Dauphin

- Many fields offer a default selection. Be aware that the default selection may not be the most appropriate selection for every scenario
 - If the  option is available it can be used to increase or decrease the number of entries in that field. Keep in mind that a minimum of one entry is required.

Browser requirements

The eRDA and eSR must be accessed on a computer using Adobe Reader 10 or higher. The forms will not open on a tablet or mobile device, or with Acrobat DC (Mac only).



Registration Details Application (eRDA)

This form accompanies all documents that are intended to be registered at The Property Registry (TPR) and outlines the series of documents to be registered as well as information about the registering party.

Registering party details

This area of the eRDA is where you will provide information about the registering party including name and full address. The registering party can be an individual or a company.

Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
City	<input type="text"/>	Province	<input type="text" value="Manitoba"/>
Country	<input type="text" value="Canada"/>	Postal Code	<input type="text"/>

Contact person

While the registering party may be a company or an individual, the contact person should be an individual and may or may not be the same person provided in the Registering Party Details mentioned above. Provide the information for the person that TPR staff would contact should they have any questions or concerns about the eRDA or the accompanying registrations.

Contact Person	<input type="text"/>				
E-Mail	<input type="text"/>				
Telephone +	<input type="text" value="1"/>	<input type="text" value="204"/>	<input type="text"/>	Extension	<input type="text"/>



Accounting information

Select whether you have an **LTO Firm Number**. Any client conducting Land Titles business on a regular basis should have a firm number. To apply for a firm number, please visit our [website](#).

If you **have an LTO Firm Number** (I have an LTO Firm No. I do not have an LTO Firm No.) you will need to provide accounting information for the attached registration, including your:

- Land Titles Account Number
- Five digit Firm Number
- Box Number (if applicable)
- File Number

LTO Account No.	<input type="text"/>
LTO Firm No.	<input type="text"/>
LTO Box No.	<input type="text"/>
Your File No.	<input type="text"/>

If you **do not have an LTO Firm Number** (I have an LTO Firm No. I do not have an LTO Firm No.) the only field that will remain is file number which you can fill out if applicable.

Document return

Use this drop down menu to select how you would like to have the originals returned if your documents are rejected.

- The options are **Pick Up** or **Mail**

Return Documents Via	Pickup
	Pickup
	Mail



Registration details

There are five sections to complete in order to provide information about the documents being registered with the eRDA.



1. Transfer of Land Details


Affects Title Attached Affects Instrument Attached

or or

+ -

Document

Select the type of document you wish to register from the drop down list provided.

- For ease of use, the drop down list shows the ten most commonly registered documents first followed by a complete list of registerable documents in alphabetical order
- Space for one document is provided
 - If you are registering a series that contains more than one document you can add additional fields using the  icon (See the *Add Additional Fields* section for more information)

Details

Use this field to provide any information you feel is relevant to the registration that does not fit into another category already provided.

Affects title no(s)

Provide all of the titles that the document being registered affects if applicable.

- You have space to provide up to two title numbers in the field provided
- If you require space for more than two title numbers select the 'see attached' box
 - A supplementary page will open allowing you to enter all titles as required
 - Any titles entered in the **Affects Title No(s)** field will be moved from the original field and placed in the supplementary page





Affects instrument no(s)





Provide all of the instruments that the document being registered affects if applicable.

- You have space to provide up to one instrument number in the field provided
- If you require space for more than one instrument number select the 'attached' box
 - A supplementary page will open allowing you to enter all instruments as required
 - Any instrument entered in the **Affects Instrument No(s)** field will be moved from the original field and placed in the supplementary document



Add additional fields ()

Space for one registered document is provided. If you are registering more than one document in series you can add additional fields by selecting the   icon.

- Selecting the last  icon at the bottom of the list will add an additional line at the end of the current list of documents (additionally, selecting the  icon will have the opposite effect)
- If you would like to insert an additional document line in between two other existing lines (and subsequently reorder the series) you can do so by selecting the  icon directly above where you would like to insert a new document line (additionally, selecting the  icon will have the opposite effect)

Reasons for rejection or comments

This area is for internal use only and therefore is not permitted to be filled in by the registering party.

Printing and submitting

Once the eRDA is completed you are able to print it for registration. If any mandatory fields have not been completed you will need to address them before the form will allow printing. The form will highlight any fields that have not been completed to advise you as to what information is missing.

If for any reason your eRDA is found to be deficient upon submission, the eRDA along with any accompanying documents and payment will be returned to you prior to registration. You will not be charged a rejection fee if your paperwork is returned prior to registration.



eService Request (eSR)

Use this form when requesting Land Titles services to be completed by The Property Registry such as a printed Status of Instrument, printed Status of Title, a copy of an accepted document or a historical search.

Requesting party details

This area of the request is where you will provide information about the party requesting the service including name and full address. The requesting party can be an individual or a company.

Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
City	<input type="text"/>	Province	Manitoba
Country	Canada	Postal Code	<input type="text"/>

Contact person

While the requesting party may be a company or an individual, the contact person should be an individual and may or may not be the same person provided in the Requesting Party Details mentioned above. Provide the information for the person that TPR staff would contact should they have any questions or concerns about the request.

Contact Person	<input type="text"/>		
E-Mail	<input type="text"/>		
Telephone	+1	204	<input type="text"/>
			Extension <input type="text"/>



Accounting information

Select whether you have an **LTO Firm Number**. Any client conducting Land Titles business on a regular basis should have a firm number. To apply for a firm number, please visit our [website](#).

If you **have an LTO Firm Number** (I have an LTO Firm No. I do not have an LTO Firm No.) you will need to provide accounting information for the attached registration including your:

- Land Titles Account Number
- Five digit Firm Number
- Box Number (if applicable)
- File Number

LTO Account No.	<input type="text"/>
LTO Firm No.	<input type="text"/>
LTO Box No.	<input type="text"/>
Your File No.	<input type="text"/>

If you **do not have an LTO Firm Number** (I have an LTO Firm No. I do not have an LTO Firm No.) the only field that will remain is file number which you can fill out if applicable.

Document return

Use this drop down menu to select how you would like to have your requested services/items returned to you. The options are **Pick Up, Mail, Email** or **Fax** (provide fax number; additional fees will apply).

Return Documents Via	<input type="text" value="Pickup"/>
	<input type="text" value="Pickup"/>
	<input type="text" value="Mail"/>
	<input type="text" value="Fax - Extra Fee"/>
	<input type="text" value="Email"/>

Service/item requested details


There are five sections to complete in order to provide the information for the requested service.

1.	<input type="text" value="Copy of Document – 610"/>	Number	<input type="text"/>	Rush	<input type="checkbox"/>
	Description	Attached			
	<input type="text"/>	or <input type="checkbox"/>			



Item requested

Select the item(s) you wish to request from the drop down list provided.

- Only items that can be requested via a service request are available in the drop down list (see *Appendix A* for the full list of items that can be requested)
- There is space to request one item
 - If you are requesting more than one item you can add additional fields using the  icon

Rush

Select Rush for each service you would like to have rushed. There is a charge per item rushed.

Number

Provide the title or instrument number associated with the item being requested (one item per line).




Description





Use this field to provide any information you feel is relevant to the request that does not fit into another category already provided.

- There is limited space to provide a description in the field provided
 - If you require more space than what has been provided select the 'attached' box
 - An additional page will open allowing you to enter any further details



Add additional fields ()

Space to request one item is provided. If you are requesting more than one item you can add additional fields by selecting the  icon.

- Selecting the last  icon at the bottom of the list will add an additional line at the end of the current list of documents (additionally selecting the  icon will have the opposite effect)
- If you would like to insert an additional item line in between two other existing lines you can do so by selecting the  icon directly above where you would like to insert a new item line (additionally selecting the  icon will have the opposite effect)

Comments

This area is for internal use only and therefore is not required to be filled in by the requesting party.

Printing

Once the service request has been completed it can be printed. If any mandatory fields have not been completed you will need to address them before the form will allow printing. The form will highlight any fields that have not been completed to advise you as to what information is missing.



Appendix A: Complete List of Services that can be Requested

Item Name	Item Code
Copy of Abstract (Old Systems)	635
Copy of Document	610
Copy of Paper Title	600
Copy of Plan	700
Examination of Fees (DR)	840
Examination of Plan Deposit	715
Historical Search	640
History of Title (Change in Legal Description)	840
Miscellaneous Service Request (Surveys)	845
Record of Title	510
Status of Instrument	530
Status of Title	500
Vital Statistics Service	VSS

