



# Yukon Land Titles Registry (YLTR) Basic Portal Searches

Department of Justice – Land Titles Office



# Table of contents

Table of contents .....	1
1 Intro .....	4
2 Understanding icons.....	5
3 Glossary .....	6
4 Logging in to the portal .....	12
5 Ways to search .....	14
6 Portal Quick Search .....	15
6.1 Search By land description .....	15
6.2 Search By owner name.....	18
6.3 Search By parcel number to find a Title .....	19
6.4 Search By YLTR Title number to find a Title .....	20
6.5 Search Condominium Corporation Number to find a Title.....	21
7 Register of Titles search.....	23
7.1 Search By land description .....	23
7.2 Search for condo .....	25
7.3 Search By an old Title number .....	26
7.4 Search By Title number .....	28
7.5 Search By an old Instrument Number.....	29
7.6 Search By interest number .....	30
7.6.1 Instrument Search on a specific Title and download the instrument .....	30
7.6.2 Instrument Search on a specific Title and see the instrument on Title.....	34
7.6.3 Find a transfer instrument .....	36
7.6.4 Find an interest instrument .....	39
7.7 Search for an instrument that is on more than one Title (Interest Registration #) .....	39
7.8 Search By Owner Name.....	41
7.8.1 To see interest details on a Title.....	45
7.9 Search By parcel number .....	48

8	Plans search .....	49
8.1	Plan Search .....	49
8.2	Search the Support Document using a plan number .....	52
8.3	Search all the Support Documents.....	53
9	Daybook .....	55
9.1	Daybook Inquiry .....	57

## Purpose of document

This manual is intended for the Yukon Land Titles Registry (YLTR) search portal. This document is a living document and will be updated as warranted.

While every reasonable precaution has been taken in the preparation of this document, the authors and publishers assume no responsibility for errors, omissions or uses made of the material contained herein and the decisions based on such use.

Neither the authors nor the publishers make any warranties or guarantees of any kind, either expressed or implied. Neither the authors nor the publishers shall be liable for any indirect, special, incidental, or consequential damages arising out of the use or inability to use the contents of this document, whether the publisher has been advised of the use of this publication or not.

## Revision log

Revision #	Revised by	Date	Issue / Revision description
1.0	Kim Hobus	2021/03/15	Created original version
1.0.1	Kazim Qadir	2021/07/19	Modified/revised original version
1.0.2	Kazim Qadir	2021/09/10	Revised Glossary
1.0.3	Kazim Qadir/Adam MacCannell	2021/10/07	Revised section 4.
1.0.4	Kazim Qadir	2022/11/01	Modified Section 9 Daybook Inquiries

# 1 Intro

The Yukon Land Titles Registry (YLTR) is a platform to receive, process, search and manage applications to Land Titles. This includes conversion of data from Land Information Management System (LIMS) to YLTR, financial transactions, image management, client management, plan and parcel management, and communications.

This document provides information about navigating and searching the YLTR portal.

It is recommended that once a Title is viewed it should be downloaded or printed as the system will charge a fee each time a Title is viewed.

## 2 Understanding icons













<u>Icons</u>	<u>Explanation</u>
	<b>Expand icon:</b> Clicking on it changes it to  and expands the adjacent section of information. By expanding a section, you may view information related to that section as well as open links to other sections.
	<b>Contract icon:</b> Clicking on it changes it to  and contracts the section it is located beside. By contracting a section, you close all viewable information, as well as all links to other sections that are located within that section.
	<b>Detail icon (closed):</b> Clicking on it changes it to  and opens all sections directly beneath that portion of the detail.
	<b>Detail icon (opened):</b> Clicking on it changes it to  and closes all sections that are represented beneath that portion of the detail.
	<b>Document icon:</b> Links to one of the Detail screens. To discover which Detail screen it links to, simply hover your mouse pointer over the Document icon. A tool tip will display that informs you of the destination Detail screen. Clicking it will open the document.
	<b>Examine icon:</b> Clicking on it allows you to more closely examine a specific type of document.
	<b>Eye icon:</b> Links to the View Image screen where a visual representation of what you are currently examining will be displayed on screen.
	<b>Fee icon:</b> Clicking on it opens a window displaying the fees associated with the action.

Table of contents

# 3 Glossary

Term	Description
<b>9-digit Number</b>	Number containing check digit used by YLTR to uniquely identify parcels, titles, packets, title holders, interest holders, interests, users, etc.
<b>Account</b>	An accommodation or service extended by YG LTO to a customer or client permitting the financial charges of services.
<b>Active</b>	Currently in effect. Examples include active Title, active Interest, active Parcel, etc.
<b>As of Date (Search)</b>	The exact date and time that an online search is generated for view on the screen. The search result displayed on the screen is accurate as of the date and time displayed. Any registration made after the search is generated will not be reflected in the search result.
<b>Attachment</b>	A document that is submitted to the Land Titles Registry, at the time of registration or subsequent to the time of registration, to provide disclosure.
<b>Authorization</b>	Mechanism to provide proof the right entity (e.g., person, non-person) is authorizing an Application within a Packet, and to ensure the correct application is being authorized.
<b>Cancelled</b>	Not currently in effect. No longer active or valid. Examples include cancelled Title, cancelled Instrument, etc.
<b>Certificate of Title</b>	A document used under the Paper-based System as proof of ownership. This paper certificate shows the name of the owner and the land description of the property, as well as the instruments registered against the land.
<b>Change of Name</b>	A change to the name of a person or entity by way of alteration, substitution, addition or amalgamation. Note: not handled via the Packet process.
<b>Change Order</b>	Mechanism to correct and/or amend an approved Plan.
<b>Client</b>	An individual, group or entity authorized to do business with Land Titles Office.
<b>CLSR</b>	Canada Lands Survey Records
<b>Co-Legal Description</b>	YG term used to describe the use of the Parcel Number and Land Description together for the purposes of a Legal Description.

<b>Conditional Registration</b>	Applicable to title transfers, interest registrations, and interest amendments, used to ensure a Packet is registered subject to certain conditions (e.g., 'No Conditions', 'Free and Clear', or 'Conditional Registration Date and Time' reflective of the 'As of' date a given Title was searched).
<b>Condo Register</b>	New application being developed as part of YLTR to manage corporation-related condominium documents.
<b>Conversion</b>	Term used to describe the overall systems and processes used to convert data from paper records (i.e., titles, interests, plans) into electronic form for use in YLTR.
<b>Current Title</b>	The active record created showing ownership and interests in relation to a specific parcel.
<b>Client Reference Number</b>	A number that client may provide on packet cover pages or when conducting searches. The sole purpose is record keeping convenience for the client. This number appears on financial statements and in related online functionality.
<b>Dependent Title</b>	<p>Temporary right to hold land or property in which a lessee or a tenant holds rights of real property by some form of title from a lessor or landlord.</p> <p>YLTR dependent titles include Leasehold Title and Life Estate Title.</p>
<b>Discharge</b>	An instrument registered to remove another instrument or caveat from a Certificate of Title. May also be referred to as a cancellation or withdrawal; for example, 'a discharge of mortgage', a 'withdrawal of caveat' or a 'cancellation of easement' are all discharges. See definition of "cancelled".
<b>Effective Date</b>	The date of registration of a request within the Title Processing System (TPS).
<b>Expiry Date</b>	Date in which an interest is set to expire (i.e., become inactive, or cancelled).
<b>Extension Number</b>	Land descriptor introduced at the time of conversion to ensure that all land descriptions are, and will remain, truly unique.
<b>Feature</b>	<ul style="list-style-type: none"> <li>▪ The graphical representation of an interest attached to land such as an easement that</li> </ul>



	<p>represents an area less than that of an entire parcel.</p> <ul style="list-style-type: none"> <li>▪ Certain interests in land that are registered against a title to land and affect less than the full parcel.</li> </ul>
<b>Fee Trigger</b>	An activity which automatically results in the charging of a fee when submitting some registrations or conducting some online searches.
<b>Fractional Interest</b>	Less than the whole ownership interest in a title or interest.
<b>General Record</b>	The General Record is an index used for the filing of instruments that relate by name only to real persons or legal entities, but not to any particular land or interest.
<b>General Register</b>	An index being developed as part of YLTR that is used for the filing of instruments that relate by name only to real persons or legal entities, but not to any particular land or interest.
<b>Historical</b>	Term used to describe the act of obtaining a chain of titles and associated instruments back in time.
<b>Holder</b>	Synonymous with 'owner'. YLTR examples include Title Holder and Interest Holder.
<b>Imaged Document</b>	A paper document from the previous Land Titles system that has been imaged and stored in the Land Registry.
<b>Interest</b>	Any right, interest, or estate, whether legal or equitable, in, over, or under land, recognized at law, that is less than title.
<b>Interest Register</b>	A record of the interest holders, their respective shares in the interest, and the other interests, titles or parcels affected by an interest.
<b>Last Amendment Date</b>	The date the title was last modified. Actions that will cause a change to the Last Amendment Date include interest assignments, interest discharges, interest registrations, interest amendments, registration of a sub-interest, discharge of a sub-interest, removal of an alternate or adding a lock to title.
<b>Layer</b>	Used to differentiate like attributes in YLTR. For example, all Surface titles are contained on the Surface Layer and all Sub-Surface Titles are contained on the Sub-Surface Layer.
<b>Land Description</b>	The text-based description of a parcel of land. YG is employing the use of 'Co- Legal Descriptions' meaning descriptors of parcels of land will reference the Land Description and Parcel Number (see Parcel Number in this table).

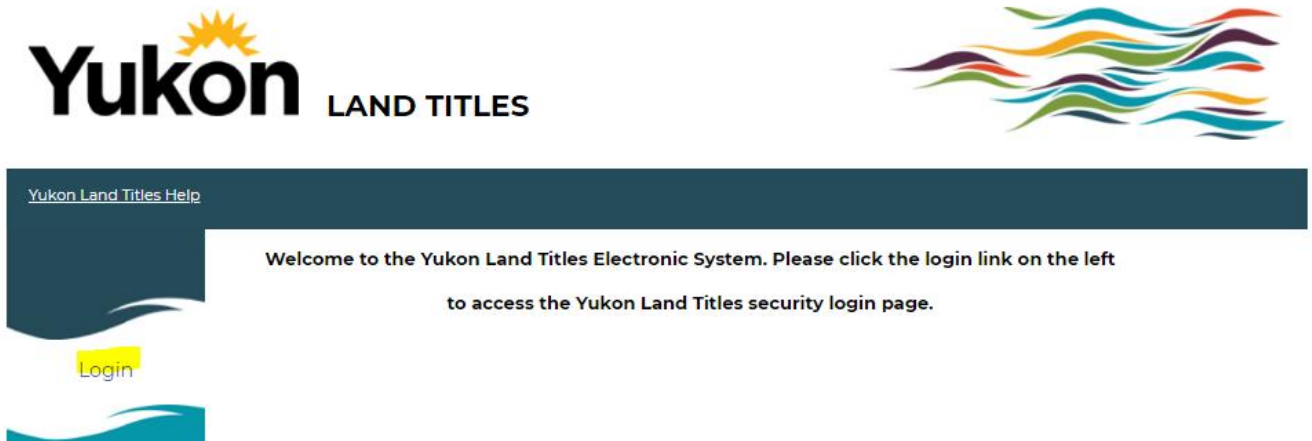
<b>Lock</b>	A status code or the act that freezes a title or interest and prohibits any future dealing with the title or interest until the issue out of which the locking occurred has been resolved.
<b>Lock Type</b>	Lock types include: General Registrar's Prohibition, General Registrar's Prohibition on Transfer, Uncertified Mineral - Transfer Permitted, Uncertified Mineral - Transfer Prohibited, and Builders' Lien Lock.
<b>Output</b>	Online, email, mail.
<b>Land Title Registration Number</b>	The registration number assigned to an instrument, writ of execution or maintenance order in the paper-based system.
<b>Owner</b>	The registered owner of a title or interest, a person or entity entitled to a freehold or other estate or interest in land.
<b>Ownership Shares</b>	The fraction of an owner's interest in an ownership share or the units into which 100% of the ownership has been divided.
<b>Packet</b>	A universal unit of work, containing one or more than one Application.
<b>Parcel</b>	<ul style="list-style-type: none"> <li>A closed two-dimensional (plane) figure bounded by three or more sides used in a mapping system or Geographic Information System (GIS) which has distinct, unique characteristics.</li> </ul> A graphical representation of a designated area of land.
<b>Parcel Number</b>	A nine-character check digit number assigned to each parcel for use in place of/as an alternative to the entire text-based legal description.
<b>Parcel Audit</b>	Displays all transactions that have occurred in relation to a specific parcel since conversion to YLTR.
<b>Parcel Status</b>	The status of a parcel of land (i.e., active or inactive).
<b>Parcel Value</b>	Financial value of parcel at time of last transfer. To understand the difference between Parcel Value and Title Value, think 2 owners each with an undivided $\frac{1}{2}$ interest in a Parcel with Value of \$100,000. Each Title Value will reflect \$50,000. Together, the 2 Title Values of \$50,000 each add up to the Parcel Value of \$100,000.
<b>Parent Interest</b>	The first level of interest registered against a title record and linked to the title level. The first level interest to which subordinate interests may be registered or linked.
<b>Pending Parcels</b>	Parcels to which a title record is eligible to be raised but is not yet raised.
<b>Plan</b>	A plan of survey or a survey sketch of primary or secondary survey systems.

<b>Plan Number</b>	Unique number assigned to a Plan of Survey upon approval/registration in YLTR. In YLTR, the 'Registered Plan Number' is synonymous with the 'YG LTO Plan Number' pre-YLTR. The 'Plan Number' is the unique 9-digit number generated by YLTR. NOTE: for all Plans pre-YLTR, the 'Registered Plan Number' and the 'YG LTO Plan Number' will differ. For all Plans approved in YLTR, the 'Registered Plan Number' and the 'YG LTO Plan Number' will be identical to each other.
<b>Plan to Title</b>	Term given to the overall process from submitting a Plan for approval up to and including the raising of Title.
<b>Plan Search</b>	Functionality within Land Web enabling the search and retrieval of Plan images and related information.
<b>Pre-Conversion Instrument</b>	Term used to describe ALL instruments (e.g. transfer, mortgage, tax lien, etc.) registered pre-YLTR.
<b>Pre-Conversion Title</b>	Term used to describe ALL titles (regardless of type) registered pre-YLTR.
<b>Quick Search</b>	Functionality within Land Web enabling search of current Titles ONLY.
<b>Registered Plan Number</b>	See 'Plan Number' for detailed explanation.
<b>Registrar's Correction</b>	Term used to describe activities/processes around correcting errors within YLTR. Submitted via the regular packet submission process, includes 'Registrar's Authorization' outlining the specifics of the correction. Often results in notation on affected Title(s) that may or may not be permanent.
<b>Registrar's Notes</b>	Free-form text location on Title enabling ability for YG LTO to add relevant text as required.
<b>Registration Package</b>	YG term for collection of documents submitted together. YLTR term for this is Packet.
<b>Rejection</b>	A report created in the Title Processing System (TPS) and returned to the submitting party listing the deficiencies in a rejected work packet.
<b>Scheduled Date Expiry</b>	The date on which the registration of an interest expires.
<b>Search</b>	Functionality within Land Web enabling search of current and historical titles, instruments/interests, packet status, etc.
<b>Search Criteria</b>	How the user wants to search the database (e.g., by name, parcel number, land description, serial number, etc.).
<b>SGB</b>	Surveyor General Branch
<b>Share</b>	The ownership share of a title or interest.

<b>Share Amount</b>	The proportionate share of ownership of a title or interest.
<b>Source Parcel</b>	The parcel being made inactive by a transform and the parcel being re-configured in a transform.
<b>Subdivision</b>	Land divided into parcels either by a plan or a metes and bounds description.
<b>Sub-interest</b>	An interest registered against another interest (e.g. a mortgage of a lease).
<b>Submission Date</b>	Date packet is submitted to YLTR. This will also serve as the registration date in YLTR.
<b>Submitting Party</b>	The entity who submits the Packet for processing, as reflected by their Client and Account number.
<b>Surface Title</b>	A title containing reference to a surface parcel; sub type categories are regular or condo.
<b>Surrender</b>	Fundamental to YLTR, the mechanism used to cancel existing title(s) that will be setup in a new name.
<b>Survey</b>	The determination, measurement and establishment of boundaries.
<b>Suspended</b>	Packet status applicable to Packets that are in a holding-pattern.
<b>Title Audit</b>	Displays all transactions that have occurred in relation to a specific title since conversion to the LAND System.
<b>Title History</b>	Informs the user of whether the title has been transferred since conversion to YLTR.
<b>Title Lock</b>	Placed on a title record when an error that cannot be fixed without intervention by the court, the registrar or consent by the owners. It prohibits any future dealings with the title record until the issue is resolved. (Replaces Registrar's Caveat in paper-based system).
<b>Title Number</b>	A computer-assigned check digit number uniquely identifying a given title. Note Title Number changes with every transfer (i.e. surrender/setup).
<b>Title Type</b>	Refers to surface and sub-surface titles and the sub-types that fall under them.
<b>Title Value</b>	The value of the titleholder's portion of the parcel. When there are tenants in common, the title value reflects the value of the registered owner's portion of the land.
<b>Transfer</b>	The instrument and act by which one person conveys to another an estate or interest in land; Includes a grant from the Crown.
<b>Transform</b>	The process to re-configure or redefine a graphical area on a plan.
<b>Undivided Interest</b>	The interest of a tenant in common; may or may not be specified on the title.
<b>Unit Value</b>	The value of the condominium unit.
<b>Wildcards</b>	Symbols (% and _ ) used in advanced searching procedures.

## 4 Logging in to the portal

1. Navigate in your browser to <https://landtitles.service.yukon.ca>
2. This should open the Yukon Land Titles application Login page. Click **Login**.



3. Enter your credentials in the screen below and click on **Sign-in**.

### Note:

- You do not have to provide an **Account Number** and **Account Password** if you have a Temporary Account. Temporary Accounts are automatically linked to your User Name and Client Number.
- If you have more than one account or wish to charge your transactions to your firm's Permanent Account, then provide an Account Number and Account Password. Users should use the account number that they want to associate all transactions with.
- After 3 unsuccessful attempts, the system will lock you out.

Sign-In

User Name:  \* Required

Password:  \* Required

Client Number:  \* Required

Account Number:

Account Password:



Client Reference:

☒ Remember User Name, Client Number And Account Number.

NOTE: User names and Passwords may not include spaces.

Sign-in

This opens the home page as shown below.

[Yukon Land Titles Help](#)
Welcome ygtestRBC (Logout)

Welcome to the Yukon Land Titles Portal!

Land Titles Search

[Quick Search](#)
[Register of Titles](#)
[General Register](#)
[Daybook Inquiries](#)

Plans

[Plan Search](#)
[Support Documents](#)

# 5 Ways to Search.

There are many ways to search in the system:

- **Quick Search** lets you search by Land Description, Owner Name, Parcel, Title Number and Condominium Corporation Number and brings you to the Title faster.
- **Register of Titles** lets you search by a wider range of criteria. It allows you to view more information on converted Titles, instruments, dependent Titles and more.
- **General Register** searches against a Person's Name, Company's Name or Registration Number, not against the legal description or Certificate of Title. These documents include writs of seizure and sale, assignment in bankruptcy, power of attorney, letter of administration, grants of probate, guardianship orders, standard mortgage terms, receivership order and other court orders.

[Table of contents](#)

- **Plan Search** allows searches by LTO Plan Number or Canada Lands Survey Records (CLSR) numbers to find images of plans.

## Land Titles Search

[Quick Search](#)

[Register of Titles](#)

[General Register](#)

[Daybook Inquiries](#)

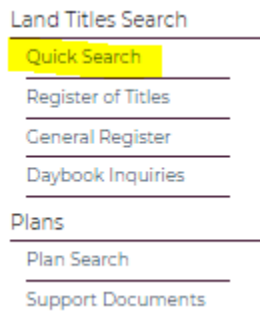
## Plans

[Plan Search](#)

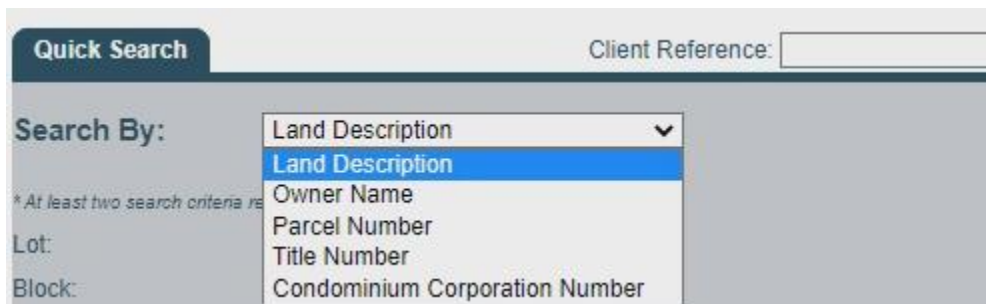
[Support Documents](#)

# 6 Portal Quick Search

1. Click on **Quick Search** under **Land Titles Search**.



2. Then, based on the type of search you want to perform, select the type of search in **Search By**.



[Table of contents](#)

## 6.1 Search By land description

Your Land Description (also sometimes referred to as Legal Land Description) will consist of a Lot, Block, Quad and/or plan number. To search in the portal, you must either provide a minimum of two criteria or the plan number.

There are a variety of ways to find your Land Description:

- Call the City of Whitehorse (if the property is in city limits) to have the civic address changed to a Land Description. Or call the municipal office.
- Find it on your Property Tax notice.
- Find it on your Property Assessment notice.
- Search by visiting geomatics website below:



<https://experience.arcgis.com/experience/ba9c795bc2a14fbca1f733f9845b9ef4>

1. In **Search By** select **Land Description** and enter applicable criteria.

Note:

- You are required to enter at least two criteria to perform a search when not using a plan number. The Ext or Unit Number cannot be used as part of the two search criteria.
- You can search by plan number on its own.

2. Click **Search**.

The screenshot shows a web form titled "Quick Search". At the top right, there is a "Client Reference #" field. Below this, the "Search By:" dropdown menu is set to "Land Description". A note below the dropdown states: "\* At least two search criteria required when not using a Plan number. The Ext or Unit Number cannot be used as part of the two search criteria." The form contains several input fields: "Lot:", "Block:", "Group/Quad:", "Subdivision:", "Community:", "Plan:", "Ext:", and "Unit Number:". The "Unit Number" field has a small note next to it: "(Condominiums Only)". At the bottom left of the form, there is a "Search" button.

The **Quick Search Results** window displays.

Quick Search Results

Search By:

Land Description

With Criteria:

Lot = 1

Group Quad = 804

As Of Date = 26 Jul 2021 16:37:57

Title Information

Download to Spreadsheet (.CSV)

Land Description

Lot 1-Group/Quad 804-Community City of Whitehorse-Plan 100007682

As described on Certificate of Title 2017Y1022

Owner(s)

Doe, Jane

Title	<div> <div> <div>Document Icon</div> <div>\$</div> </div> <div>100018213</div> </div>	Share	1/1	Title Lock Information	N/A
-------	---	-------	-----	------------------------	-----

Last Amendment Date

26 Mar 2021 15:03:21.150

Old Land Description

Parcel Number	100017278	Parcel Type	Surface Regular	Municipality	City of Whitehorse	Ties
---------------	-----------	-------------	-----------------	--------------	--------------------	------

Validation Ties	Commodity/Unit	Linked to Unit
	N/A	N/A

1 Record

Back to Search

- View the Title by clicking on the **document icon** next to the Title number. The **\$** icon next to the document icon indicates that there is a fee associated with viewing the Title.

Title Information

Download to Spreadsheet (.CSV)

Land Description

Lot 1-Group/Quad 804-Community City of Whitehorse-Plan 100007682

As described on Certificate of Title 2017Y1022

Owner(s)

Doe, Jane

Title	<div> <div> <div>Document Icon</div> <div>\$</div> </div> <div>100018213</div> </div>	Share	1/1	Title Lock Information	N/A
-------	---	-------	-----	------------------------	-----

Last Amendment Date

26 Mar 2021 15:03:21.150

Old Land Description

Parcel Number	100017278	Parcel Type	Surface Regular	Municipality	City of Whitehorse	Ties
---------------	-----------	-------------	-----------------	--------------	--------------------	------

Validation Ties	Commodity/Unit	Linked to Unit
	N/A	N/A

1 Record

Back to Search

Table of contents

## 6.2 Search By owner name

1. In **Search By** select **Owner Name**.
2. Enter in the **Firm Name** or **Family Name**. With the Family Name you can also enter the first name of a person in the **Given Name** field. Click on **Search**.

**Quick Search** Client Reference #:

**Search By:** Owner Name

**Owner Name:**

☐ Firm Name: or  \* Required

☒ Family Name:  \* Required

☐ Include names that are similar in spelling

**Given Name:**  First name only [Wildcard Help](#)

**If you would like to further limit your search, please provide any of the following additional values.**

**Phone Number:**   (Example: 867 555 1234)

**Deceased or Bankrupt:**

**Mailing Address**

**P.O. Box/Street:**


**City:**

**Province:**


**Country:**

**Search**

Note: Click on **Wildcard Help** to learn how to use wild cards.

3. More than one match may be found, scroll down to find the desired name, then click the **document**  icon. You can also download to excel by clicking on **Download to Spreadsheet (CSV)**.


**Name List** [Download to Spreadsheet \(.CSV\)](#)

Owner Name	Client Number	Client Type	Mailing Address
 Doe, Jane	100010529	Internal User	0000 New Test Street New Test Yukon, Y1A0H0

**1 Record**

**Back to Search**

- More than one Title may be returned. Scroll down to find the desired Title, then click on the **document icon**. The **\$** icon next to the document icon indicates that there is a fee associated with viewing the Title.

Title Information				<a href="#">Download to Spreadsheet (.CSV)</a>
<b>Land Description</b> Lot 1-Group/Quad 804-Community City of Whitehorse-Plan 100007682 As described on Certificate of Title 2017Y1022				
<b>Owner(s)</b> Doe, Jane				
<b>Title</b>	<b>Number</b>   100018213	<b>Share</b> 1/1	<b>Title Lock Information</b> N/A	
<b>Last Amendment Date</b> 26 Mar 2021 15:03:21.150			<b>Old Land Description</b>	
<b>Parcel Number</b> 100017278	<b>Parcel Type</b> Surface Regular	<b>Municipality</b> City of Whitehorse		<b>Ties</b>
<b>Validation Ties</b>	<b>Commodity/Unit</b> N/A	<b>Linked to Unit</b> N/A		

### 6.3 Search By parcel number to find a Title

- In **Search By** select **Parcel Number**.
- Enter the nine-digit **Parcel Number**. Click on **Search**.

Quick Search		Client Reference: <input type="text"/>
<b>Search By:</b>	<input type="text" value="Parcel Number"/> ▼	
<b>Parcel Number:</b>	<input type="text" value=""/> * Required	
<b>Search</b>		

- View the Title by clicking on the **document icon** next to the Title number. The **\$** icon next to the document icon indicates that there is a fee associated with viewing the Title.

Quick Search Results

Search By:

Parcel

With Criteria:

Parcel Number = 100017278

As Of Date = 23 Jul 2021 13:39:43

Title Information

Land Description

Lot 1-Group/Quad 804-Community City of Whitehorse-Plan 100007682

As described on Certificate of Title 2017Y1022

Owner(s)

Doe, Jane

Title

Number

100018213

Share

1/1

Title Lock Information

N/A

Last Amendment Date

26 Mar 2021 15:03:21.150

Old Land Description

Parcel Number

100017278

Parcel Type

Surface Regular

Municipality

City of Whitehorse

Ties

Validation Ties

Commodity/Unit

N/A

Linked to Unit

N/A

1 Record

Back to Search

## 6.4 Search By YLTR Title number to find a Title

1. In **Search By** select **Title Number**.
2. Type in the nine-digit **Title Number** and click on **Search**.

Quick Search

Client Reference #:

Search By:

Title Number

Title Number:

Required

Search

3. View the Title by clicking on the **document** icon next to the Title number. The **\$** icon next to the document icon indicates that there is a fee associated with viewing the Title.

Title Information			
<b>Land Description</b> Lot 1-Group/Quad 804-Community City of Whitehorse-Plan 100007682 As described on Certificate of Title 2017Y1022			
<b>Owner(s)</b> Doe, Jane			
<b>Title</b>	<b>Number</b> 100018213	<b>Share</b> 1/1	<b>Title Lock Information</b> N/A
<b>Last Amendment Date</b> 26 Mar 2021 15:03:21.150			<b>Old Land Description</b>
<b>Parcel Number</b> 100017278	<b>Parcel Type</b> Surface Regular	<b>Municipality</b> City of Whitehorse	<b>Ties</b>
<b>Validation Ties</b>	<b>Commodity/Unit</b> N/A	<b>Linked to Unit</b> N/A	
1 Record			
<a href="#">Back to Search</a>			

## 6.5 Search Condominium Corporation Number to find a Title.

1. In **Search By** select **Condominium Corporation Number**.
2. Enter in either the **Condominium Corporation Number** or **Plan Number**. Click on **Search**.

Note:

- The Condominium Corporation Number is in the format of CC##, for example CC200.
- The Plan Number is a nine-digit plan number.

Quick Search		Client Reference #:
<b>Search By:</b>	Condominium Corporation Number ▼	
<small>* Either Plan or Condominium Corporation Number Required</small>		
Condominium Corporation Number:	<input type="text"/>	<small>Enter CC## or CC### (no spaces)</small>
Plan Number:	<input type="text"/>	<small>Enter a 9 digit Plan #</small>
Unit Number:	<input type="text"/>	
<a href="#">Search</a>		

3. View the Title by clicking on the **document** icon next to the Title number.

The \$ icon next to the document icon indicates that there is a fee associated with viewing the Title.

Quick Search Results

Search By: Land Description

With Criteria: Plan = 100007682  
As Of Date = 23 Jul 2021 13:59:56


Title Information

[Download to Spreadsheet \(.CSV\)](#)

Land Description

Lot 1-Group/Quad 804-Community City of Whitehorse-Plan 100007682  
As described on Certificate of Title 2017Y1022

Owner(s)  
Doe, Jane

Title	  Number 100018213	Share 1/1	Title Lock Information N/A
-------	---	--------------	-------------------------------

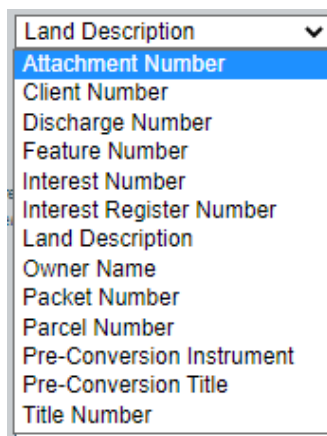
Last Amendment Date 26 Mar 2021 15:03:21.150		Old Land Description	
---	--	----------------------	--

Parcel Number 100017278	Parcel Type Surface Regular	Municipality City of Whitehorse	Ties
----------------------------	--------------------------------	------------------------------------	------

Validation Ties	Commodity/Unit N/A	Linked to Unit N/A
-----------------	-----------------------	-----------------------

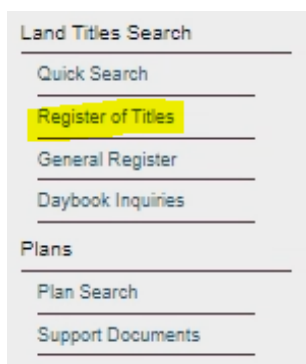
# 7 Register of Titles search

Register of Titles offers many search criteria as shown in the screenshot below. For instructions on how to do searches on Attachment Number, Client Number, Feature Number and Packet Number, please refer to the Advanced Search.



## 7.1 Search By land description

By using the Register of Titles to search for Land Descriptions you can view more detailed information on converted Titles, instruments, dependent Titles and more.



1. In **Search By** select **Land Description** and enter applicable criteria.



Note:

- You are required to enter at least two criteria to perform a search when not using a Plan number. The Ext or Unit Number cannot be used as part of the two search criteria.
- You can search by **Plan Number** on its own.

**Search** Client Reference:

**Search By:** Land Description ▼

**Search As Of:** ☒ Current Date and Time ☐ Select Date

\* At least two search criteria required when not using Plan #

Lot:

Block:

Group/Quad:

Subdivision:

Community:

Plan:

Ext:

**Search**

2. Enter the required information. Click **Search**.

3. The Parcel Information page appears. Click on the parcel **document** icon to open the Parcel Details.

**Search Results**

**Search By:** Land Description

**With Criteria:** Lot = 1  
Group Quad = 804  
As Of Date = 26 Jul 2021 16:48:05

**Parcel Information** [Download to Spreadsheet \(.CSV\)](#)

**Land Description**  
Lot 1-Group/Quad 804-Community City of Whitehorse-Plan 100007682

**Old Land Description**  
Group/Quad 804-Community City of Whitehorse-

Parcel Number	Parcel Type	Parcel Class	Municipality	Ties	Validation Ties
100017278	Surface Regular	Parcel (Generic)	City of Whitehorse		

1 Record

**Back to Search**

- Click the arrow next to **Title** to see the Title information. Click on the **Title Detail** document icon to open the Title.

**Parcel Detail**

▼

Number: 100017278

Type: Surface Regular

Status: titled

Class: Parcel (Generic)

Total Units: N/A

LLD: Lot 1-Group/Quad 804-Community City of Whitehorse-Plan 100007682

Parcel Value: \$30,000.00 CAD

Municipality: City of Whitehorse

Parcel Picture:

Audit: ⓘ

History: ⓘ

⊕

 Parcel Ties (0)

⊖

 Titles (1)

▼

**\$** Title

Number: 100018213

Type: Fee Simple

Last Amendment Date: 26 Mar 2021 15:03:21.150

Commodity/Unit: N/A

Owners:  
Doe, Jane

Registration Date: 24 Oct 2019 15:57:27

Share: 1/1

Status: Active

Value: \$30,000.00 CAD

Common Property Share: N/A

Audit: ⓘ

History: ⓘ

Title Detail: ⓘ

⊕

 Locks (0)

⊕

 Owners (1)

⊕

 Dependent Titles (5)

⊕

 Interests (14)

**Back to Search**

- Click on the + sign to see information on the Locks, Owners, Dependent Titles and Interests.

## 7.2 Search for condo

- In the Register of Titles search by the **Land Description** and put the **Condominium Corporation number** in the **Plan number**.
- Click on the **Parcel Number** and this will bring you to the Title.

## 7.3 Search By an old Title number

1. Select **Pre-Conversion Title** from the **Search By** dropdown.
2. Enter the **old** Title number and click **Search**.

Search

Client Reference #:

Search By:

Pre-Conversion Title

Search As Of:

☒ Current Date and Time  
☐ Select Date

Pre-Conversion Title Number:

Required

Search

Note: **Was Converted To** is the Yukon Land Registry's old Title converted to the new format. This is the active version of the Title.

The system will return the **Cancelled Title** information and the **Was Converted To** Title.

Search Results

Search By: Title  
With Criteria: Title Number = 94y05  
As Of Date = 23 Jul 2021 15:50:16

Cancelled Title

Title  
94Y05

Was Converted To

Title	Type	District
100031814	Fee Simple Yukon	

1 Record

Back to Search

- Click on the **document** icon under **Cancelled Title** and if the Title has not been converted a request will be sent to Land Titles and available in three business days. If it has been converted, **Document Information** will appear. Click on the **eye** icon to see the old, cancelled Title.

Document Information		
Document Number	Document Type	District
 100016097	Converted Cancel Ttl	Yukon

- Click on the Title **document** icon under **Was Converted To** to see the converted version of the Title.
- This will open up the **Title details** page. Click on the **document** icon next to **Title Detail** to open the Title.

Parcel Detail

▼

Number: 100021813

Status: titled

Total Units: N/A

Parcel Value: \$20,000.00 CAD

Parcel Picture:


Type: Surface Regular


Class: Unknown

LLD: Lot 42-A-2-Group/Quad 903-Community Carmacks-Plan 37530

As described on Certificate of Title 94Y05.

Municipality: Carmacks

Audit: 

History: 

+

Parcel Ties (0)

-

Titles (1)

▼

\$ Title

Number: 100031814

Last Amendment Date: 02 Sep 2020 10:57:32.510

Commodity/Unit: N/A

Owners: CARMACKS

Type: Fee Simple


Registration Date: 02 Sep 2020 10:57:32


Status: Active


Common Property Share: N/A

Share: 1/1

Value: \$20,000.00 CAD

Audit: 

History: 

Title Detail: 

+

Locks (0)

+

Owners (1)

+

Dependent Titles (0)

+

Interests (0)

Back to Search

27

[Table of contents](#)

## 7.4 Search By Title number

When you search using the nine-digit Title number you can access information, including parcel, parcel ties, locks, owners and interests information.

1. Select **Title Number** from the **Search By** dropdown.
2. Type in the nine-digit **Title Number**. Click on **Search**.

The search interface includes a 'Search' tab, a 'Client Reference' input field, and a 'Search By' dropdown menu set to 'Title Number'. Below this, there are radio buttons for 'Search As Of' with options 'Current Date and Time' (selected) and 'Select Date'. The 'Title Number' input field contains '100010484' with a '\* Required' label. A green 'Search' button with a dollar sign icon is at the bottom.

3. The Title that is open is the one that was input. Click on the **document** icon beside **Title Details** to open Certificate of Title.

The 'Parcel Detail' section shows information for parcel 100010563, including its status, value, and type. It also lists 'Parcel Ties (0)' and 'Titles (1)'. The title 100010484 is expanded, showing its details, including the last amendment date, commodity/unit, owners, registration date, status, common property share, and share. A 'Title Detail' link with a document icon is provided at the bottom.

<b>Number:</b> 100010563	<b>Type:</b> Surface Regular
<b>Status:</b> titled	<b>Class:</b> Unknown
<b>Total Units:</b> N/A	<b>LLD:</b> Lot 5-Group/Quad 756-Community Not Applicable-Plan 19938
<b>Parcel Value:</b> \$340,000.00 CAD	<b>As described on Certificate of Title:</b> 93Y1253.
<b>Parcel Picture:</b>	<b>Municipality:</b> Not Applicable
	<b>Audit:</b>
	<b>History:</b>
<b>Parcel Ties (0)</b>	
<b>Titles (1)</b>	
<b>▼ \$ Title</b>	
<b>Number:</b> 100010484	<b>Type:</b> Fee Simple
<b>Last Amendment Date:</b> 23 Jan 2020 13:11:56.347	
<b>Commodity/Unit:</b> N/A	
<b>Owners:</b> RANCHER	
<b>Registration Date:</b> 20 Jan 2020 15:30:03	<b>Share:</b> 1/1
<b>Status:</b> Active	<b>Value:</b>
<b>Common Property Share:</b> N/A	<b>Audit:</b>
	<b>History:</b>
<b>Title Detail:</b>	

## 7.5 Search By an old Instrument Number

When viewing a Title, instruments that were registered on Title prior to the launch of YLTR have a naming convention starting with CNV, for example CNV Mortgage. To search for the instrument use the 'Converted Instrument #'.


**Interest #:** 100015467  
**Interest Type:** CNV Mortgage  
**Value:** \$418,070.50  
**Registration Date:** 04 Oct 2017 00:38:22.000  
**Amendment Date:** N/A  
**Assignment Date:** N/A  
**Expiry Date:** N/A  
**Converted Instrument #:** 230222  
**Interest Register #:** 100005107

1. Select **Pre-Conversion Instrument** from the **Search By** dropdown.
2. Enter the **Pre-Conversion Instrument Number** and click **Search**.

The screenshot shows a search form with a 'Search' tab. The 'Search By' dropdown is set to 'Pre-Conversion Instrument'. The 'Search As Of' section has two radio buttons: 'Current Date and Time' (selected) and 'Select Date'. The 'Pre-Conversion Instrument Number' field is highlighted in yellow and has a red asterisk indicating it is required. A 'Search' button is at the bottom left, and a 'Client Reference' field is at the top right.

3. If the instrument is available online, an **eye** icon appears. Click on the **eye** icon to view the instrument.


The screenshot shows the 'Document Information' section. It contains a table with three columns: 'Document Number', 'Document Type', and 'District'. The first row shows '236490', 'Instrument', and 'Yukon'. An eye icon is next to the document number. Below the table, a note states: 'The above documents have been imaged from the Land Titles Vault. Click on the icon beside the number for the image you would like to view.' A 'Back to Search' button is at the bottom.

Document Number	Document Type	District
 236490	Instrument	Yukon

4. Click **Download Image** to view the instrument.

5. If the instrument is not available online yet, the document icon will appear. Click on the **document icon** to request that the document be uploaded.

**Document Information**

Document Number	Document Type	District
 112311	Instrument	Yukon

The above documents may exist in the Land Titles Vault.  
If you would like to issue an image request,  
click on the icon beside the number to the document you would like.

**Back to Search**

6. The document screen will either tell you that a request to have this record converted was sent to [ltosearch@yukon.ca](mailto:ltosearch@yukon.ca) or that a request has already been created for the instrument. In both cases, the request should be available in three business days.

## 7.6 Search By interest number

By using the nine-digit interest number, you can access information related to an interest, including parcel, Title, and owner information.

An interest number is a unique identifier on Title that a third party (the interest holder) has some right in the land. An interest number (IN) is used to differentiate between multiple interests existing on different Titles. The IN is specific to a Title and will change whenever the Title changes.

### 7.6.1 Instrument Search on a specific Title and download the instrument.

1. Select Register of Titles and select **Interest Number** in **Search By**.
2. Enter Interest Number and click on **Search**.

Search

Client Reference #:

Search By:

Interest Number

Search As Of:

☒ Current Date and Time  
☐ Select Date

Interest Number:

\* Required

Search

\$

















3. The **Parcel Details** page opens. Click on the arrow next to interest with the down arrow.



## Search Results

Search By: Interest  
With Criteria: Interest Number = 100015456  
As Of Date = 23 Jul 2021 16:12:04

## Parcel Details

▼ Number: 100017289	Type: Surface Regular
Status: titled	Class: Parcel (Generic)
Total Units: N/A	LLD: Lot 2-Group/Quad 804-Community City of Whitehorse-Plan 100007682
Parcel Value: \$30,000.00 CAD	Municipality: City of Whitehorse
Parcel Picture	Audit:  History: 
 Parcel Ties (0)	
 Titles (1)	
▼  Title	
Number: 100018224 Type: Fee Simple	
Last Amendment Date: 11 Feb 2021 15:21:18.457	
Commodity/Unit: N/A	
Owners: Doe, Jane	
Registration Date: 25 Oct 2019 12:12:27	
Status: Active	Share: 1/1
Common Property Share: N/A	Value: \$30,000.00 CAD
	Audit:  History: 
Title Detail: 	
 Locks (0)	
 Owners (1)	
 Dependent Titles (4)	
 Interests (6)	
▼ Interest Number	
Number: 100015456 Type: CNV Mortgage	
Status: Active	Registration Date: 04 Oct 2017 00:38:22
Value: \$418,070.50 CAD	Category: Interest
Interest Register Amendment Date: N/A	
Interest Assignment Date: N/A	
Interest Scheduled Expiry Date: N/A	
Dominant: N/A	
Interest Effective Date: 25 Oct 2019 12:12:28	Benefitting Party: N/A
Interest Register:  100005107	Audit: 
Writ Registry: N/A	Scheduled Expiry Date: N/A
Converted Instrument #: 230222	Feature Number: N/A
Description: N/A	
 Locks (0)	
 Shares (1)	

4. Click on the **document** icon next to **Interest Register**.


 Interests (6)


▶ Interest

Number: 100015456	Type: CNV Mortgage
Status: Active	Registration Date: 04 Oct 2017 00:38:22
Value: \$418,070.50 CAD	Category: Interest
Interest Register Amendment Date: N/A	
Interest Assignment Date: N/A	
Interest Scheduled Expiry Date: N/A	

▼ Interest

Number: 100027189	Type: Mortgage
Status: Active	Registration Date: 23 Dec 2019 13:23:28
Value: \$75,000.00 CAD	Category: Interest
Interest Register Amendment Date: N/A	
Interest Assignment Date: N/A	
Interest Scheduled Expiry Date: N/A	

Dominant: N/A	Benefitting Party: N/A
Interest Effective Date: 23 Dec 2019 14:09:28	Audit: 
Interest Register:  100011531	Scheduled Expiry Date: N/A
Writ Registry: N/A	Feature Number: N/A
Description: N/A	


 Locks (0)

 Shares (1)


5. The Interest Register Information page opens. This provides details of the interest. Click on the + next to **Attachment**, and then click the **document** icon.


**Interest Register Information**

▼


Number: 100011531	Category: Interest
Type: Mortgage	Status: Active
Value: \$75,000.00 CAD	Writ Register Number: N/A
Interest Register Effective Date: 23 Dec 2019 14:09:28	Scheduled Expiry Date: N/A
Interest Register Amendment Date: N/A	
Feature Number: N/A	Audit: 


Description: N/A

 Attachment (1)

 Document Number: 100000963 Type: Transactional Document

Effective Date: 23 Dec 2019 14:09:28

 Standard Documents (0)

 Interests (1)

**Back to Search**

6. Click on the **eye icon** and follow the directions to download the document.


**Attach Information**

▼

Document Number: 100000963

Status: active

Attachment Description: N/A

View Image:  \$

Type: Transactional Document

Effective Date: 23 Dec 2019 14:09:27.873

+

 Interest Register (1)

**Back to Search**

## 7.6.2 Instrument Search on a specific Title and see the instrument on Title.

1. Select Register of Titles and select **Interest Number** in **Search By**.
2. Enter the Interest Number and click on **Search**.

**Search** Client Reference #:

Search By:

Interest Number ▼

Search As Of:

☒ Current Date and Time

☐ Select Date

Interest Number:  \* Required

**Search** \$

3. The **Parcel Details** page opens with the specific instrument open. Click on the **Title Details document** icon. The Title will open.

<b>Parcel Details</b>	
<b>Number:</b> 100017289 <b>Status:</b> titled <b>Total Units:</b> N/A <b>Parcel Value:</b> \$30,000.00 CAD <b>Parcel Picture:</b>	<b>Type:</b> Surface Regular <b>Class:</b> Parcel (Generic) <b>LLD:</b> Lot 2-Group/Quad 804-Community City of Whitehorse-Plan 100007682 <b>Municipality:</b> City of Whitehorse <b>Audit:</b> <b>History:</b>
<div> <div></div> Parcel Ties (0) <div></div> Titles (1) </div>	
<div> <div></div> <div></div> Title </div>	
<b>Number:</b> 100018224 <b>Last Amendment Date:</b> 30 Oct 2020 12:30:40.340 <b>Commodity/Unit:</b> N/A <b>Owners:</b> Doe, Jane	<b>Type:</b> Fee Simple  <b>Registration Date:</b> 25 Oct 2019 12:12:27 <b>Status:</b> Active <b>Common Property Share:</b> N/A <b>Title Detail:</b>
<div> <div></div> Locks (0) <div></div> Owners (1) <div></div> Dependent Titles (4) <div></div> Interests (6) </div>	
<div> <div></div> Interest </div>	
<b>Number:</b> 100015456 <b>Status:</b> Active <b>Value:</b> \$418,070.50 CAD <b>Interest Register Amendment Date:</b> N/A <b>Interest Assignment Date:</b> N/A <b>Interest Scheduled Expiry Date:</b> N/A	<b>Type:</b> CNV Mortgage <b>Registration Date:</b> 04 Oct 2017 00:38:22 <b>Category:</b> Interest
<div> <div></div> Interest </div>	
<b>Number:</b> 100027189 <b>Status:</b> Active <b>Value:</b> \$75,000.00 CAD <b>Interest Register Amendment Date:</b> N/A <b>Interest Assignment Date:</b> N/A <b>Interest Scheduled Expiry Date:</b> N/A	<b>Type:</b> Mortgage <b>Registration Date:</b> 23 Dec 2019 13:23:28 <b>Category:</b> Interest
<b>Dominant:</b> N/A <b>Interest Effective Date:</b> 23 Dec 2019 14:09:28 <b>Interest Register:</b> 100011531 <b>Writ Registry:</b> N/A <b>Description:</b> N/A	<b>Benefitting Party:</b> N/A <b>Audit:</b> <b>Scheduled Expiry Date:</b> N/A <b>Feature Number:</b> N/A
<div> <div></div> Locks (0) <div></div> Shares (1) </div>	

### 7.6.3 Find a transfer instrument.

1. Search YLTR **Register of Titles** by any criteria available.
2. Click on the + sign next to **Title** icon to open the Title information.

**Parcel Details**

▼

Number: 100009145

Status: titled

Total Units: N/A

Parcel Value: \$492,677.45 CAD

Parcel PictureParcel Picture:

Type: Surface Regular

Class: Unknown

LLD: Lot 562-Subdivision Whistle Bend-Community City of Whitehorse-Plan 2019-0025  
As described on Certificate of Title 2019Y0815.

Municipality: City of Whitehorse

AuditAudit: 🔍

HistoryHistory: 🔍

⊕ Parcel Ties (0)

⊖ Titles (1)

▼ \$ Title

Number: 100050602

Last Amendment Date: 13 Jul 2020 13:52:25.160

Commodity/Unit: N/A

Owners:  
Doe, Jane  
Doe, John

Type: Fee Simple

Registration Date: 13 Jul 2020 13:52:25

Status: Active

Common Property Share: N/A

Share: 1/1

Value: \$492,677.45 CAD

Audit: 🔍

History: 🔍

Title Detail: 📄 📄

⊕ Locks (1)


⊕ Owners (2)

⊕ Dependent Titles (0)

⊕ Interests (1)



**Back to Search**



3. In the opened Title click on the **magnifying glass** next to **Audit** button.





 Titles (1)

▼ **\$ Title**








Number: 100050602 Type: Fee Simple  
 Last Amendment Date: 13 Jul 2020 13:52:25.160  
 Commodity/Unit: N/A  
 Owners:  
 Doe, Jane  
 Doe, John

Registration Date: 13 Jul 2020 13:52:25 Share: 1/1  
 Status: Active Value: \$492,677.45 CAD  
 Common Property Share: N/A Audit:  History: 

Title Detail:  

-  Locks (1)
-  Owners (2)
-  Dependent Titles (0)
-  Interests (1)


4. Click on the Application for Transfer (Form II: Setup) **document** icon.


Audit Results			
Registration Date	Action/Request	Details	
 <b>\$</b> 13 Jul 2020 13:51:08.643	Set Up Lock	Number: 100007446	Description: Registrar's Note on Title 100050602
 <b>\$</b> 13 Jul 2020 13:51:50.277	Remove Lock	Number: 100007446	Description: Registrar's Note on Title 100050602
 <b>\$</b> 13 Jul 2020 13:51:50.480	Set Up Lock	Number: 100007457	Description: Registrar's Note on Title 100050602
 <b>\$</b> 09 Jul 2020 15:56:00.000	Application for Transfer (Form II: Setup)  100010976 Effective Date 13 Jul 2020 13:52:25.033	Type: Fee Simple Status: Active Share: 1/1 Commodity: N/A Unit: N/A Common Property: N/A	
 <b>\$</b> 09 Jul 2020 15:56:00.000	Application for Interest Registration  100010977 Effective Date 13 Jul 2020 13:52:25.143	Number: 100150366	Description: Mortgage - General

5. Click on the + sign next to **Requests**.

**Packet Details**

▼ **Number:** 100081426 **Type:** TPS Registration  
**Status:** Completed



 **Client:** Law Office **Address:** Main Street, Whitehorse, Yukon, Canada, Y1A2B2


 **Requests (3)**


▼ **Request**


**Request Sequence Number:** 1 **Type:** Application For Transfer (Form I: Surrender)


**Number:** 100010975

**View Request:**   **View Attachment:** N/A

 Standard Documents (0)

 Titles (1)



 Dependent Titles (0)


 Interests (0)


▼ **Request**


**Request Sequence Number:** 2 **Type:** Application for Transfer (Form II: Setup)


**Number:** 100010976

**View Request:**   **View Attachment:** N/A

 Standard Documents (0)



 Titles (1)

 Dependent Titles (0)

 Interests (0)

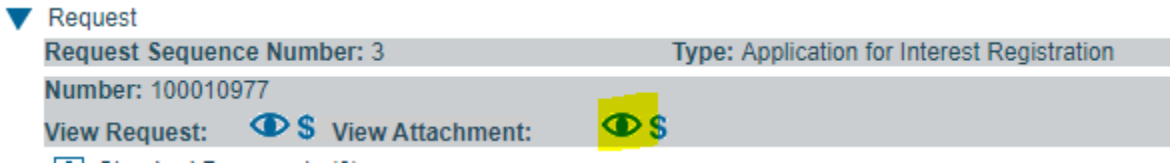
6. Click on the **eye** icon beside **View Request** to download the summary report.  
Attached to the summary report is the transfer instrument.

**Number:** 100010975

**View Request:**   **View Attachment:** N/A

### 7.6.4 Find an interest instrument.

Follow the above steps but in the last step click on the **eye icon** beside **View Attachment** to download the summary report. Attached to the summary report is the interest instrument.



## 7.7 Search for an instrument that is on more than one Title (Interest Registration #)

When you search using a nine-digit interest register number, you can access information on the Titles, interests, parcels, and holders that an interest register number affects.

An interest register (IR) number refers to the interest as it affects one interest or a group of interests. One IR may have one or several interest numbers associated with it, depending on how many Titles the IR affects. This allows for partial discharge or assignment of interests.

The interest register number is the same for each Title that the interest is registered against and does not change when the Title changes.

- The IR Number is the umbrella number that affects one or more interests. For a full discharge, the IR# is used.
- The Interest Number is the unique identifier that relates to a specific parcel, Title, interest, interest share or abstract. Used for partial discharges when you are only affecting some of the instances. Every time a Title changes ownership, the interest number also changes.



1. Select Register of Titles, and from the **Search By** dropdown menu select **Interest Register Number**.
2. Enter the **Interest Register Number** and click **Search**.

The screenshot shows a search interface with a 'Search' tab at the top. To the right of the tab is a 'Client Reference #' field. Below the tab, the 'Search By:' dropdown is set to 'Interest Register Number'. Under 'Search As Of:', the 'Current Date and Time' radio button is selected. The 'Interest Register Number:' field is highlighted in yellow and marked as '\* Required'. A yellow 'Search' button is located at the bottom left of the form.

3. Click the + sign **next to Attachment Number** icon to see the instrument. Then click the **document** icon next to **Document Number**.

The screenshot displays the 'Interest Register Information' section. It shows details for Number: 100067914, including its Type (Party Wall Agreement), Category (Interest), Status (Active), and various dates. Below this, there is a 'Description: N/A' and a list of attachments. The first attachment is 'Attachment Number (1)', which includes a 'Document Number: 100001777' and an 'Effective Date: 01 Sep 2020 13:23:56'. Other attachments listed are 'Standard Documents (0)' and 'Interests (2)'. A 'Back to Search' button is at the bottom.

4. Click the **eye** icon to download the instrument. If there is no eye icon, email [ltosearch@yukon.ca](mailto:ltosearch@yukon.ca) for more details.


**Attach Information**


▼

Document Number: 100001777  
Status: active

Type: Transactional Document  
Effective Date: 01 Sep 2020 13:23:55.537

Attachment Description: N/A

View Image:  \$

 Interest Register (1)

**Back to Search**

## 7.8 Search By Owner Name

You can access information related to a name, including Titles, interests, interest register numbers, alternates, Title locks, ownership shares and submitted packets through **Owner Name** in the **Search By** menu.

The name can be that of either an individual or non-individual. Use the **Firm Name** field when searching a non-individual and the Family Name field when searching an individual.

Only one of these fields is required. The more information that you enter into the optional fields (for example Given Name, Phone Number and Mailing Address), the more refined your search results will be. You can also refer to Wildcard search document for more info.

This will cause fewer results to be returned, making it easier for you to select the correct name from the list. The search process can be further refined by using the client roles options, Title owner, interest holder and alternate.

1. From the left-hand menu select **Register of Titles**.
2. From the **Search By** dropdown menu select **Owner Name**.

Search

Client Reference #:

Search By:

Owner Name

Search As Of:

☒ Current Date and Time
 ☐ Select Date

Owner Name:

☐ Firm Name: or  \* Required
   
☒ Family Name:  \* Required
   
☐ Include names that are similar in spelling

Given Name:

First name only
 [Wildcard Help](#)

If you would like to further limit your search, please provide any of the following additional values.:

Phone Number:

(Example: 867 555 1234)
   
 Deceased or Bankrupt: 
  
(only applies to Title Owners)

Mailing Address:

P.O. Box/Street: 
  
 City: 
  
 Province: 
  
 Country:

Search

- Enter as much search information as you have. If unsure of spelling, select the **Include names that are similar in spelling** checkbox. Click on **Search**.


Note: Click on **Wildcard Help** to learn how to use wild cards.

Search Results displays.

**Search Results**

**Search By:** Name  
**With Criteria:** Family Name = doe  
As Of Date = 26 Jul 2021 10:40:58


**Name List** [Download to Spreadsheet \(.CSV\)](#)

<b>Owner Name</b>  Doe, Jane		
<b>Client Number</b> 100010529	<b>Client Type</b> Internal User	<b>Mailing Address</b> 0000 New Test Street New Test Yukon, Y1A0H0

1 Record

**Back to Search**

3. Click on the document icon next to the name you wish to view.

<b>Owner Name</b>  Doe, Jane		
<b>Client Number</b> 100010529	<b>Client Type</b> Internal User	<b>Mailing Address</b> 0000 New Test Street New Test Yukon, Y1A0H0

1 Record

Information about what Titles and/or interests are held by the client displays:

**Client Detail**

 **Client Number:** 100010529  
**Owner Name:** Jane Doe  
**Address:** 0000 New Test Street, New Test, Yukon, Canada, Y1A0H0

 **Titles** (33)  
 **Interests** (264)  
 **Dependent Titles** (25)  
 **Alternate For** (1)  
 **Packet Number** (0)

**Back to Search**

- Click on the + sign next to **Titles** and then click on the **document** icon next to the Title number to view Title details:

**NOTE:** The \$ sign next to the Title icon indicates that there is a fee associated with viewing the Title details.

**Client Detail**

▼ Client Number: 100010529  
Owner Name: Jane Doe  
Address: 0000 New Test Street, New Test, Yukon, Canada, Y1A0H0

Titles (33)

Number: 100018213

Type: Fee Simple

Last Amendment Date: 26 Mar 2021 15:03:21.150

Status: Active

Commodity/Unit: N/A

Share: 1/1

Lock Information: N/A

**Parcel Detail** window displays:

**Parcel Detail**

▼ Number: 100017278 Type: Surface Regular

Status: titled

Class: Parcel (Generic)


Total Units: N/A


LLD: Lot 1-Group/Quad 804-Community City of Whitehorse-Plan 100007682

Parcel Value: \$30,000.00 CAD

Municipality: City of Whitehorse

Parcel Picture:

Audit: 

History: 

Parcel Ties (0)

Titles (1)

▼ \$ Title

Number: 100018213

Type: Fee Simple

Last Amendment Date: 26 Mar 2021 15:03:21.150

Commodity/Unit: N/A

Owners:  
Doe, Jane


Registration Date: 24 Oct 2019 15:57:27


Share: 1/1


Status: Active

Value: \$30,000.00 CAD

Common Property Share: N/A

Audit: 

History: 

Title Detail: 

Locks (0)

Owners (1)

Dependent Titles (5)

Interests (14)

Back to Search

- To view the Title, click on the **Title Detail** icon

▼ \$ Title

Number: 100018213	Type: Fee Simple
Last Amendment Date: 26 Mar 2021 15:03:21.150	
Commodity/Unit: N/A	
Owners: Doe, Jane	

Registration Date: 24 Oct 2019 15:57:27	Share: 1/1
Status: Active	Value: \$30,000.00 CAD
Common Property Share: N/A	Audit: 
Title Detail: 	History: 

### 7.8.1 To see interest details on a Title

1. In order to view details of the interest(s) registered on the Title, click on the + sign next to **Interest** in the **Parcel Detail** window which should be the last window that is open in your browser.
2. Click on the **arrow** beside the **Interest Number** to see more details.

**Parcel Detail**

▼ **Number:** 100017278 **Type:** Surface Regular

**Status:** titled **Class:** Parcel (Generic)

**Total Units:** N/A **LLD:** Lot 1-Group/Quad 804-Community City of Whitehorse-Plan 100007682

**Parcel Value:** \$30,000.00 CAD **Municipality:** City of Whitehorse

**Parcel Picture:** **Audit:** **History:**

Parcel Ties (0)

Titles (1)

▼ **\$ Title**

**Number:** 100018213 **Type:** Fee Simple

**Last Amendment Date:** 26 Mar 2021 15:03:21.150

**Commodity/Unit:** N/A

**Owners:**  
Doe, Jane

**Registration Date:** 24 Oct 2019 15:57:27 **Share:** 1/1

**Status:** Active **Value:** \$30,000.00 CAD

**Common Property Share:** N/A **Audit:** **History:**

**Title Detail:**

Locks (0)

Owners (1)

Dependent Titles (5)

Interests (14)

▼ **Interest Number**

**Number:** 100015355 **Type:** CNV Mortgage

**Status:** Active **Registration Date:** 04 Oct 2017 00:38:22

**Value:** \$418,070.50 CAD **Category:** Interest

**Interest Register Amendment Date:** N/A

**Interest Assignment:** N/A

**Interest Scheduled Expiry Date:** N/A

**Dominant:** N/A **Benefitting Party:** N/A

**Interest Effective Date:** 25 Oct 2019 12:12:27 **Audit:**

**Interest Register:** 100005107 **Scheduled Expiry Date:** N/A

**Writ Registry:** N/A **Feature Number:** N/A

**Converted Instrument #:** 230222

**Description:** N/A

Locks (0)

Shares (1)

3. Click on the **Interest Register document** icon to see Interest Register Information.

▼ **Interest Number**

**Number:** 100015355 **Type:** CNV Mortgage

**Status:** Active **Registration Date:** 04 Oct 2017 00:38:22

**Value:** \$418,070.50 CAD **Category:** Interest

**Interest Register Amendment Date:** N/A

**Interest Assignment:** N/A

**Interest Scheduled Expiry Date:** N/A

**Dominant:** N/A **Benefitting Party:** N/A

**Interest Effective Date:** 25 Oct 2019 12:12:27 **Audit:**

**Interest Register:** 100005107 **Scheduled Expiry Date:** N/A

**Writ Registry:** N/A **Feature Number:** N/A

**Converted Instrument #:** 230222

**Description:** N/A

The **Interest Register Information** page displays.

**Interest Register Information**

▼

Number: 100000618  
Type: Mortgage  
Value: \$650,000.00 CAD  
Interest Register Effective Date: 22 Jan 2020 11:04:13  
Interest Register Amendment Date: 22 Jan 2020 11:04:13  
Feature Number: N/A

Category: Interest  
Status: Active  
Writ Register Number: N/A  
Scheduled Expiry Date: N/A  
Audit: 

Description: N/A

 Attachment (2)


 Standard Documents (0)


 Interests (2)


**Back to Search**


4. To see the documents that were registered to create this interest click the + next to **Attachment Number** icon and then click on the **document** icon next to **Document Number**.


Description: N/A

 Attachment (2)

 Document Number: 100001020  
Effective Date: 17 Jan 2020 17:30:48  
Type: Transactional Document

 Document Number: 100001047  
Effective Date: 22 Jan 2020 11:04:13  
Type: Transactional Document

 Standard Documents (0)

 Interests (2)

5. To view the document click the **eye** icon.



**Attach Information**


▼

Document Number: 100001020  
Status: active

Type: Transactional Document  
Effective Date: 17 Jan 2020 17:30:47.673

Attachment Description: N/A

View Image:  

 Interest Register (1)

**Back to Search**



6. Click the **Download Image** link.

To view this image you will require an image viewer. See [Software Recommendations](#) for more information.

If you choose to download an image viewer, please use the "Back" button on your browser to return to this screen. Failure to use the "Back" button to return to this screen may result in being charged twice to view this image.

If you already have an image viewer, then you may begin downloading the image.

**Download Image**

The document will be downloaded and can be opened:

- within your browser at the bottom; or
- by navigating to your downloads folder and opening there.

[Table of contents](#)

## 7.9 Search By parcel number

You can access information related to a parcel, including parcel ties, Titles, owners, ownership shares and interests information by selecting **Parcel Number** in the **Search By** field. The parcel number is a nine-digit number (although in some condo cases, corp# can also be used as parcel#) generated by the online Land Registry system to reference specific units of land.

1. Select **Parcel Number** from the **Search By** dropdown.
2. Enter Parcel Number and click on **Search**.

Search

Client Reference:

Search By:

Parcel Number

Search As Of:

☒ Current Date and Time
 ☐ Select Date

Parcel Number:

\* Required

Search

3. The **Parcel Detail** page appears. This page describes the parcel and shows which Titles are registered on the parcel.

Parcel Detail

▼

Number: 100015467

Type: Surface Regular

Status: titled

Class: Unknown

Total Units: N/A

LLD: Lot 619-Subdivision Whistle Bend-Community City of Whitehorse-Plan 2019-0025

Parcel Value: \$425,202.15 CAD

As described on Certificate of Title 2019Y0871.

Parcel Picture:

Municipality: City of Whitehorse

Audit:

History:

Parcel Ties (0)

Titles (1)

▶ \$ Title

Number: 100058273

Type: Fee Simple

Last Amendment Date: 01 Sep 2020 13:23:55.537

Commodity/Unit: N/A

Owners:

Carter, Andrew

Share: 1/1

Lock Information: N/A

Back to Search

## 8 Plans search

### 8.1 Plan Search

1. Click **Plan Search** in the left-hand menu under **Plans**.

49

[Table of contents](#)

## Land Titles Search

---

[Quick Search](#)

---

[Register of Titles](#)

---

[General Register](#)

---

[Daybook Inquiries](#)

---

## Plans

---

[Plan Search](#)

---

[Support Documents](#)

---

2. Enter a **Plan Number** or **CLSR Number**.

**Note:** If it is a condo that is over CC272 use the nine-digit number.

3. Click **Add** then click **Search**.

Note: To remove the plan#, click on the Plan Number entered in the box to select it, and then click **Remove**. To remove multiple Plan Numbers, while holding down the CTRL on the keyboard, select all Plan Numbers you wish to remove, and then click **Remove**.

Plan Search

Client

Plan Number

Add

Remove



CLSR Number:

Add

Remove

Search

4. To view the Plan click the **eye** icon.

Search Parameters						
CLSR: 40033						
Plan Search Results						
Image	Plan Number	LTO Plan Number	Plan Description	Plan Type	Plan Purpose	CLSR Number
	100000742	17459	ADDITION TO TOWNSITE OF WHITEHORSE (SUBDIVISION OF LOTS 2 & 5, GROUP 5)	Plan of Survey	Conversion	40033
	100003701	17459	ADDITION TO TOWNSITE OF WHITEHORSE (SUBDIVISION OF LOTS 2 & 5, GROUP 5)	Plan of Survey	Conversion	40033

2 - Records Returned.

5. Click the **Download Image** link and open the downloaded file.

To view this image you will require an image viewer. See [Software Recommendations](#) for more information.

If you choose to download an image viewer, please use the "Back" button on your browser to return to this screen. Failure to use the "Back" button to return to this screen may result in being charged twice to view this image.

If you already have an image viewer, then you may begin downloading the image

[Download Image](#)

## 8.2 Search the Support Document using a plan number.

1. Click on the **Support Documents** link in the left menu under **Plans**.

Land Titles Search

---

[Quick Search](#)

---

[Register of Titles](#)

---

[General Register](#)

---

[Daybook Inquiries](#)

---

**Plans**

---

[Plan Search](#)

---

[Support Documents](#)

---

2. Enter the **Plan Number**. Leave the **Support Document Type** blank or select either **Field Notes** or **Other**. It will be highlighted blue. Click on **Search**.

Support Document Search

Plan Number:  

100037393

100037393

Add

Remove

Support Document Type  

Field Notes

Other

Search

3. The **Support Document Search Results** will be displayed. Click the **eye icon** for the Plan Image to download the plan.

Support Document Image	Support Document Number	Support Document Type	Description
None	100000023	Other	Off Plan Signature Page for Yukon LTO Plan No 100037393

### 8.3 Search all the Support Documents

1. Click on the **Support Documents** link in the left menu under **Plans**.

53

[Table of contents](#)

2. Select either **Field Notes** or **Other** in the **Support Document Type** section. It will be highlighted blue. Click on **Search**.

Support Document Search

Plan Number

Add

Remove



Support Document Type

Field Notes

Other

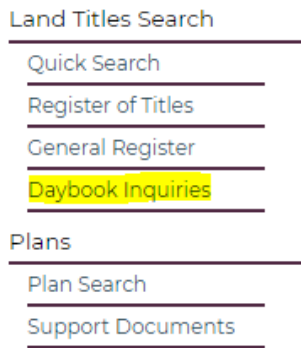
Search

3. The **Support Document Search Results** will be displayed. Click on the **eye** icon for the **Support Document Image** to open the document. Click on the **eye** icon for the **Plan Image** to view the plan.

Support Document Search Results						
Plan Image	Plan Number	LTO Number	Support Document Image	Support Document Number	Support Document Type	Description
	100025200	83339		100000012	Field Notes	Field Notes of Reposting of Lot 1534, Porter Creek Subdivision, City of Whitehorse, Yukon

# 9 Daybook

Requests that occur in the daybook include packets that have not been registered. Select **Daybook Inquiries** from the left-hand menu.



The following screen appears.

## Daybook Inquiry


Searching the Daybook allows you to submit a request for information about an instrument or caveat submitted to Land Titles for registration by including, for example, the type of instrument or caveat and a date range. Land Titles will respond to your request within 5 business days.

----- YOUR DAYBOOK INQUIRY GOES HERE -----

Clear

Submit

## Pending Packets

Refresh Packet List 

Packet Number	Description	Status	Submitted
100066160	Cat A surface	Draft	
100066159	test	Draft	
100066081		Draft	



**Pending Packet:** Pending packets contain information about documents that have been submitted for registration. This can be found on the “Daybook Inquiries” page. The details on the page include the packet number, description, status, and date submitted.

**Packet Number:**

This is the packet number assigned to the package that was submitted for registration. This number will be on the Packet Verification Notice as well as on the monthly account statement for registrations.

**Description:**

This field contains the document type(s) submitted for registration along with the Parcel Number. If the parcel is a condo, the Condo Corp number and Unit number are also included.

**Status:**

Draft – in the queue for examination

Being Validated – accepted for registration and being validated by the Online Submission system.

Being Processed – accepted for registration and in the queue for registration.

**Submitted:**

This is the date that the packet was submitted thru the Online Submission system by LTO Staff

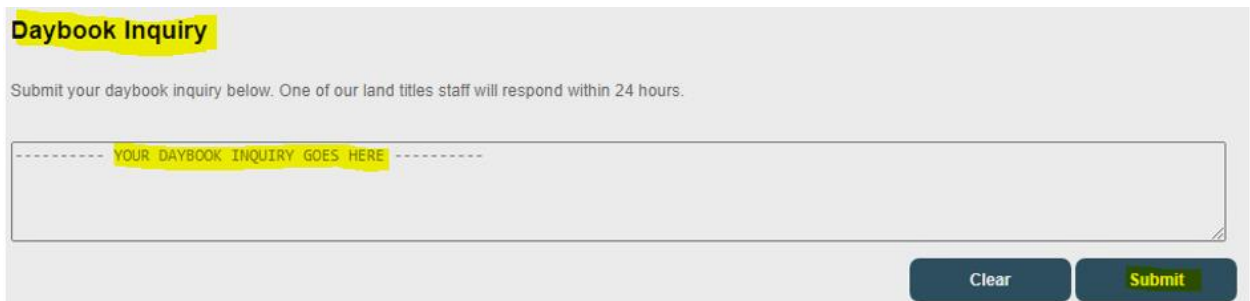
You may search the pending packets, which can be done by clicking Ctrl + F on your keyboard and search by the parcel number.

## 9.1 Daybook Inquiry

Searching the Daybook allows you to submit a request for information about an instrument or caveat submitted to Land Titles for registration by including, for example, the type of instrument or caveat and a date range. Land Titles will respond to your request within 5 business days.

Under **Daybook Inquiry** a free form text box will appear. Input your request with as much detail as you know, including at minimum the following and click on **Submit**.

- all instruments registered on a calendar day(s);
- all registrations submitted on a particular parcel over a period of days;
- all instruments submitted by grantor over a period of days;
- all instruments submitted by grantee over a period of days;
- details on the day, hour, and minute on the above; and
- the record number assigned to the instrument.



The screenshot shows a web form titled "Daybook Inquiry" in a yellow-highlighted header. Below the title, a message states: "Submit your daybook inquiry below. One of our land titles staff will respond within 24 hours." A large text input area follows, with a yellow-highlighted placeholder text "YOUR DAYBOOK INQUIRY GOES HERE" at the top left. At the bottom right of the form, there are two buttons: a dark blue "Clear" button and a green "Submit" button.