

What is required for Land Titles to register a *Transfer of Land?*

To get started you will need the following:

1. Land Titles will provide you with a photocopy of the current Certificate of Title of the property you intend to transfer. In order to acquire this you will need the following information:
 - ✓ Provide the legal description, ie. Lot, block, quad, plan, subdivision or the current registered owners name(s).
 - ✓ Land Titles can not search by street (municipal) address. If you only have the street address you will need to contact the City of Whitehorse, Tax Clerk at City Hall (867) 668-8608 and they will provide you with a legal description if the property is in the City.
2. Land Titles will provide you with the Transfer of Land form with Corporate Affidavit and Affidavit of Consent to Disposition of a Family Home for completion.

THE LAND TITLES OFFICE CAN NOT GIVE LEGAL ADVICE

3. To complete a Transfer of Land form and attached Corporate Affidavit you will require a Witness and a Notary Public in and for Yukon.
 - ✓ The Corporate Affidavit is to be duly completed by the Transferor(s).
 - ✓ The Witness and the Notary Public should not have an interest in this transaction.
 - ✓ The Land Titles Office can not witness or notarize these forms.
 - ✓ A listing of Yukon Notaries Public can be found in the Yellow Pages of the Yukon Telephone Directory.
4. Land Titles requires the Duplicate Certificate of Title (DCT) to transfer all property.
 - ✓ If the property is subject to an encumbrance or a mortgage, the DCT will be at Land Titles.
 - ✓ In cases where there are no encumbrances against the property, the registered owner may request possession of their DCT. As this is a legal document, we encourage you to keep it in safekeeping. You will be unable to transfer or mortgage your property without your DCT.
 - ✓ If you had possession of your DCT and have looked carefully through your paperwork and are unable to locate it, please inform the staff at Land Titles and they will provide you with an Affidavit of Loss to be duly completed. Please Note - There is a fee for registering an Affidavit of Loss.
5. For Corporations, Land Titles requires a Certificate of Status from the Transferor. The Certificate of Status is to be submitted together with the Transfer of Land form and Corporate Affidavit to Land Titles Office. A Certificate of Status may be obtained from Corporate Affairs. Note: Corporate Affairs charges a fee for the Certificate of Status.

6. We require original signatures on all documents. When you have duly completed the Transfer Form and Affidavit you can:

a) Take your documents to:

Land Titles Office, 1st Floor, The Andrew A. Philipsen Law Centre, 2134 Second Avenue Whitehorse, Yukon Y1A 5H6 - Hours of Operation: 8:30 am to 5:00 pm Monday to Friday

- Registration fees will be calculated and collected when you submit your documents.
- We accept cash, cheques, Debit Card, VISA, MasterCard and American Express.

OR

b) Mail your documents with your payment to:

Land Titles Office (J-2A) Box 2703, Whitehorse, Yukon Y1A 2C6

Please ensure your name, address, phone # and *payment made payable to Government of Yukon is enclosed.

****To have your registration fees calculated in order for your payment to be enclosed with your documents, please contact the Land Titles Office at (867) 667-5612 or toll-free inside the Territory at 1-800-661-0408 Ext. 5612.***

NOTE: Documents are registered in priority of order they are received in this office. Before registering documents, the Land Titles Office examines all documents for compliance under the *Land Titles Act*, relevant legislation and policies.

If your documents are not in compliance with the *Land Titles Act*, relevant legislation and policies, they will be rejected. We will not notify you by telephone or by correspondence to inform you of the reasons we have rejected your documents. You will be informed of the necessary amendments you will be required to make or we will advise you to seek legal advice to ensure your documents are registrable in the Land Titles Office.

Legal Information

- The Law Line (867) 668-5297 or toll-free 1-800-668-5297
- Lawyer Referral Service (Law Society of Yukon) (867) 668-4231
- Yukon Public Legal Education Association (also called the Law Line) (867) 867-667-4305 or toll-free 1-866-667-4305
- Law Library (867) 667-3086 or toll free 1-800-661-0408 Ext. 3086
- Yukon Notaries Public – See Yellow Pages of the Yukon Telephone Directory
- Corporate Affairs, Community Services, Corporate Affairs, Community Services, 307 Black Street, 1st Floor, Y1A 2N1 (867) 667-5314 or toll-free 1-800-661-0408

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(867) 667-5612 or Toll free inside the Territory 1-800-661-0408 Ext. 5612
Fax: (867) 393-6358 E-Mail: landtitlesoffice@gov.yk.ca