

Instrument Type: _____

The following checklist has been created from best practices of Land Code First Nations across Canada.

Administrative Procedures

- Official record(s) of incoming mail, courier and/or hand delivered document(s), including phone calls and emails pertaining to the transaction
- Official receipt of Registration Fees and other applicable fees
- One (1) signed original document (including any consents that may be required) for processing and to retain in the Lands File System. (see document management policy)

Parcel Research

- FNLRS Parcel Abstract Report (PAR) - Review and confirm interests/encumbrances on parcel
- Review Lands File System to ensure there no outstanding issues; cross reference with housing and other departments as may be required

Internal Review

- Lands Office Checklist - Due diligence tasks were reviewed from the cover letter, document, parcel abstract report (PAR), tax search, etc.:
 - Legal Description - Lot, Plan, Reserve, PIN
 - Parties - Lessor, Lessee, Addresses, confirm membership number if applicable
 - Execution Date - date signed on the Land Registry Form
 - Applicant - Legal firm, Contact, Phone/email
 - Transaction Details - Proposed use, Term, Expiry Date
 - Compliance with Law(s)
 - Letter from Locatee (if applicable) CP interest runs with legal description on Lease
 - Outstanding Mortgage - if yes, letter of undertaking that it will be discharged from title
 - Reviewed by Property Manager, or other internal First Nation departments as needed
 - Original Certified - Officer's signature by Land Registry Form, or Affidavit of Witness
 - Lands File - reviewed for any outstanding items
 - Survey - complies with survey requirements
 - Taxation - Folio/Roll number for cross referencing, ensure Fees paid to date (if applicable)
 - Utilities - review for outstanding issue and/or fees are paid to date (if applicable)
 - Complete - sign & date checklist is complete to best of knowledge
 - Other ...

NOTE: Any outstanding issues are clearly identified on the checklist, hold registration until issues are clarified.



- Land Registry Form - reviewed to comply with registry requirements:
 - Sec. 1 - Applicant name & contact information
 - Sec. 2 - PIN, legal description, reserve name, see PAR
 - Sec. 3 - Type of Interest & Registration No.), see PAR
 - Sec. 4 - "Instrument" marked
 - Sec. 5 - Name of the Transferor and address, see PAR
 - Sec. 6 - Name of the Transferee and address
 - Sec. 7 - Declaration included
 - Sec. 8 - Execution(s):
 - a) Officer Signature - the Notary or Law office signed, including clear contact information
 - b) Execution Date - Clearly dated and not predated
 - c) Party Signature - signed and clearAdditional execution(s), checked same as above

- Additional Consents - required consents are attached to the transaction
 - one (1) signed original copy per document

Approved Package

- All documents received First Nation approvals
- Scan Form/Instrument/Consents into one (.PDF) document
- Save file to Lands Upload Folder, rename file for easy retrieval

CITRIX - Add Instrument

- Log into CITRIX XenApp, open ILRS App
- Ensure FNLRS is selected
- Go to Instruments Tab & Click on "Add Instrument"
- Complete online application *Note: enter detail in remarks field (e.g. Lease #, Sublease #)
- Save and Upload corresponding PDF file saved in Lands Upload Folder
- Once uploaded, and final review, click on the Edit button and change status radio button to "Received" to submit the instrument for Registration
- File original document(s) in secure location (e.g. fireproof cabinet) in the Land File System

Return Registration

- Instrument is correctly reflected on the Parcel Abstract Report
- Each original has been stamped with registration number and date
- File one original copy in Land File System
- Return all remaining originals to the Applicant including the updated Parcel Abstract Report and Registration Fee receipt
- Official record of outgoing mail, courier and/or hand delivered documents

Update Internal Systems

- Complete and distribute Interdepartmental Form (if applicable)
- Update Electronic Lands Inventory and/or Asset Management System (if applicable)

