



# Pending Registration Queue

## Tips for submission

### Overview

The Land Titles Pending Registration Queue (PRQ) provides the option of closing real estate transactions as soon as the Land Titles Office has received the registration documents, meaning parties to the transaction do not need to wait until registration is complete. The PRQ guarantees that a party registering an interest in a property maintains their position in the workflow queue of the Land Titles Office.

If documents are deficient, the Land Titles Office will return them to the submitter for correction. Submitters have 30 calendar days from the original deficiency date to correct the documents and complete their registration. They will retain their place in the PRQ.

While priority in the queue is guaranteed even if documents require correction, parties to a real estate transaction should exercise due diligence when submitting documents to avoid the need for corrections, and to ensure their place in the queue is properly noted.

### Avoiding common deficiencies

The Land Titles Office most commonly returns documents due to missing, incomplete, inaccurate, or inconsistent information. Follow the guidelines below to ensure documents are accurate and complete ahead of submission.

#### Affidavits

When submitting an affidavit, make sure that:

- complete commissioner information is included;
- all signatures have been provided;
- the Notary seal is affixed when required (refer to section 156 of the *Land Titles Act* for information about affidavits sworn outside of Alberta);
- inapplicable statements in clause 2 of a Dower Affidavit have been struck; and
- clause 2 Affidavit re: Value of Land is complete.

#### Two-way video affidavits

Any affidavits signed by two-way video conferencing must include all appropriate clauses.

Affidavit samples are available in the [Land titles - Overview | Alberta.ca](#).

#### Dower

Dower rights protect the spouse of a registered owner of a property. If there is one registered owner and they are disposing of their interest or property, Dower requirements must be complied with.

If Dower Consent is required, ensure it forms part of the document, by either inserting page numbers or referencing a legal land description.

#### Discharges

When submitting discharge documents, make sure the:

- correct instrument number has been entered;
- correct parties are executing; and
- instrument has not been previously discharged.

**Prior to submitting a discharge:**

- review a copy of the title; and
- check the Pending Registration Request List on SPIN. If there is a discharge submitted ahead of yours, you may contact the submitter to ensure it is not a duplicate.

**Mortgage terms**

Standard Form Mortgage Terms must be removed prior to document submission.

**Document consistency**

Information must match within and between documents. Common mistakes or inconsistencies include:

- missing or inconsistent Land IDs;
- inconsistent names (be sure to check spelling on each document before submitting);
- the mortgage shows owners as joint tenants, but a tenancy has not been created in the Transfer of Land.

**Foreign Ownership Declaration**

Any land outside of a city, town or village requires compliance under the [Foreign Ownership of Land Regulations](#). Municipality information is available on the land title.

If you have questions about how to complete the forms, contact the Foreign Ownership of Land department:

[sa.folaoffice@gov.ab.ca](mailto:sa.folaoffice@gov.ab.ca)

**Submitting a Document Registration Request**

When all documents have been prepared and checked thoroughly, a Document Registration Request (DRR) can be prepared through SPIN and then couriered, mailed, or dropped off at the Land Titles Office.

**Pending Registration Request List**

The Pending Registration Request List is a free tool that allows SPIN users to view a list of received DRRs, including documents that are awaiting registration for a specific land title.

Prior to submitting a DRR, search the Pending Registration Request List using the following process:

1. Log in to SPIN
2. Click on the DRR tab on the top menu bar
3. Select "Pending Registration Request Search"
4. Enter the Land ID you want to search

If there are pending registrations for the Land ID, a printable list is provided, including contact information for the submitter.

Contact information will not be provided if the submitter is a cash client. Instead, contact the Land Titles Office. A staff member will contact you for more information and attempt to contact the submitter on your behalf.

**Populating the PRQ with your Document Registration Request**

The PRQ is populated when the Land Titles Office receives a DRR. Errors on a DRR could result in a loss of priority, or a priority being created on the wrong land title. It is a submitter's responsibility to ensure that the DRR is accurate and complete.

To ensure the PRQ has been populated correctly, double check the following before submitting:

- all Land IDs affected by your document are listed on the DRR;
- the Land ID is accurate;
  - The Land Titles Office cannot guarantee priority on a title when the Land ID has been entered incorrectly.
- document type selected is accurate;
- submitted documents match those listed in the DRR; and
- documents are listed in the correct order.

**Confirming your position in the PRQ**

To confirm that the Land Titles Office has received your DRR, check the Pending Registration Request List within four hours of submitting your DRR. If you do not see your DRR listed in the search, please email [LTO@gov.ab.ca](mailto:LTO@gov.ab.ca) or [LTOS@gov.ab.ca](mailto:LTOS@gov.ab.ca) to have your DRR marked deficient to enable modification.

If you do not confirm your DRR has populated the correct PRQ, you cannot be guaranteed priority on title. When your DRR is examined and determined to have incorrect legal Land IDs, your DRR will be made deficient and returned. You will be required to modify your DRR and update it with the correct legal Land IDs and obtain any necessary consents.