

# Expedited Newly Constructed Condominium Registration Request Process

## Overview

The *Condominium Property Act* does not permit transfers of new condominium units to utilize the Pending Registration Queue, Western Protocol, or Gap Insurance to close real estate transactions. In order to release funds to the developer, the title must be issued in the registered owners' name. The Land Titles Office (LTO) has developed processes for the solicitor acting on behalf of builders/developers or purchasers of newly constructed condominiums to request expedited registration, effective December 2, 2021. The new process will prevent delays and enable funds to be released to the developer.

The expedited registration requests will be required to meet specific criteria. If there are any prior submissions in the Pending Registration Queue, consent from prior submitters will be required to expedite the registration. All requests will be completed in a timely manner and in the order they are received. If a request is deemed ineligible, the solicitor will be notified.

## Request Process for previously submitted Document Registration Requests (DRRs)

The following process is for DRRs that have been previously submitted to LTO and appear in the Pending Registration Queue.

To request an expedited registration, the **solicitor for any party to the transaction** must email [SA.NewCondoRegistration@gov.ab.ca](mailto:SA.NewCondoRegistration@gov.ab.ca) and other parties to the transaction, using the subject line: *Edmonton LTO* or *Calgary LTO New Condo Registration*. As part of this email, the following is required:

- completed Request for Expedited Condominium Registration [form](#)
  - 20 DRRs may be listed on each Request Form
  - 5 Request Forms per email
- confirmation that DRR(s) has been received by LTO; and
- if there are prior submissions, completed Consent to Register [Consent Form](#).

All DRRs that have been received by LTO can be viewed in SPIN2 under Pending Registration Request Search. The list generated by this search can also be attached to the email.

The solicitor can monitor the DRR(s) status by checking SPIN2 Registration information. If a request is deemed ineligible, the solicitor will receive an email advising that their DRR submission will be processed in its original received order.

## Request Process for newly submitted DRRs

The following process is for DRRs that are submitted on or after December 7, 2021 and do not appear in the Pending Registration Queue.

To request an expedited registration, the **solicitor for builder/developer** can provide the purchaser's solicitor with:

- completed Request for Expedited Condominium Registration [form](#); and
- if there are prior submissions, completed Consent to Register [Consent Form](#). Or
- The solicitor acting for the purchaser can complete the Expedited Condominium Registration [form](#) and obtain any necessary consents

The party that will be submitting the DRR to the LTO must provide the following in their submission package:

- Add DRR number to Request Form
- In DRR Special Instructions, indicate: ATTN SURVEYS, NEW CONDO REGISTRATION;
- completed form; and
- required consents as noted above, if any.

If a request is deemed ineligible, the solicitor will receive an email advising that their DRR submission will be processed in its original received order.