

## Title Searches

<b>Reviewed Date</b>		<b>Number</b>	LG0110
<b>Revised Date</b>		<b>Approved Date</b>	November 22, 2000

### Introduction

Agency personnel provide a variety of programs and services to the public within the communities we serve. Occasionally circumstances may arise that inhibit agency staff from obtaining the information that is needed to assess the facts and issues in a case and initiate corrective measures. The Legal Consultant is responsible for initiating or searching the title of a property in conjunction with an investigation to ascertain property ownership, status of the title, etc. and support the delivery of mandatory programs.

### Purpose

### Legislative Authority

### Policy Definitions and Interpretation

### Policy

1. The Legal Consultant is responsible for conducting or initiating the title searches on behalf of agency for all program areas.

### Procedures

1. Staff who identify the need for legal assistance will discuss the issue with the Service Director or designate and contact the Legal Consultant as required.
2. Complete the requisition for a Title Search Form LG0110(F1) and include as much of the following information as possible;
  - a) Date, office location and name of requestor (phone extension).
  - b) Record current owners and previous owners, tenancy status.
  - c) Property description, municipal address, lot, concession, township registered plan, property dimensions.
  - d) Identify whether the property is under Land Titles or Land Registry system.
  - e) Complete the physical site location of the lot in relation and estimated location of any exterior building which are present.
  - f) Specify the nature of the actual request.

- i. Request to confirm property ownership (certified, uncertified)
  - ii. Mortgage assignment
  - iii. Liens/Judgments
  - iv. Legal property description
  - v. Easements
  - vi. Other information on title specified
3. Forward the requisition to the Legal Consultant.
4. The Legal Consultant reviews and assesses the submission in consultation with the requestor and determines the suitability of proceeding with the request in the most cost effective manner or advise of alternative approaches.
5. The Legal Consultant will attend the Land Titles/Registry Office and conduct the searches of the abstracts, instruments, deeds etc. and prepare the necessary documents in a timely fashion.
6. Title searches, which have been processed, will be forwarded to the requestor and a copy of the requisition will be retained with the Legal Consultant for statistical purposes and cost control

***Related Forms***

LG0110(F1) - Requisition for the Title Search

***Related Policies***

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

September 2010 Policy re-numbered, previous number C6.040