

The Property Registry
Land Titles Office
Deposit Account Application Form



Please print

Establish a Deposit Account for: LTO Box / Firm No (if applicable): _____

Applicant Name _____

Street Address _____ City _____

Province _____ Postal Code _____

Contact Person Information

First Name _____ Last Name _____

Business Title _____

Telephone _____ Fax _____

Email _____

Alternate Contact Name and Phone Number _____

Account Information

Check each box for offices for which you wish a deposit account:

Winnipeg Brandon Portage la Prairie Morden Dauphin Neepawa

A separate account will be opened for each office. Funds must be deposited in each office.

The applicant hereby applies for a deposit account and agrees to the statements outlined above and to the TERMS AND CONDITIONS set out on the attached page.

Name of authorized signatory (Print)

Title (Print)

Authorized signature

Date

Mail completed form to: The Property Registry, Administration, 1405 - 405 Broadway, Winnipeg, Manitoba R3C 3L6
Attention: Deposit Accounts

Office Use Only

Update Transaction Type:
Add Change Delete

Account Number:

District Office:

Authorized By (Name and Signature):

Land Titles Office Deposit Account Application

TERMS AND CONDITIONS

1. The Land Titles Office is hereby authorized to debit the applicant's account for all fees and charges, including land transfer tax, for all Land Titles services requested where the applicant's name and account number are both given in the document requesting the service, unless the account number and the applicant name have been fraudulently used.
2. The applicant is responsible for the security of its account number. The Land Titles Office agrees:
 - a. that it will not, on request, advise any person of the applicant's account number, except the applicant's contact person(s); and
 - b. to change the applicant's account number upon the receipt of the applicant's written request.
3. All monies (cash or cheque) submitted to the Land Titles Office with a Registration Details Application Form or Service Request Form specifying the account number and the applicant's name shall be deposited to the account.
4. The account holder is responsible to maintain sufficient funds in the account at all times to meet the fees and charges, including land transfer tax posted to the account. Subject to the discretion of the District Registrar, no services will be provided and no fees and charges will be permitted to be posted or charged to the account where there are insufficient funds in the account to fully satisfy the fees and charges, including land transfer tax, associated with such services. In the event the account is overdrawn for any reason, the applicant shall immediately deposit sufficient funds to the account to bring the account into good standing. If the account has any outstanding extra fees that place the account in an overdrawn condition, the District Registrar reserves the right to reject the said documents within five days of notification.
5. The account is subject to cancellation at the discretion of the District Registrar.
6. The Land Titles Office will provide one copy of a statement for the account on a regular basis as selected by the applicant free of charge. The applicant shall reconcile the account within 30 days from the date of the statement. After 30 days, any inquiry will be charged a processing fee determined by the District Registrar.
7. No refund cheque will be issued to the applicant unless a request for refund has been registered accompanied by a completed Registration Details Application Form.
8. The Land Titles Office will not pay interest or charge interest on Deposit Accounts.
9. The Land Titles Office will credit the account with fees and charges, including land transfer tax where:
 - a. an overpayment has been made; or
 - b. documents are rejected (subject to rejection fee).