



# Smart forms

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### 1. What is a smart form?

A smart form is an electronically fillable Adobe PDF form. Our smart forms are designed to be intelligent and interactive, and to help ensure that certain required information is provided. They are not intended to take the place of proper legal advice. Our smart forms **do not** have the ability to validate the content provided; they simply ensure that the information has been provided in the correct format.

### 2. How do I use a smart form?

We recommend opening the smart forms on a Windows computer using Adobe Reader DC. Land titles smart forms will not work correctly on the following versions of Adobe Reader:

- Any version older than Adobe Reader 10.0
- Version 11.0.21
- Version 17.012.20093
- Any DC version for a Mac computer

Our smart forms are designed in two parts: content pages and signature pages. The **content pages** must be completed electronically and the smart form must be locked before they will be acceptable for registration. Locking the smart form will create the **signature pages**. These signature pages may be partially completed digitally but must ultimately be signed in ink.

### 3. What is the difference between a content page and a signature page?

**Content pages** contain boxes in which to provide details about the registration. The content pages must be completed electronically and locked before the signature pages will be created. Upon locking the form, the content pages undergo validation to ensure completeness of information.

**Signature pages** are created once the content pages have been completed, validated and locked. Signature pages can be filled out manually or electronically. They must then be signed in ink. Signature pages **do not** go through any validation process.

### 4. How do I submit a smart form for registration?

All of our forms including smart forms (with a few exceptions) can be submitted electronically through eRegistration. For those that cannot be submitted electronically, we will still accept paper versions.

**5. Who do I contact if I have any questions?**

If you have questions with regards to smart forms or any other Property Registry inquiries, please email us at [tprclient@tprmb.ca](mailto:tprclient@tprmb.ca) or call us at 1-844-737-5684 (toll free). The Property Registry staff can't give legal advice, but are available to answer general inquiries concerning completion of the forms.

**6. I only see a few smart forms, where are the other forms?**

The most commonly-used forms are available as smart forms. Not all forms will be made into smart forms.

**7. Some information is the same every time I fill out a smart form. Is there a way to fill out some sections of the smart form and save it as a template for future registrations?**

Yes, you can complete any section of a smart form and then save the draft to use for future registrations. It is important to check our website regularly to make certain you are using the most current version of the smart form. If a new version of a smart form is released an older version may not be accepted for registration.

**8. Does the correction policy still apply to the smart forms?**

Yes, the correction policy applies to smart forms. However, the correction policy does not apply to the security image that appears on the pages of a locked document. The security images must match on every page that is submitted for registration.

**9. Can I print a smart form before locking the content pages?**

Yes, you can print a draft version of a smart form before locking the content pages. These draft versions will not include the signature pages and will not be accepted for registration. The signature pages will only be created once the content pages are completed and the smart form is locked.

**10. What happens if I lock the content pages and then need to make a change to them?**

With discharge, mortgage and caveat smart forms you can unlock the content pages and then make changes. When you do this you will invalidate all existing signature pages, even if they have already been signed. New signature pages will have to be generated, printed and then signed. With the transfer smart form you will only be able to unlock the transferee portion of the form. If the change is to a portion that cannot be unlocked or if you don't want to invalidate the signature pages because it will be difficult to get the parties back in, you should be able to fix the issue using the existing land titles correction policy. If the issue cannot be fixed through the correction policy you will need to create a new form.

**11. Can I include content pages with different security images? Can I substitute pages?**

No, the security images must match on every page that is submitted for registration. Substitute pages are not allowed.

**12. I have locked the smart form but I do not know who will be signing and/or witnessing the document because this will not be done in my office. How do I make sure the appropriate signature pages are included with the registration?**

Once completed and locked the smart forms can be digitally sent to another party. This party can electronically complete the signature pages prior to printing and signing. They can also complete certain parts of the signature pages in ink after printing but prior to signing.

**13. Can I partially complete the content pages of a smart form and send it to someone else to complete?**

Yes, you can save a smart form at any stage of completion and send a digital copy to another party.

**14. Do you accept digital signatures?**

No, we do not accept digital signatures.

**15. How do I know if I'm using the most recent version of a form? Can I still submit an older version?**

The most recent version will always be available on our website and will include a version date. You should use the most recent version whenever possible. We won't reject an old version of a form if it was executed prior to a newer version being mandated by the Registrar-General.

**16. Can I add a schedule to a smart form?**

No, schedules are not required and are not supported by our smart forms. Fields in the smart forms will expand to accommodate large amounts of information. Evidence such death and marriage certificates, grants of probate and powers of attorney are still required when appropriate. Such evidence can be uploaded electronically through eRegistration, in the same manner as the signature pages.

**17. Can I produce my own version of the smart forms?**

No, you **must** use a version downloaded from our website or produced by document preparation software which interfaces with our Document Data Interface (DDI). We cannot accept documents created using an unauthorized and modified version of a smart form, or a completed smart form that has been flattened.

**18. Can I enter an "X" if there is a smart form field that I don't want to complete?**

No, mandatory fields must be completed with appropriate information. For example, a field that requires a numeric amount must contain a number. All optional fields can be left blank.

**19. Can I reprint and re-sign the signature pages?**

Yes. You can reprint and re-sign the signature pages as long as the security images on the signature pages match the security images on the content pages (the form was not unlocked and relocked).

**20. Can the transferee’s lawyer fill out the transferor portion of the transfer smart form?**

The District Registrar does not take a position on who has to complete which portions of the transfer smart form. As designed, the transferor portion of the form must be completed and locked before the transferee portion can be generated. That said, if the parties agree, there is no rule preventing the transferee’s lawyer from filling out the transferor content. Care will be needed because once the transferor content pages have been locked, they cannot be unlocked. Regardless of who completes the form, the transferor is responsible for ensuring the information provided in the transferor content pages is accurate and complete before they sign the form.

The following methodology could be used in such a situation:

- a. Complete the transferor pages.
- b. Lock the form and generate transferor signature page.
- c. Generate the transferee portion of the form.
- d. Complete the transferee pages.
- e. Double-lock the form and generate the transferee signature pages.
- f. The transferee signs the transferee signature pages
- g. Send the form and the signed transferee pages to the transferor's lawyer.
- h. The transferor’s lawyer ensures that the information in the transferor content pages is correct.
- i. The transferor signs the transferor signature pages.
- j. The document is submitted for registration.

**21. Can I submit a paper form for registration that was executed prior to the equivalent smart form being mandated?**

Yes, we will accept a form that meets the guidelines that were in place at the time it was executed.