



# COMMON REASONS FOR DOCUMENT REJECTIONS IN THE LOWER MAINLAND AND VICTORIA LAND TITLE OFFICES

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## GENERAL

- "White out" used for correction.
- Statutory form reproduced so often that it is now illegible.
- Type size (pitch and point) too small. A minimum of **12 pitch** must be used on all documents to ensure that the imaged document is legible.
- SL and SP used as abbreviations for **strata lot** and **strata plan** in legal description.
- **Partial** interest incorrectly shown with party name. Must be shown with legal in Item 2.
- **Unequal** interests expressed as percentages. Must be expressed as fractions with lowest common denominator.
- Incorporation or registration number for a corporation missing.
- Certificate of Pending Litigation not released and statutory form does not indicate "subject to CPL# \_\_\_\_". **Note:** The "subject to" rule also applies to CBL - CPL's.

## FORM A (Transfer)

- Market value and Consideration left blank.
- Reference to "In Trust" or to transferor's capacity as Executor/Administrator (including document number) not shown in *Item 4 - Transferor(s)* or in *Item 7 - Execution(s)*.
- Occupations not included for **individual** in *Item 6 - Transferee(s)*.
- Strata Form F (Certificate under the *Strata Property Act*) missing from a strata conveyance.
- Individual signing Strata Form F not properly identified. Must be identified as a Member of Council or Strata Manager.

## FORM B (Mortgage)

- Information respecting joint tenancy does not correspond to immediately preceding document.
- One joint tenant is mortgaging his interest without first severing the joint tenancy.
- Reference to "In Trust" or to borrower's capacity as Executor/Administrator (including document number) not shown in *Item 3 - Borrower(s)* or in *Item 12 - Execution(s)*.
- Occupations not included for Lenders who are **individuals**.
- Sub-items in *Item 5 - Payment Provisions* left blank.
- In *Item 8 - Interest Mortgaged* where the OTHER box has been selected, the history of the charge being mortgaged has not been set out.
- *Item 10 - Additional or Modified Terms* left blank or Item states "See Schedule" but none attached.

## FORM C (Charge)

- In *Item 3 - Nature of Interest*, registration number of existing charge not stated correctly.
- Description of interest not fully completed e.g. Priority Agreement *granting Y priority over X*.
- On an Easement or Restrictive Covenant the PID number and legal description of the dominant lands not included in Item 3 under "Person Entitled to Interest".
- Express Charge Terms attached must be headed **Terms of Instrument - Part 2** not "Express Charge Terms - Part 2".
- Occupations and postal addresses not included in *Item 6 - Transferee(s)*.
- **Modification of mortgage** not signed by both parties.

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### FORM C (Release)

- **Release of mortgage filed when mortgage already discharged.**
- In *Item 3 - Nature of Interest*, operative words "Release of" or "Discharge of" missing from description.
- For a **release of mortgage**, the derivative charges (modifications and previous assignments) not included under "Description" in Item 3.
- For a release of a mortgage **of a charge**, the words Registered Owner have been shown in Item 3 under "Person Entitled to Interest" and in *Item 6 - Transferee(s)*. This is incorrect. In Item 3 use either the word "Transferee" or the name of the chargeholder/borrower. In Item 6 you must show the name of the chargeholder/borrower.
- "End of Document" does not appear on page 2 of an expanded statutory FORM C.

### EXECUTION (FORMS A, B, C) and FORM D (Executions Continued)

- **Day** of execution date not completed.
- Officer's professional capacity and postal address missing.
- Officer stamp too faint or blurred.
- Officer stamp obliterates officer certification statement.
- The phrase "as to both (all) signatures" missing when officer certifies more than one signature.
- Name of authorized signatory not typed or printed beneath the signature.
- Initials only used in name of authorized signatory. At least one given name must be shown.
- Reference to "In Trust" or to party's capacity as Executor or Administrator not shown. Should be included where party's name is printed.
- Execution appears only on the FORM D. This is incorrect. The executions must **begin** in the execution section of FORMS A, B and C and be **continued** on a FORM D.
- The Officer Certification Statement is missing from the FORM D.

### FORM E (Schedule)

- Item headings on the FORM E do not correspond **exactly** to the Item heading on the statutory form.
- Item headings on the FORM E are not listed in the **same order** as on the statutory form

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