Yukon Land Titles Registry (YLTR) Basic Portal Searches

Department of Justice – Land Titles Office

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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.

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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

Icons	Explanation
	Expand icon: 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.
	Contract icon: 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.
	Detail icon (closed): Clicking on it changes it to and opens all sections directly beneath that portion of the detail.
	Detail icon (opened): Clicking on it changes it to and closes all sections that are represented beneath that portion of the detail.
	Document icon: 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.
	Examine icon: Clicking on it allows you to more closely examine a specific type of document.
	Eye icon: Links to the View Image screen where a visual representation of what you are currently examining will be displayed on screen.
	Fee icon: Clicking on it opens a window displaying the fees associated with the action.

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3 Glossary

Term	Description
9-digit Number	Number containing check digit used by YLTR to uniquely identify parcels, titles, packets, title holders, interest holders, interests, users, etc.
Account	An accommodation or service extended by YG LTO to a customer or client permitting the financial charges of services.
Active	Currently in effect. Examples include active Title, active Interest, active Parcel, etc.
As of Date (Search)	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.
Attachment	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.
Authorization	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.
Cancelled	Not currently in effect. No longer active or valid. Examples include cancelled Title, cancelled Instrument, etc.
Certificate of Title	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.
Change of Name	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.
Change Order	Mechanism to correct and/or amend an approved Plan.
Client	An individual, group or entity authorized to do business with Land Titles Office.
CLSR	Canada Lands Survey Records
Co-Legal Description	YG term used to describe the use of the Parcel Number and Land Description together for the purposes of a Legal Description.

Conditional Registration	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).
Condo Register	New application being developed as part of YLTR to manage corporation-related condominium documents.
Conversion	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.
Current Title	The active record created showing ownership and interests in relation to a specific parcel.
Client Reference Number	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.
Dependent Title	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. YLTR dependent titles include Leasehold Title and Life Estate Title.
Discharge	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".
Effective Date	The date of registration of a request within the Title Processing System (TPS).
Expiry Date	Date in which an interest is set to expire (i.e., become inactive, or cancelled).
Extension Number	Land descriptor introduced at the time of conversion to ensure that all land descriptions are, and will remain, truly unique.
Feature	▪ The graphical representation of an interest attached to land such as an easement that

	represents an area less than that of an entire parcel. ▪ Certain interests in land that are registered against a title to land and affect less than the full parcel.
Fee Trigger	An activity which automatically results in the charging of a fee when submitting some registrations or conducting some online searches.
Fractional Interest	Less than the whole ownership interest in a title or interest.
General Record	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.
General Register	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.
Historical	Term used to describe the act of obtaining a chain or titles and associated instruments back in time.
Holder	Synonymous with 'owner'. YLTR examples include Title Holder and Interest Holder.
Imaged Document	A paper document from the previous Land Titles system that has been imaged and stored in the Land Registry.
Interest	Any right, interest, or estate, whether legal or equitable, in, over, or under land, recognized at law, that is less than title.
Interest Register	A record of the interest holders, their respective shares in the interest, and the other interests, titles or parcels affected by an interest.
Last Amendment Date	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.
Layer	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.
Land Description	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).

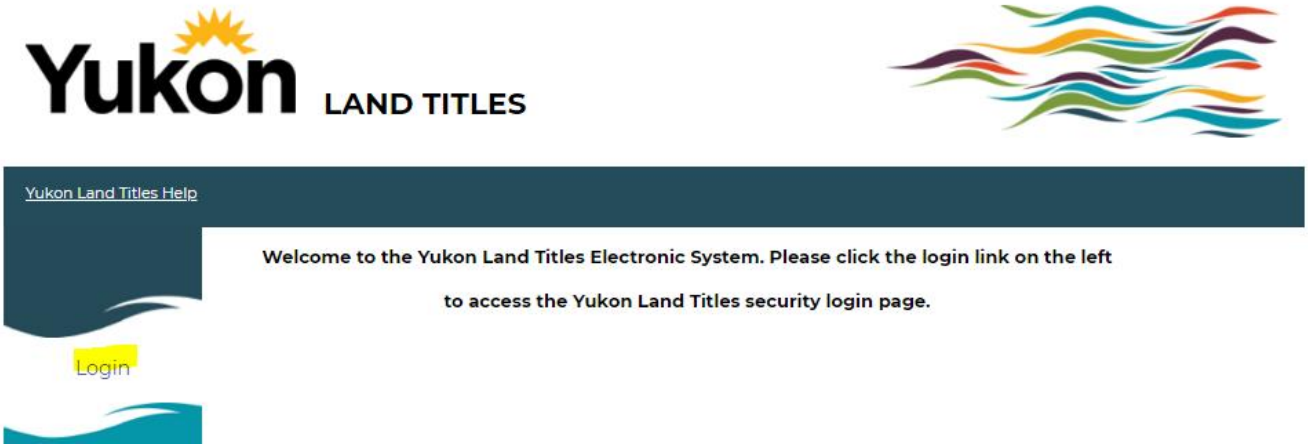
Lock	A status code or the act that freezes a title or interest and prohibits any future dealing with the title or interest until the issue out of which the locking occurred has been resolved.
Lock Type	Lock types include: General Registrar's Prohibition, General Registrar's Prohibition on Transfer, Uncertified Mineral - Transfer Permitted, Uncertified Mineral - Transfer Prohibited, and Builders' Lien Lock.
Output	Online, email, mail.
Land Title Registration Number	The registration number assigned to an instrument, writ of execution or maintenance order in the paper-based system.
Owner	The registered owner of a title or interest, a person or entity entitled to a freehold or other estate or interest in land.
Ownership Shares	The fraction of an owner's interest in an ownership share or the units into which 100% of the ownership has been divided.
Packet	A universal unit of work, containing one or more than one Application.
Parcel	▪ 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. A graphical representation of a designated area of land.
Parcel Number	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.
Parcel Audit	Displays all transactions that have occurred in relation to a specific parcel since conversion to YLTR.
Parcel Status	The status of a parcel of land (i.e., active or inactive).
Parcel Value	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 ½ 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.
Parent Interest	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.
Pending Parcels	Parcels to which a title record is eligible to be raised but is not yet raised.
Plan	A plan of survey or a survey sketch of primary or secondary survey systems.

Plan Number	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.
Plan to Title	Term given to the overall process from submitting a Plan for approval up to and including the raising of Title.
Plan Search	Functionality within Land Web enabling the search and retrieval of Plan images and related information.
Pre-Conversion Instrument	Term used to describe ALL instruments (e.g. transfer, mortgage, tax lien, etc.) registered pre-YLTR.
Pre-Conversion Title	Term used to describe ALL titles (regardless of type) registered pre-YLTR.
Quick Search	Functionality within Land Web enabling search of current Titles ONLY.
Registered Plan Number	See 'Plan Number' for detailed explanation.
Registrar's Correction	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.
Registrar's Notes	Free-form text location on Title enabling ability for YG LTO to add relevant text as required.
Registration Package	YG term for collection of documents submitted together. YLTR term for this is Packet.
Rejection	A report created in the Title Processing System (TPS) and returned to the submitting party listing the deficiencies in a rejected work packet.
Scheduled Expiry Date	The date on which the registration of an interest expires.
Search	Functionality within Land Web enabling search of current and historical titles, instruments/interests, packet status, etc.
Search Criteria	How the user wants to search the database (e.g., by name, parcel number, land description, serial number, etc.).
SGB	Surveyor General Branch
Share	The ownership share of a title or interest.

Share Amount	The proportionate share of ownership of a title or interest.
Source Parcel	The parcel being made inactive by a transform and the parcel being re-configured in a transform.
Subdivision	Land divided into parcels either by a plan or a metes and bounds description.
Sub-interest	An interest registered against another interest (e.g. a mortgage of a lease).
Submission Date	Date packet is submitted to YLTR. This will also serve as the registration date in YLTR.
Submitting Party	The entity who submits the Packet for processing, as reflected by their Client and Account number.
Surface Title	A title containing reference to a surface parcel; sub type categories are regular or condo.
Surrender	Fundamental to YLTR, the mechanism used to cancel existing title(s) that will be setup in a new name.
Survey	The determination, measurement and establishment of boundaries.
Suspended	Packet status applicable to Packets that are in a holding-pattern.
Title Audit	Displays all transactions that have occurred in relation to a specific title since conversion to the LAND System.
Title History	Informs the user of whether the title has been transferred since conversion to YLTR.
Title Lock	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).
Title Number	A computer-assigned check digit number uniquely identifying a given title. Note Title Number changes with every transfer (i.e. surrender/setup).
Title Type	Refers to surface and sub-surface titles and the sub-types that fall under them.
Title Value	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.
Transfer	The instrument and act by which one person conveys to another an estate or interest in land; Includes a grant from the Crown.
Transform	The process to re-configure or redefine a graphical area on a plan.
Undivided Interest	The interest of a tenant in common; may or may not be specified on the title.
Unit Value	The value of the condominium unit.
Wildcards	Symbols (% and _) used in advanced searching procedures.

4Logging 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.**

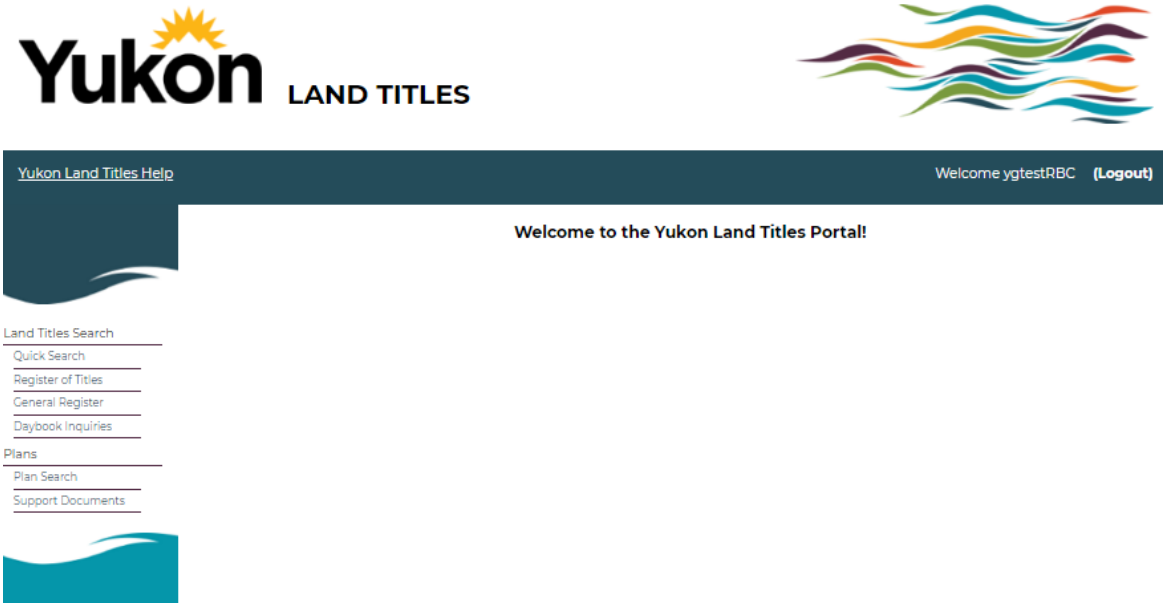


3. Enter your credentials in the screen below and click on **Sign-in**.

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.

This opens the home page as shown below.



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.

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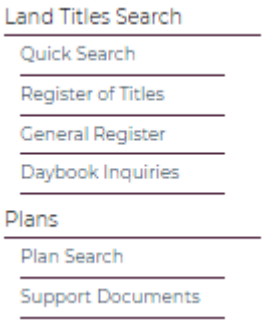
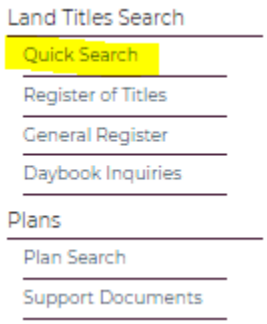
- **Plan Search** allows searches by LTO Plan Number or Canada Lands Survey Records (CLSR) numbers to find images of plans.

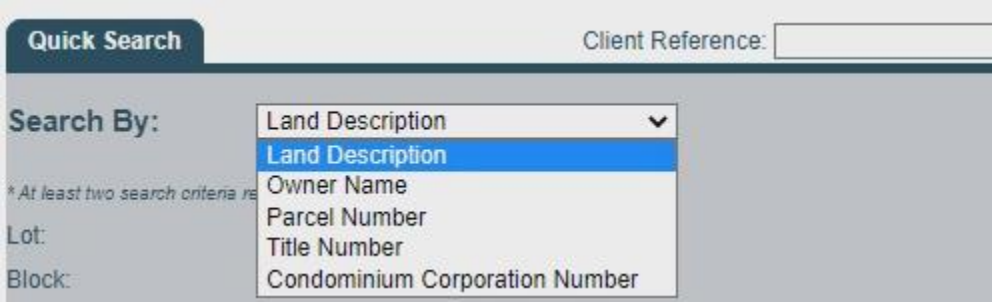


6 Portal Quick Search

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.**



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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:

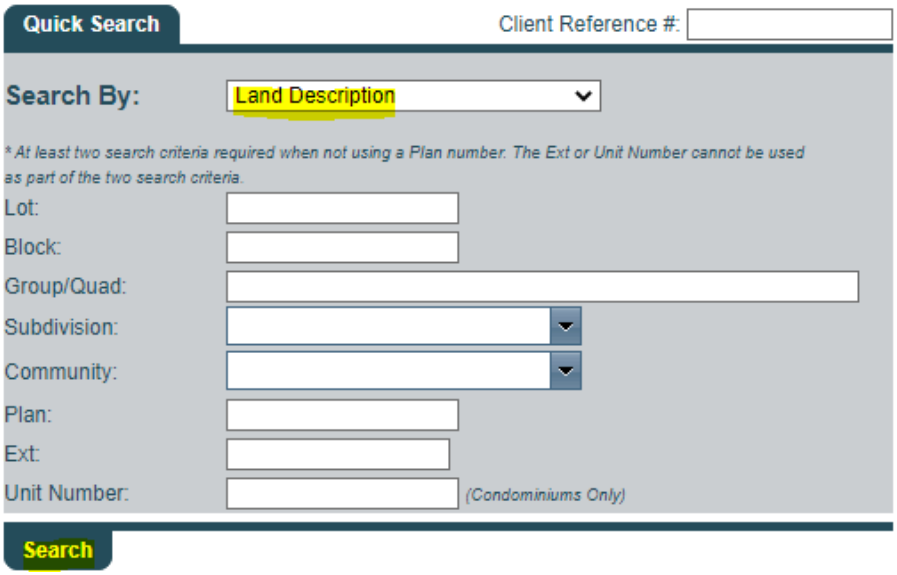
https://experience.arcgis.com/experience/ba9c795bc2a14fbca1f733f9845b9ef4

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

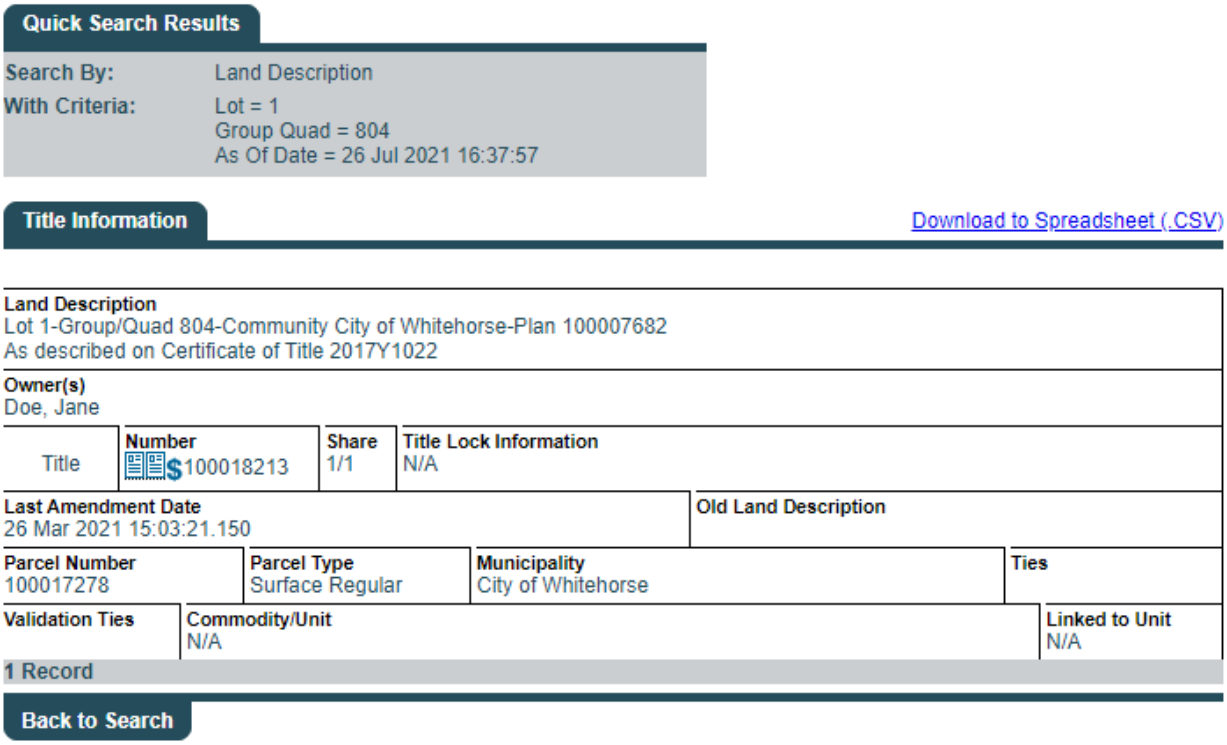
   Note:

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

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

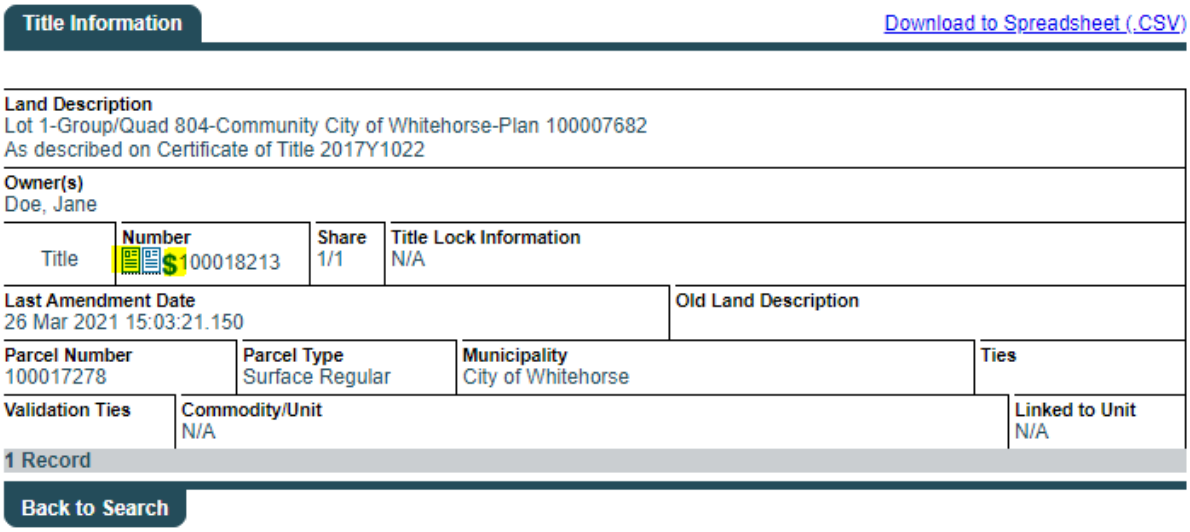
Parcel Number	Parcel Type	Municipality	Ties
100017278	Surface Regular	City of Whitehorse	

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

1 Record

Back to 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 — Download to Spreadsheet (.CSV)

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	$100018213	1/1	N/A

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

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

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

1 Record

Back to Search

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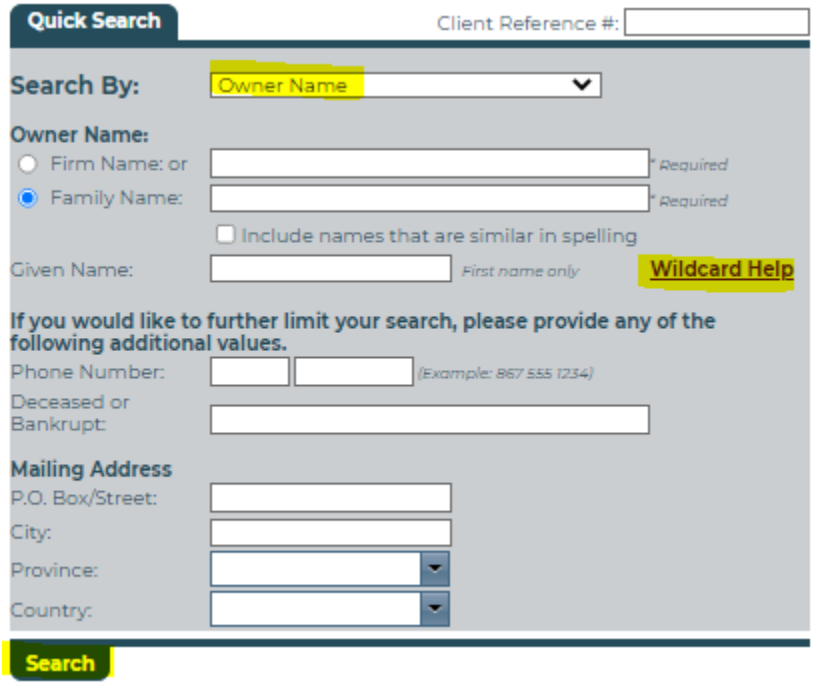
6.2 Search By owner name

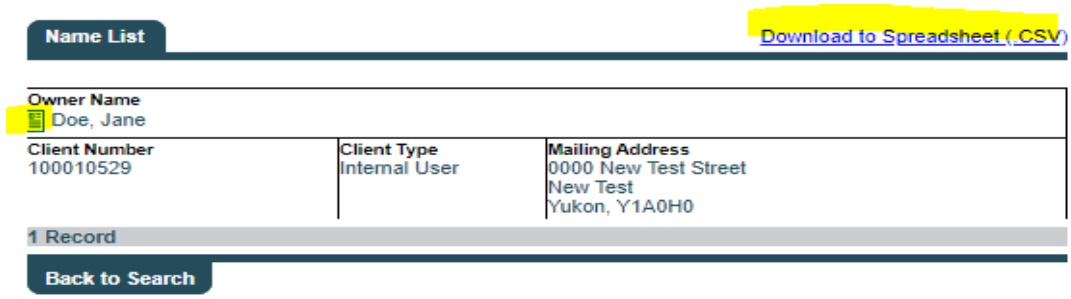
1. In **Search By** select **Owner Name.**

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**.

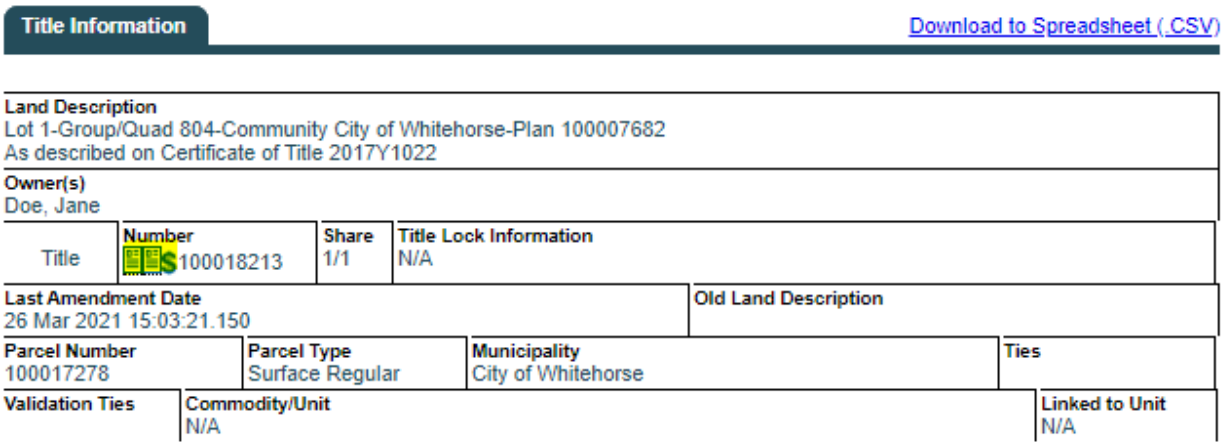


Note: Click on **Wildcard Help** to learn how to use wild cards.

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).**



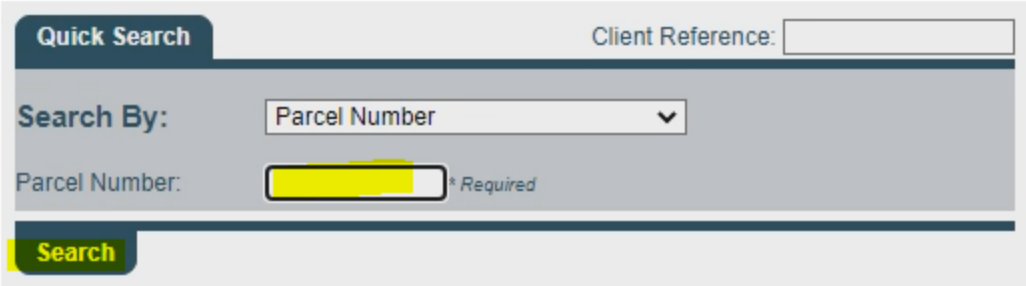
4. More than one Title may be returned. Scroll down to find the desired Title, then click on the **document icon.** The **$** icon next to the document icon indicates that there is a fee associated with viewing the Title.



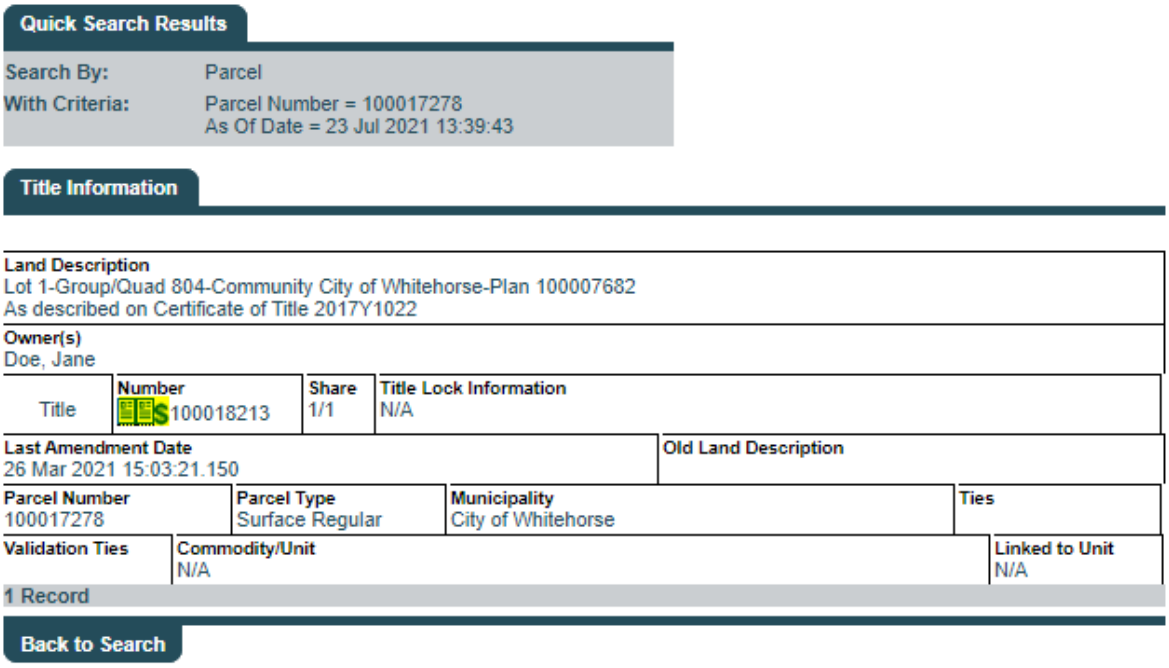
6.3 Search By parcel number to find a Title

1. In **Search By** select **Parcel Number.**

2. Enter the nine-digit **Parcel Number.** Click on **Search**.



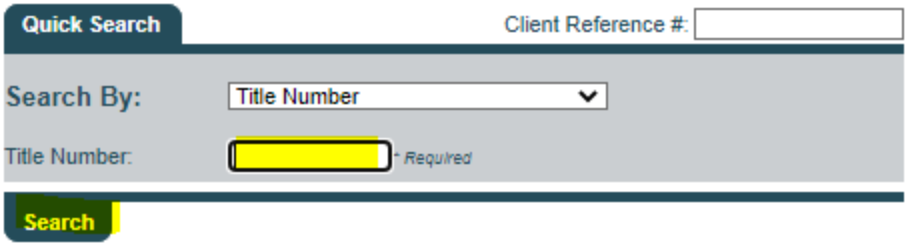
3. View the Title by clicking on the **document** icon next to the Title number. The **$** icon next to the document icon indicates that there is a fee associated with viewing the Title.



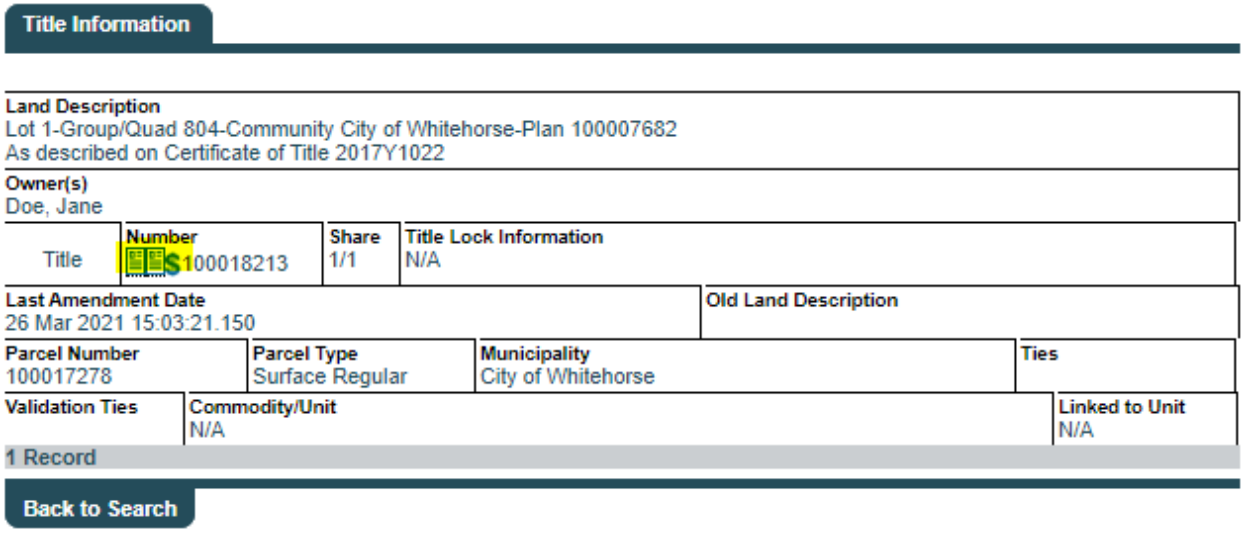
6.4 Search By YLTR Title number to find a Title

1. In **Search By** select **Title Number.**

2. Type in the nine-digit **Title Number** and click on **Search**.



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.

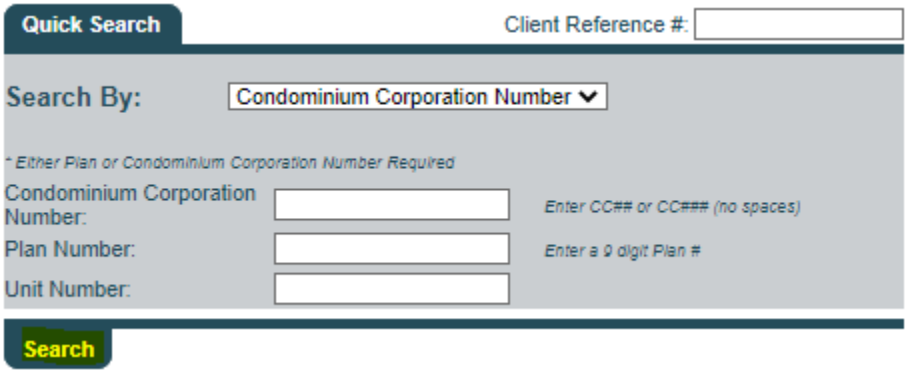


6.5 Search Condominium Corporation Number to find a Title.

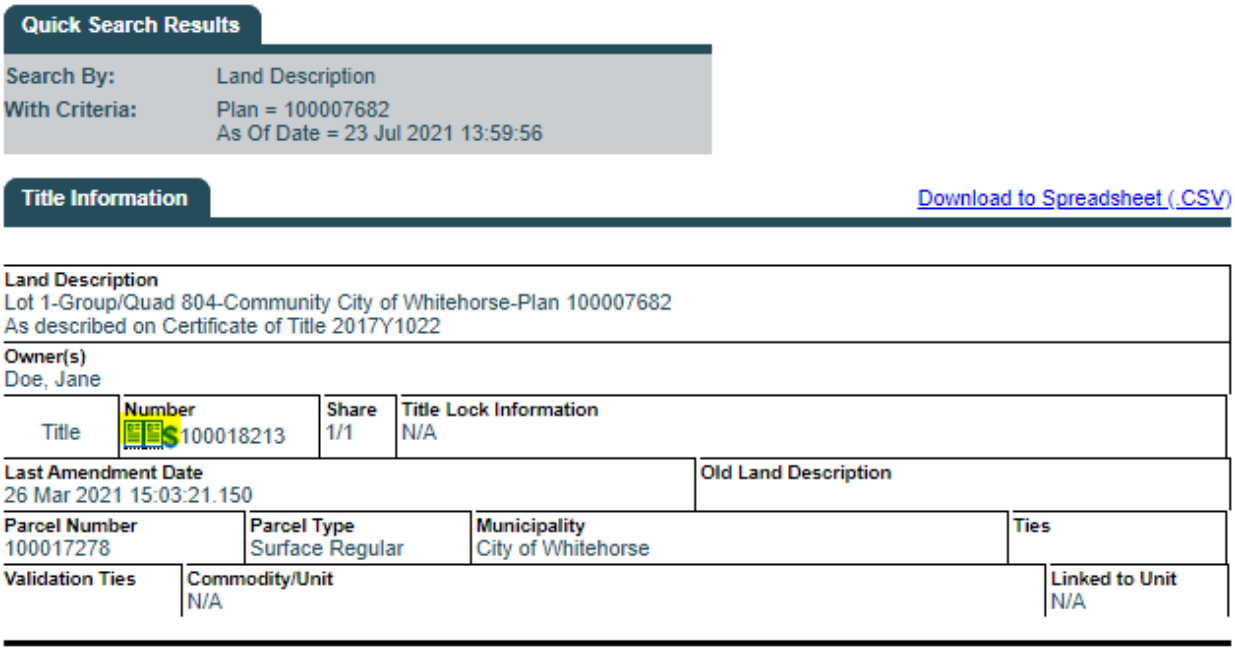
1. In **Search By** select **Condominium Corporation Number.**
2. Enter in either the **Condominium Corporation Number** or **Plan Number.** Click on **Search**.

Note:

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



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

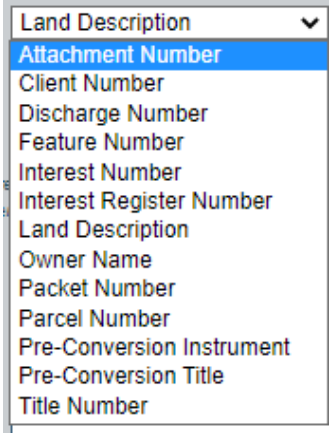
Search By:	Land Description
With Criteria:	Plan = 100007682 As Of Date = 23 Jul 2021 13:59:56

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

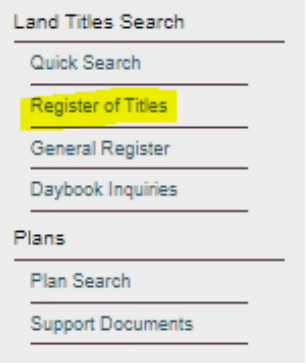
7 Register of Titles search

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

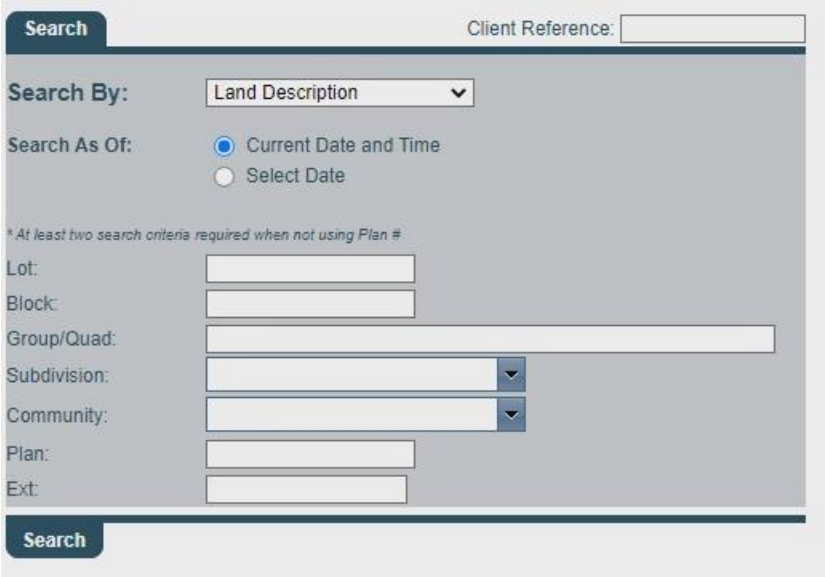
By using the Register of Titles to search for Land Descriptions you can view more detailed information on converted Titles, instruments, dependent Titles and more.



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

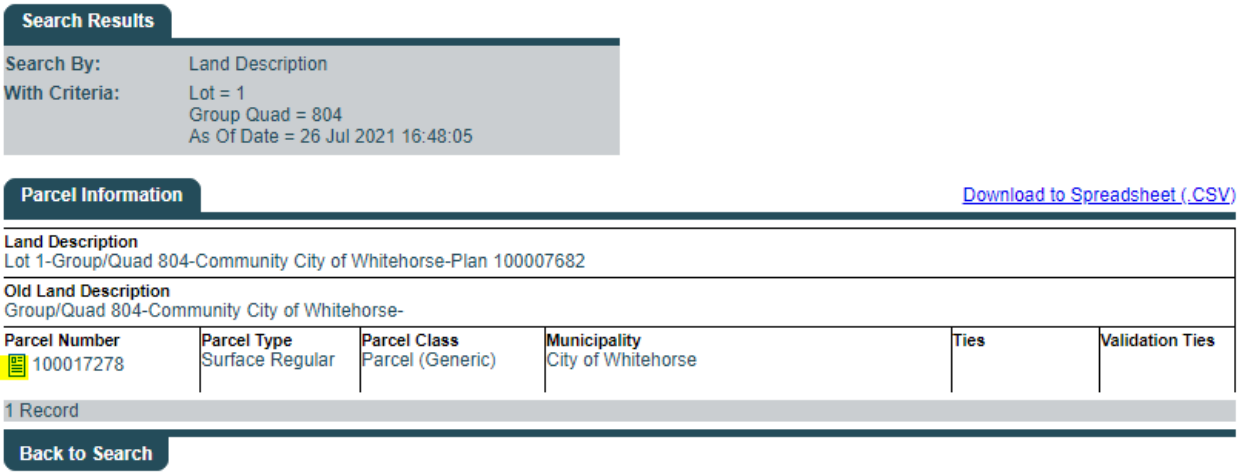
Note:

- 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.



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

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



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

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

7.2 Search for condo

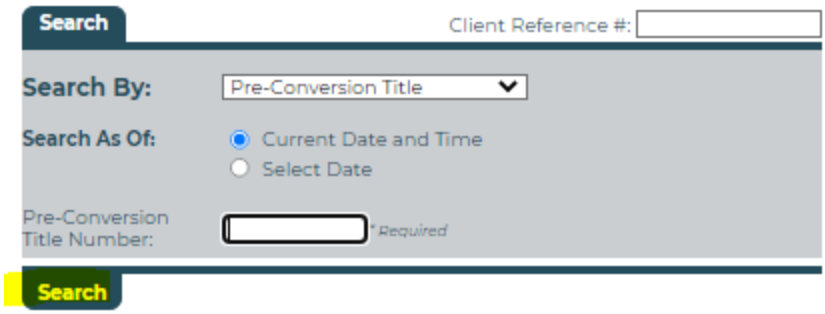
1. In the Register of Titles search by the **Land Description** and put the **Condominium Corporation number** in the **Plan number.**

2. Click on the **Parcel Number** and this will bring you to the Title.

7.3 Search By an old Title number

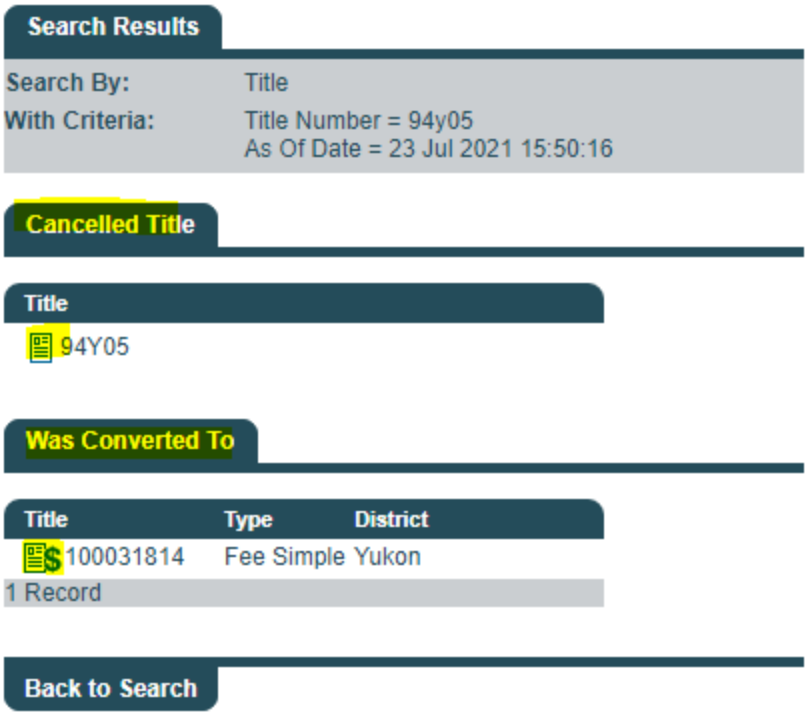
1. Select **Pre-Conversion Title** from the **Search By** dropdown.

2. Enter the **old** Title number and click **Search**.

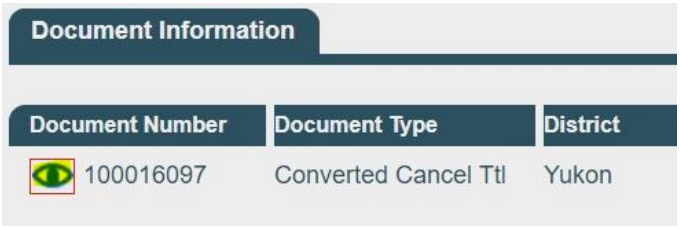


Note: **Was Converted To** is the Yukon Land Registry's old Title converted to the new format. This is the active version of the Title.

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



3. 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.



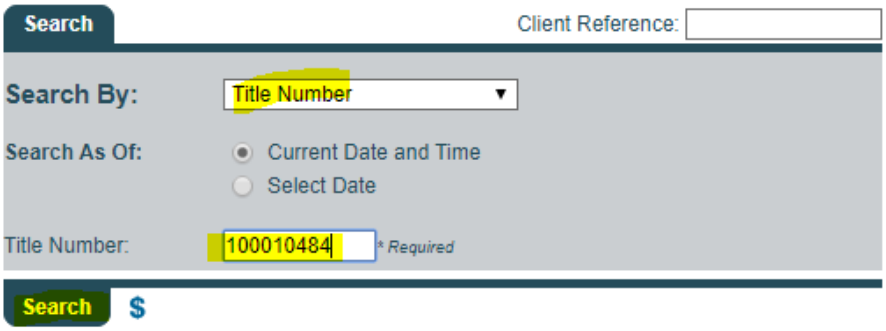
4. Click on the Title **document** icon under **Was Converted To** to see the converted version of the Title.

5. This will open up the **Title details** page. Click on the **document** icon next to **Title Detail** to open the Title.

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.**



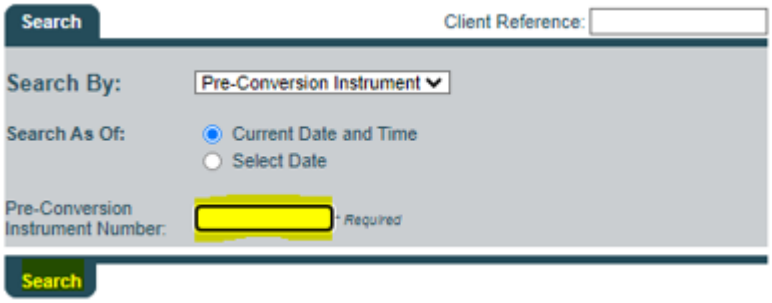
3. The Title that is open is the one that was input. Click on the **document** icon beside **Title Details** to open Certificate of Title.

7.5 Search By an old Instrument Number

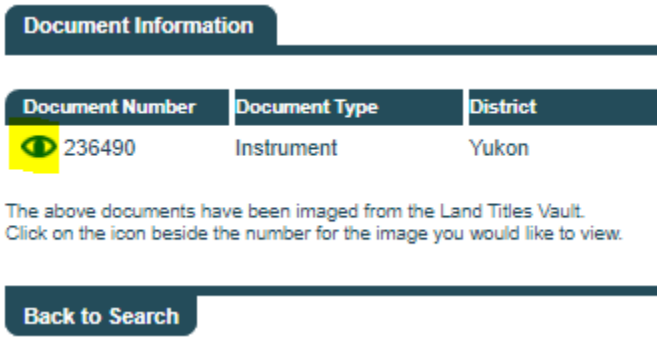
When viewing a Title, instruments that were registered on Title prior to the launch of YLTR have a naming convention starting with CNV, for example CNV Mortgage. To search for the instrument use the 'Converted Instrument #'.

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.**

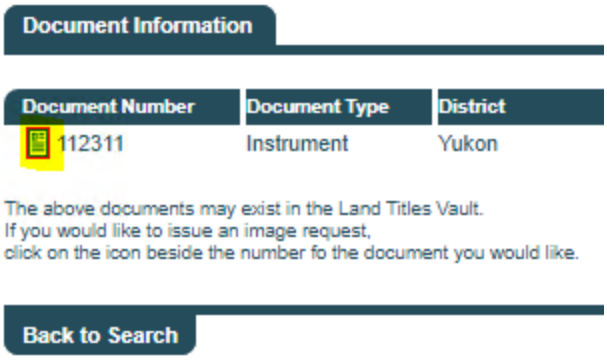


3. If the instrument is available online, an **eye** icon appears. Click on the **eye** icon to view the instrument.



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.



6. The document screen will either tell you that a request to have this record converted was sent to 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.

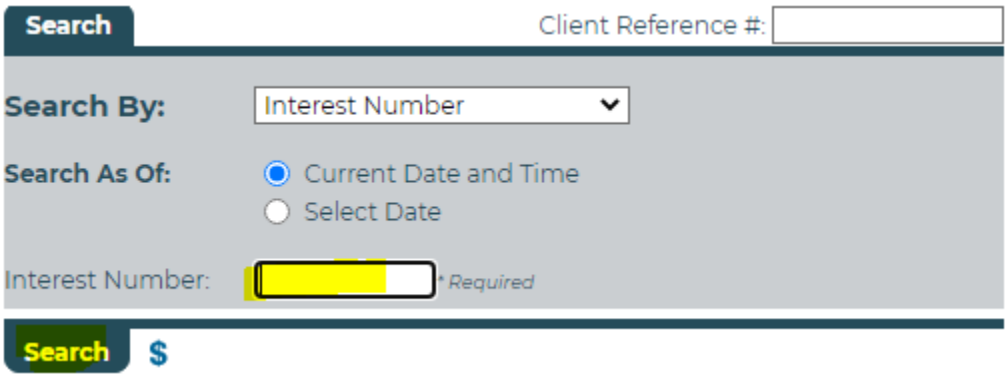
7.6 Search By interest number

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**.



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
Total Units: N/A
Parcel Value: $30,000.00 CAD
Parcel PictureParcel Picture:
Class: Parcel (Generic)
LLD: Lot 2-Group/Quad 804-Community City of Whitehorse-Plan 100007682
Municipality: City of Whitehorse
AuditAudit: **HistoryHistory:**

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
Common Property Share: N/A
Share: 1/1
Value: $30,000.00 CAD
Audit: **History:**
Title Detail:

Locks (0)
Owners (1)
Dependent Titles (4)
Interests (6)
Interest Number

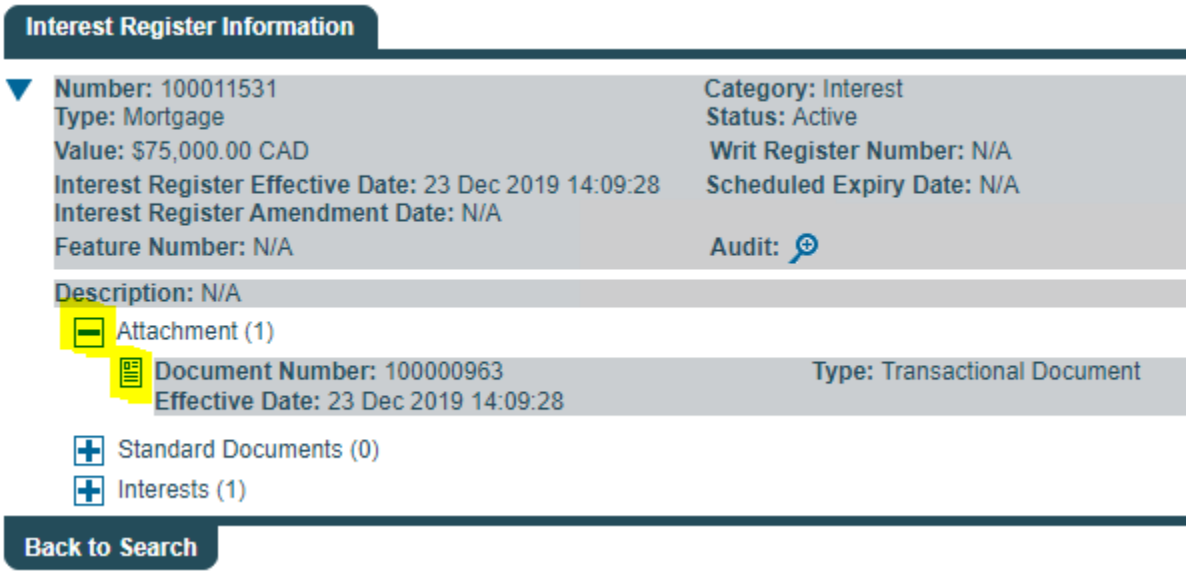
Number: 100015456
Status: Active
Value: $418,070.50 CAD
Interest Register Amendment Date: N/A
Interest Assignment Date: N/A
Interest Scheduled Expiry Date: N/A
Type: CNV Mortgage
Registration Date: 04 Oct 2017 00:38:22
Category: Interest

Dominant: N/A
Interest Effective Date: 25 Oct 2019 12:12:28
Interest Register: 100005107
Writ Registry: N/A
Converted Instrument #: 230222
Description: N/A
Benefitting Party: N/A
Audit:
Scheduled Expiry Date: N/A
Feature Number: N/A

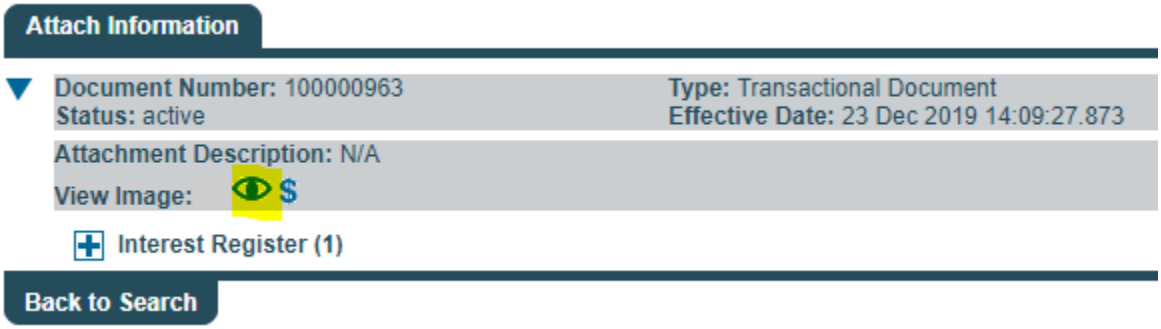
Locks (0)
Shares (1)

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

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.**



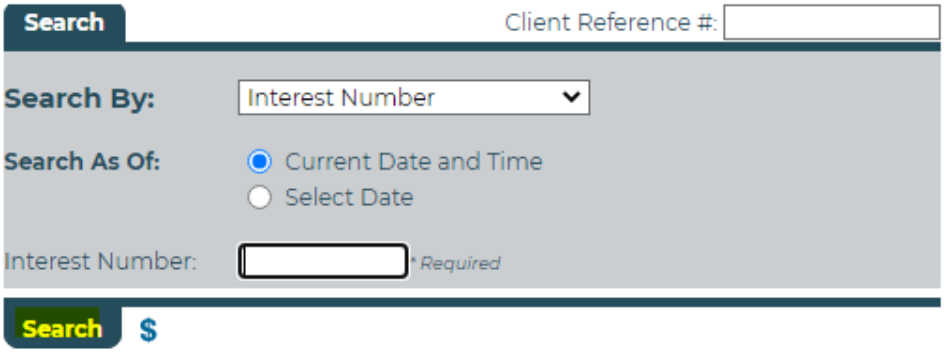
6. Click on the **eye icon** and follow the directions to download the document.



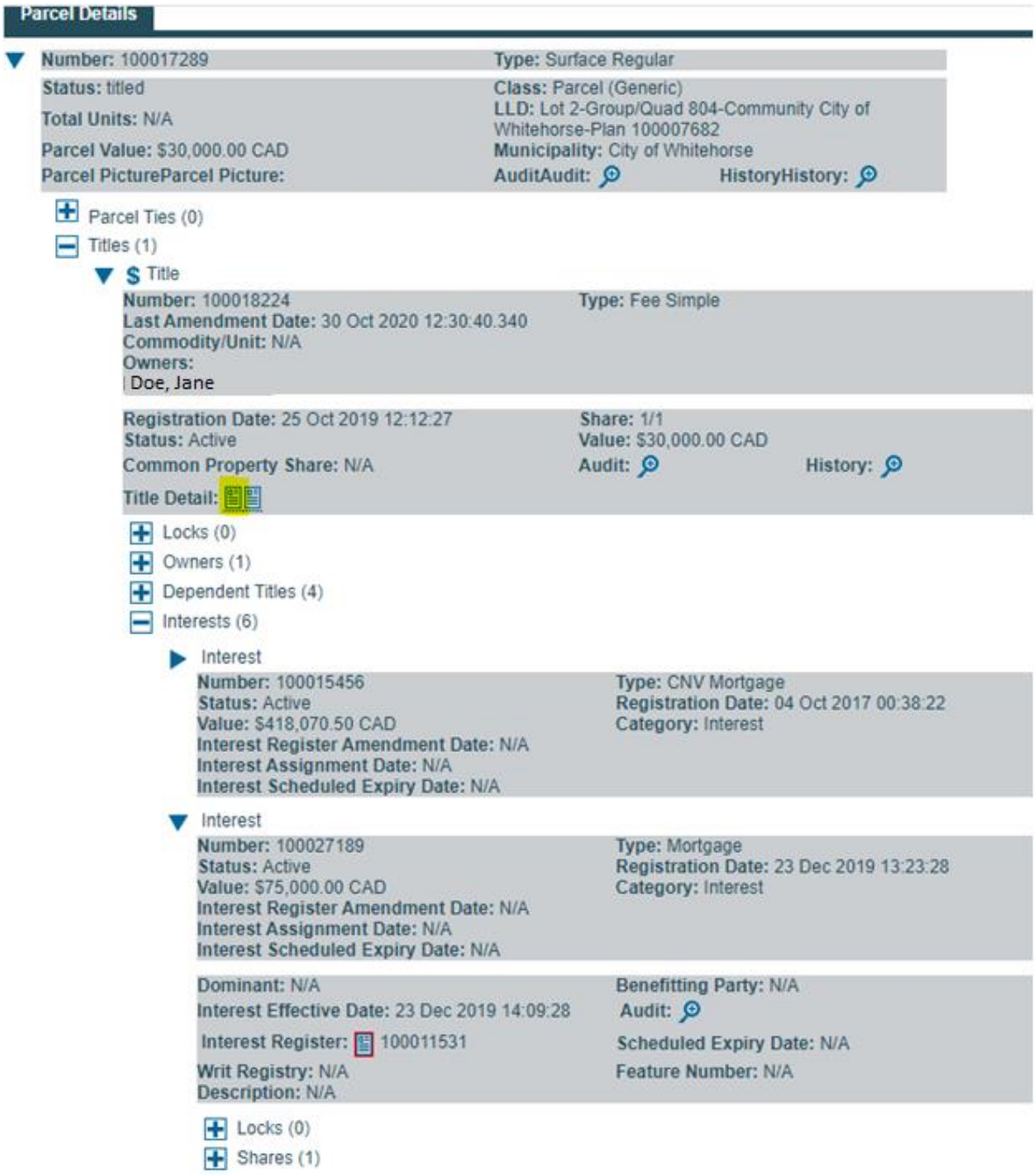
7.6.2 Instrument Search on a specific Title and see the instrument on Title.

1. Select Register of Titles and select **Interest Number** in **Search By.**

2. Enter the Interest Number and click on **Search**.



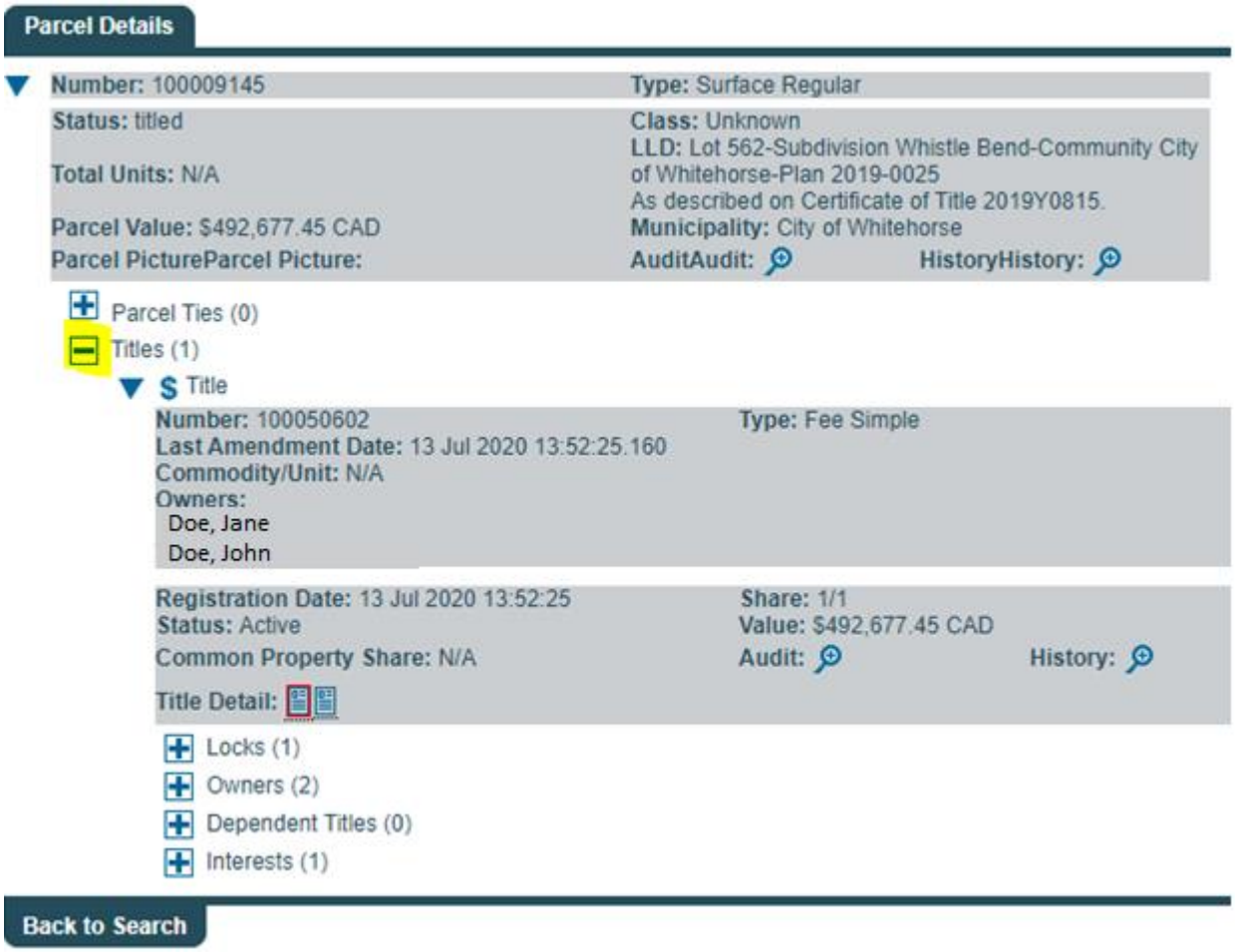
3. The **Parcel Details** page opens with the specific instrument open. Click on the **Title Details document** icon**.** The Title will open.



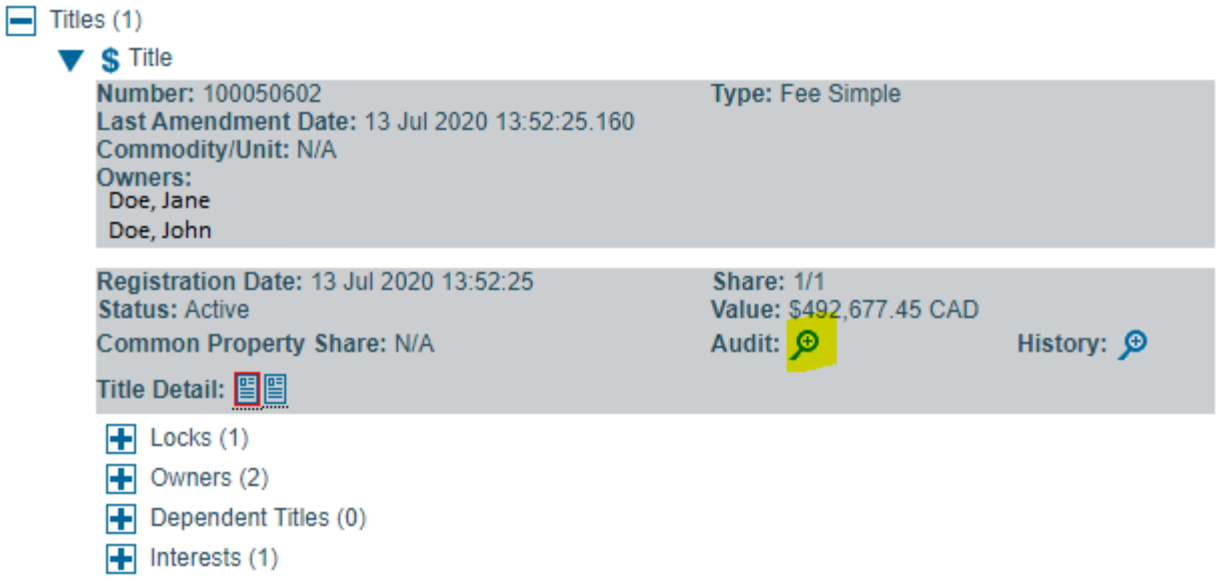
7.6.3 Find a transfer instrument.

1. Search YLTR **Register of Titles** by any criteria available.

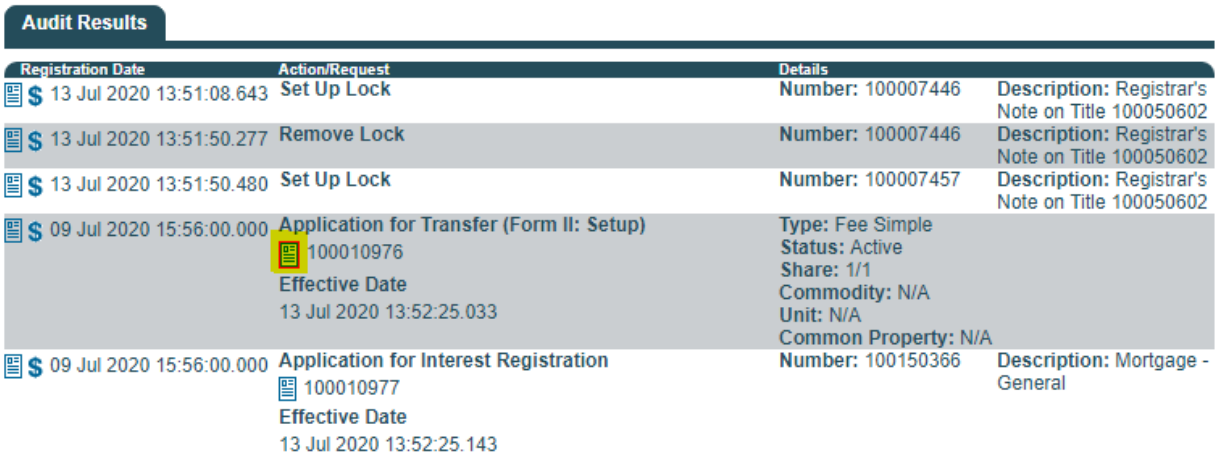
2. Click on the **+** sign next to **Title** icon to open the Title information.



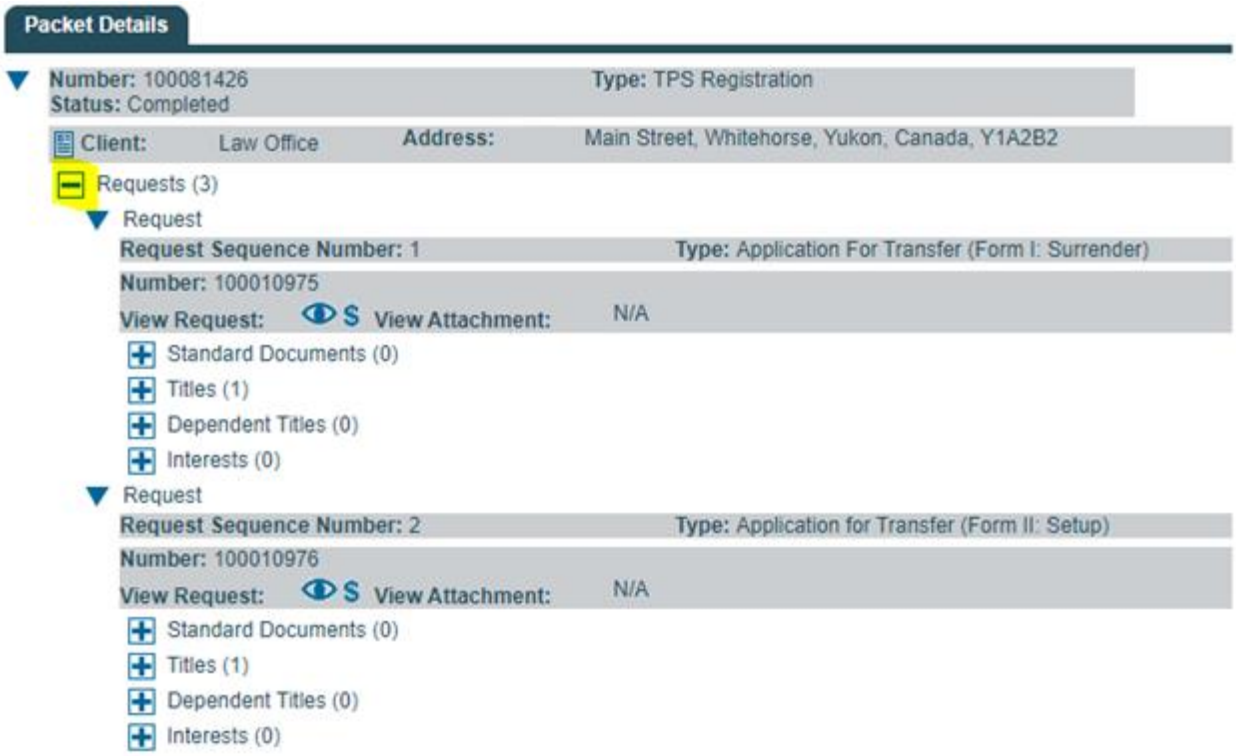
3. In the opened Title click on the **magnifying glass** next to **Audit** button.



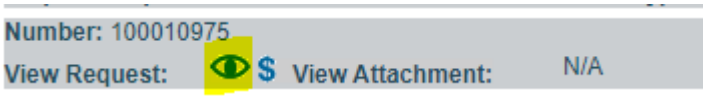
4. Click on the Application for Transfer (Form II: Setup) **document** icon.



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

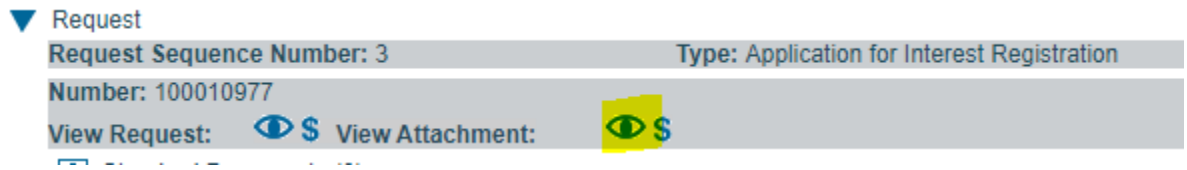


6. Click on the **eye** icon beside **View Request** to download the summary report. Attached to the summary report is the transfer instrument.



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.

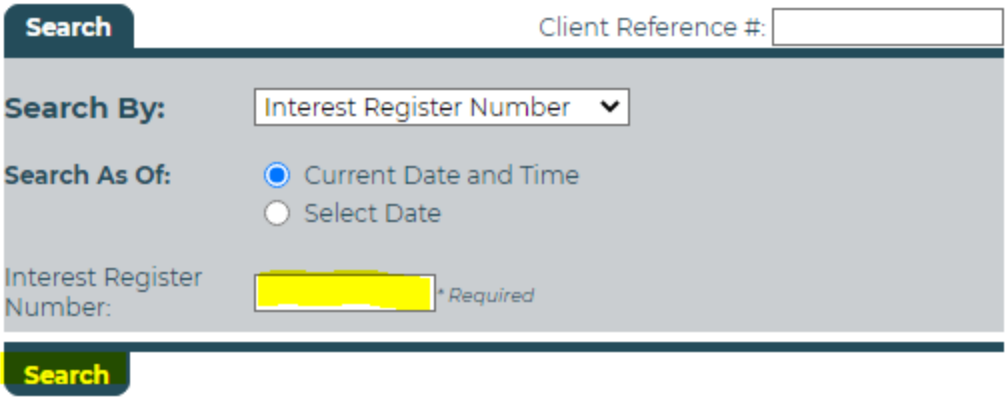
An interest register (IR) number refers to the interest as it affects one interest or a group of interests. One IR may have one or several interest numbers associated with it, depending on how many Titles the IR affects. This allows for partial discharge or assignment of interests.

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

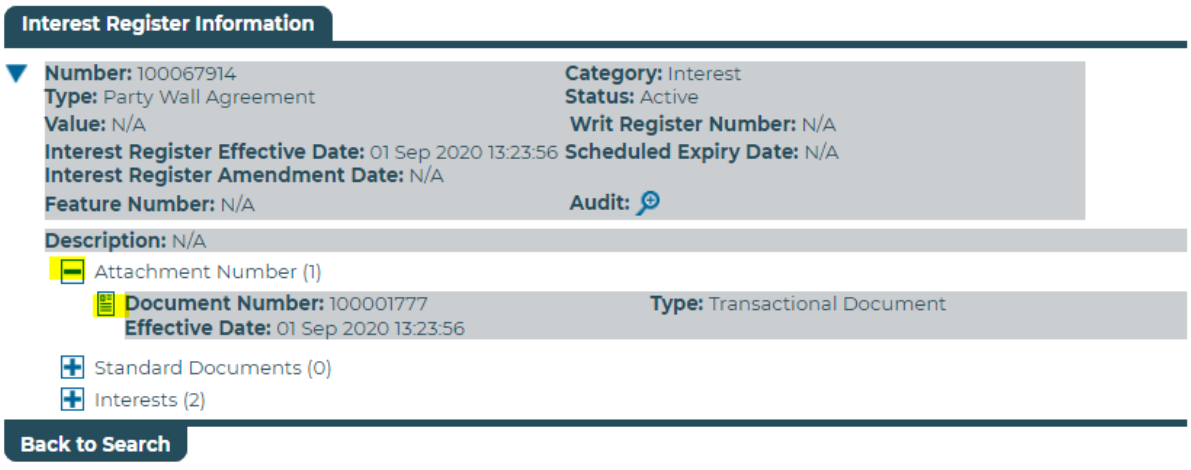
- The IR Number is the umbrella number that affects one or more interests. For a full discharge, the IR# is used.
- The Interest Number is the unique identifier that relates to a specific parcel, Title, interest, interest share or abstract. Used for partial discharges when you are only affecting some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

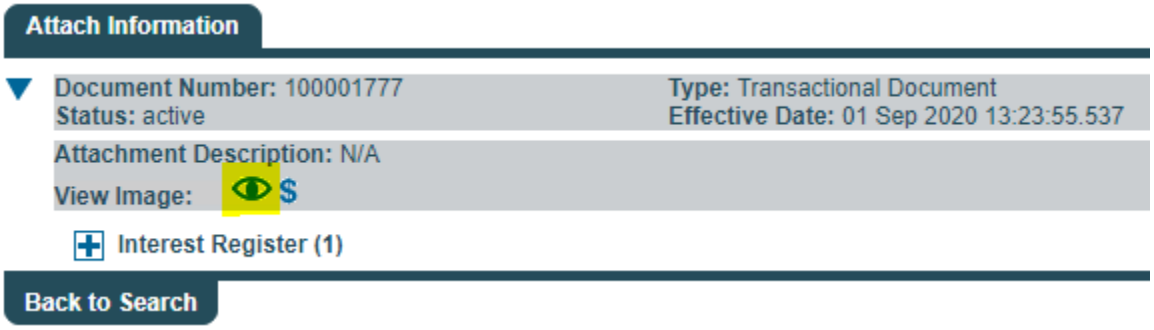
2. Enter the **Interest Register Number** and click **Search**.



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



4. Click the **eye** icon to download the instrument. If there is no eye icon, email ltosearch@yukon.ca for more details.



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.

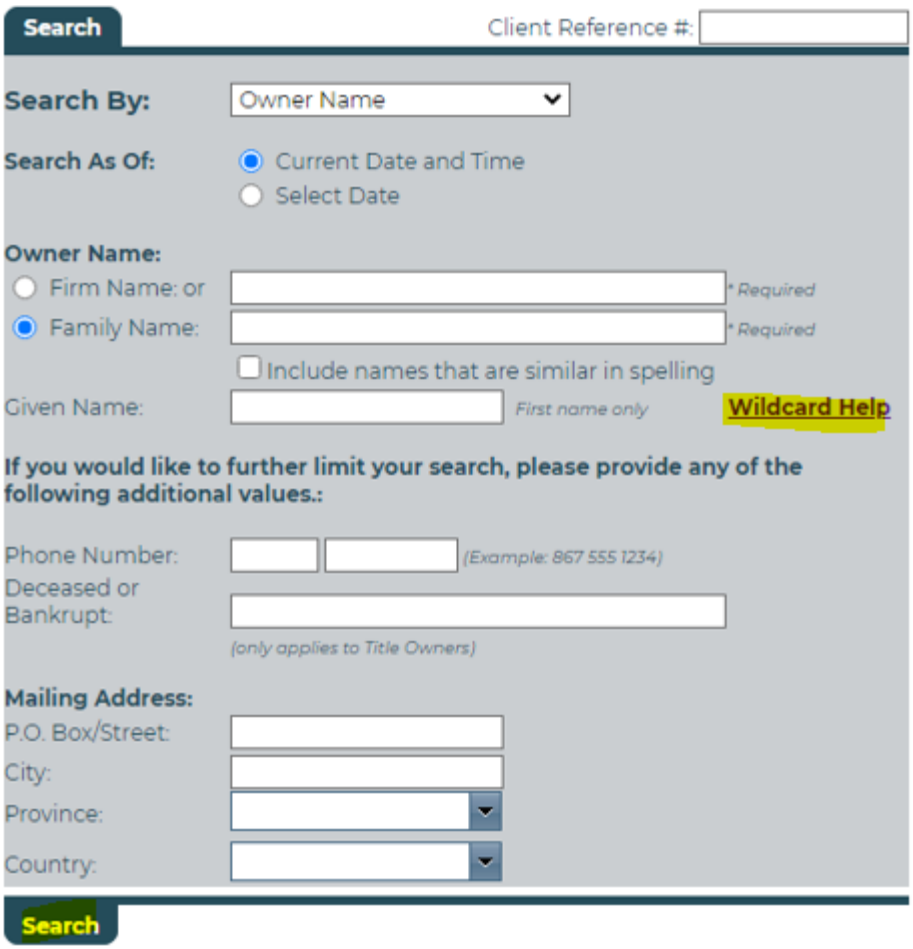
The name can be that of either an individual or non-individual. Use the **Firm Name** field when searching a non-individual and the Family Name field when searching an individual.

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.**

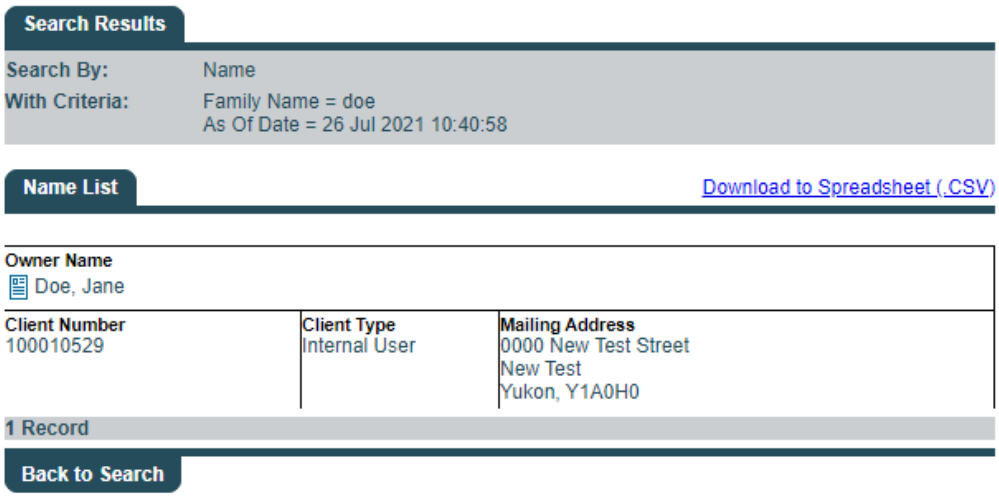
2. From the **Search By** dropdown menu select Owner **Name.**



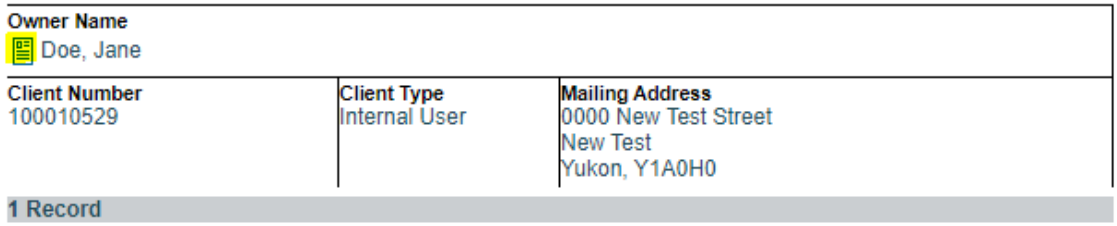
3. Enter as much search information as you have. If unsure of spelling, select the **Include names that are similar in spelling** checkbox. Click on **Search**.

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

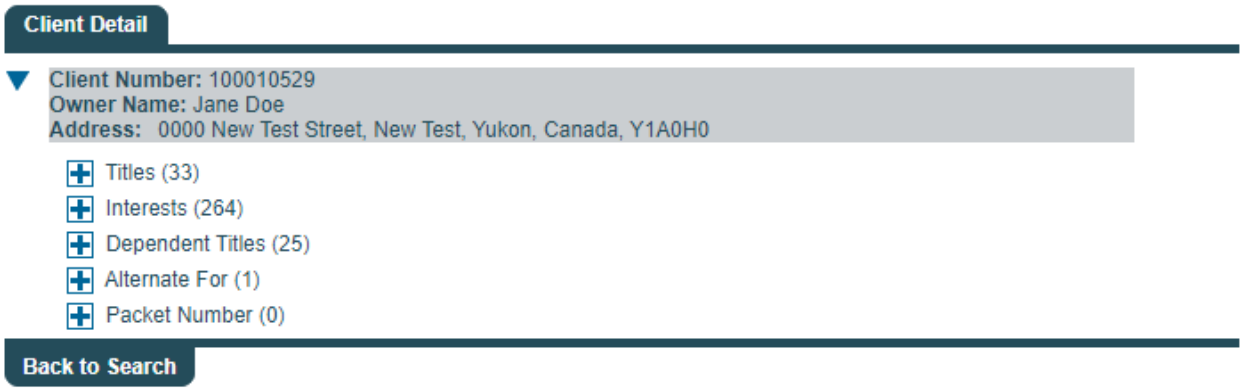
Search Results displays.



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



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



4. 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.

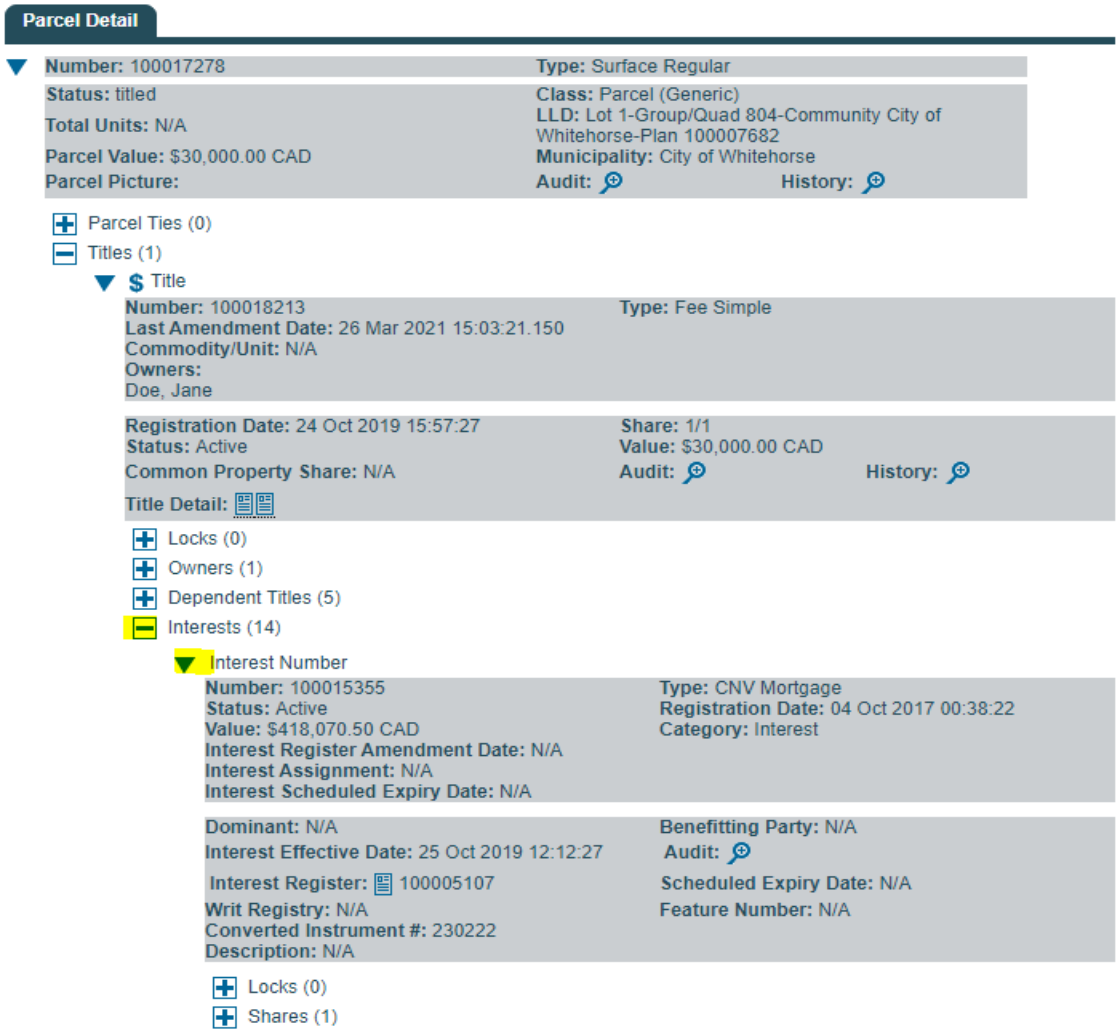
Parcel Detail window displays:

5. To view the Title, click on the **Title Detail** icon

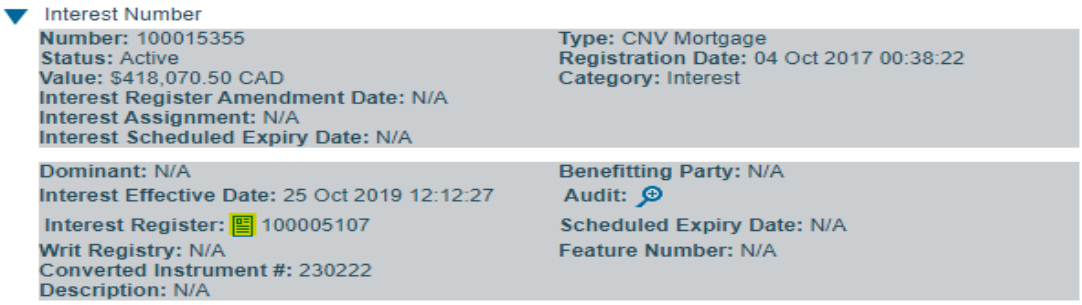
7.8.1 To see interest details on a Title

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.

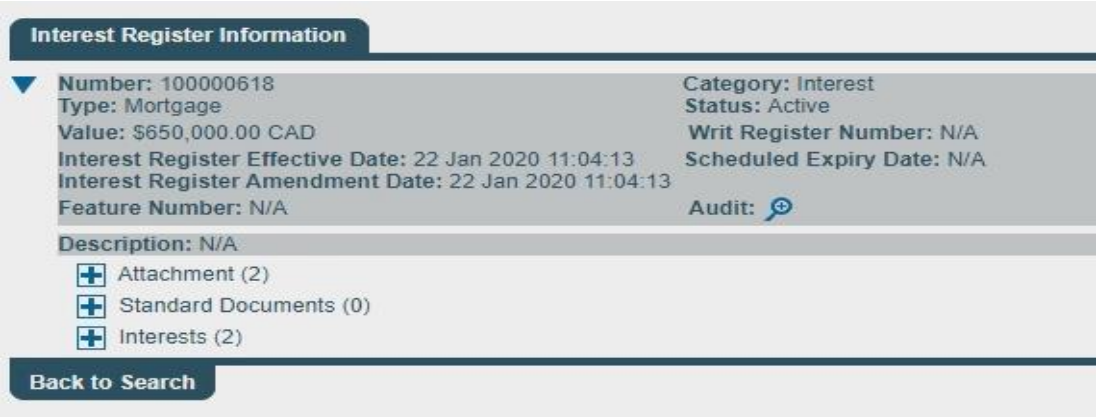
2. Click on the **arrow** beside the **Interest Number** to see more details.



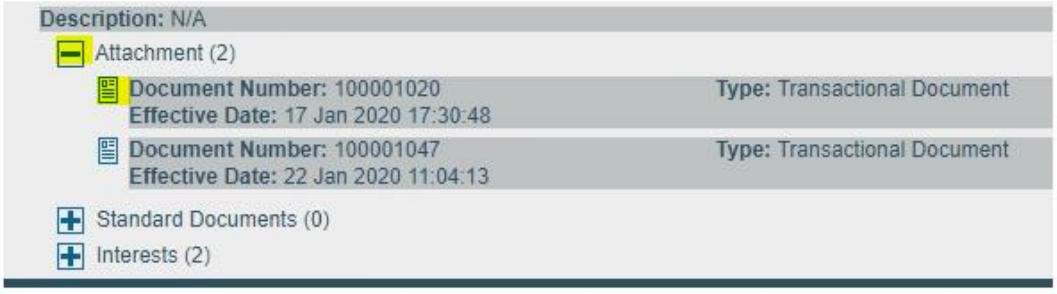
3. Click on the **Interest Register document** icon to see Interest Register Information.



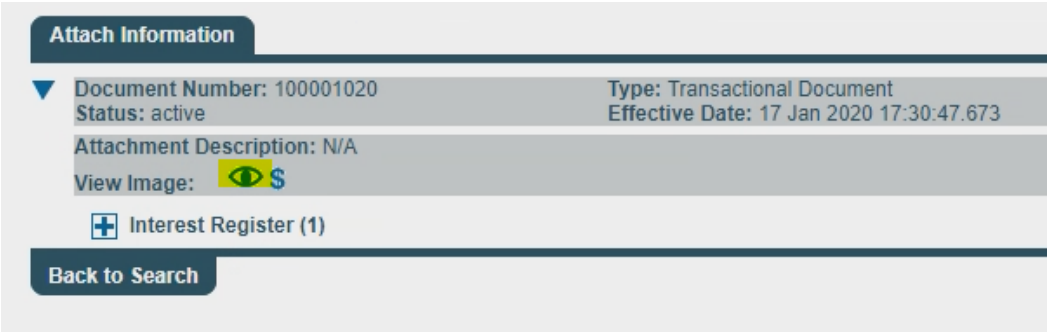
The **Interest Register Information** page displays.



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.**



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



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

The document will be downloaded and can be opened:

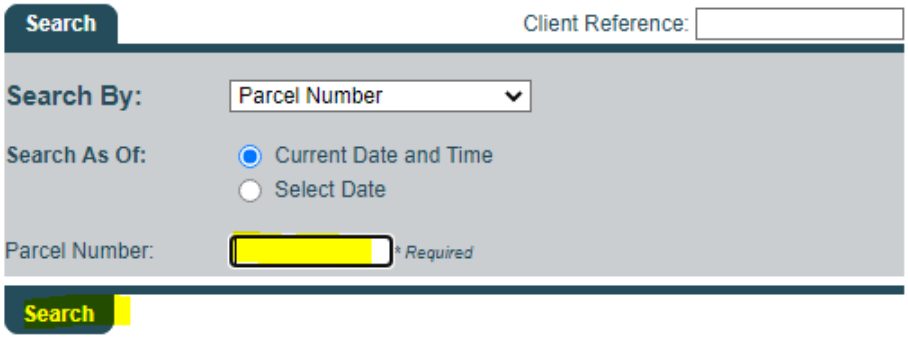
- within your browser at the bottom; or
- by navigating to your downloads folder and opening there.

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**.

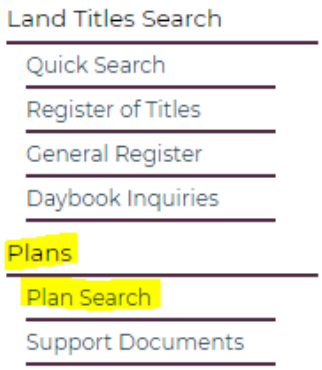


3. The **Parcel Detail** page appears. This page describes the parcel and shows which Titles are registered on the parcel.

8 Plans search

8.1 Plan Search

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

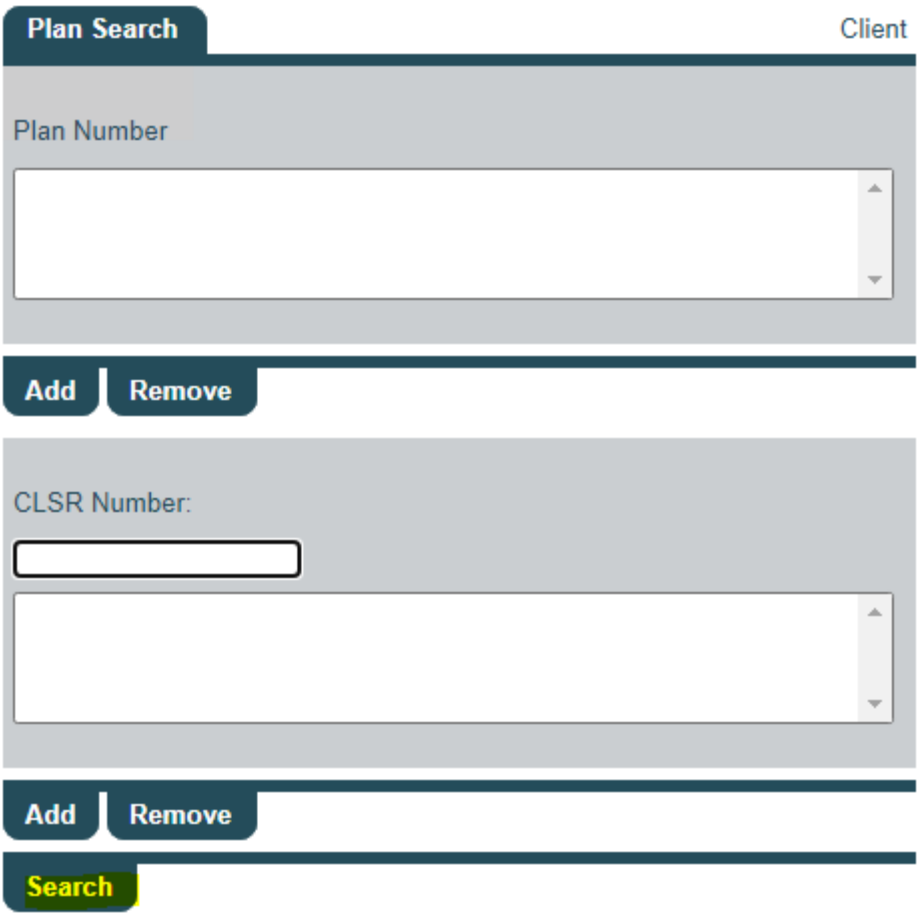


2. Enter a **Plan Number** or **CLSR Number**.

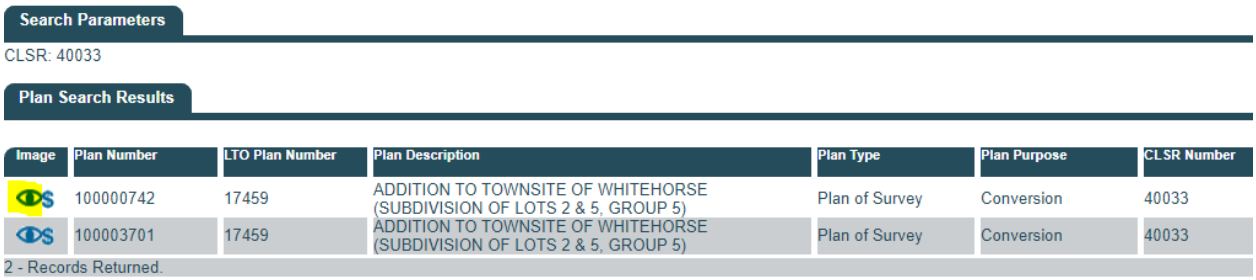
   Note: If it is a condo that is over CC272 use the nine-digit number.

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

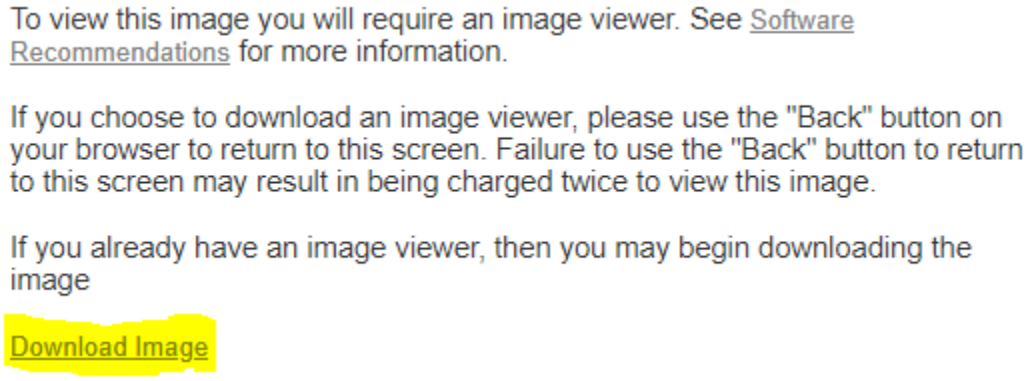
   Note: To remove the plan#, click on the Plan Number entered in the box to select it, and then click **Remove**. To remove multiple Plan Numbers, while holding down the CTRL on the keyboard, select all Plan Numbers you wish to remove, and then click **Remove**.



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

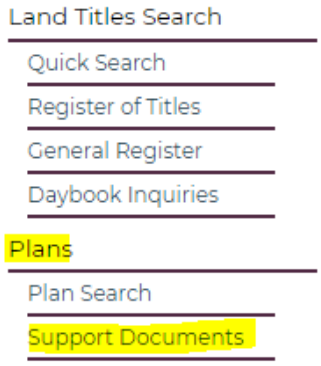


5. Click the **Download Image** link and open the downloaded file.

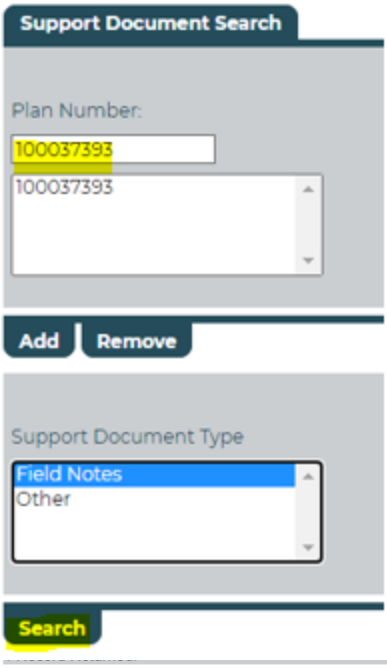


8.2 Search the Support Document using a plan number.

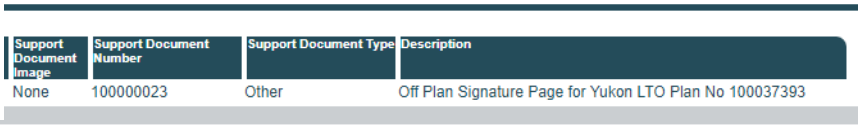
1. Click on the **Support Documents** link in the left menu under **Plans**.



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**.



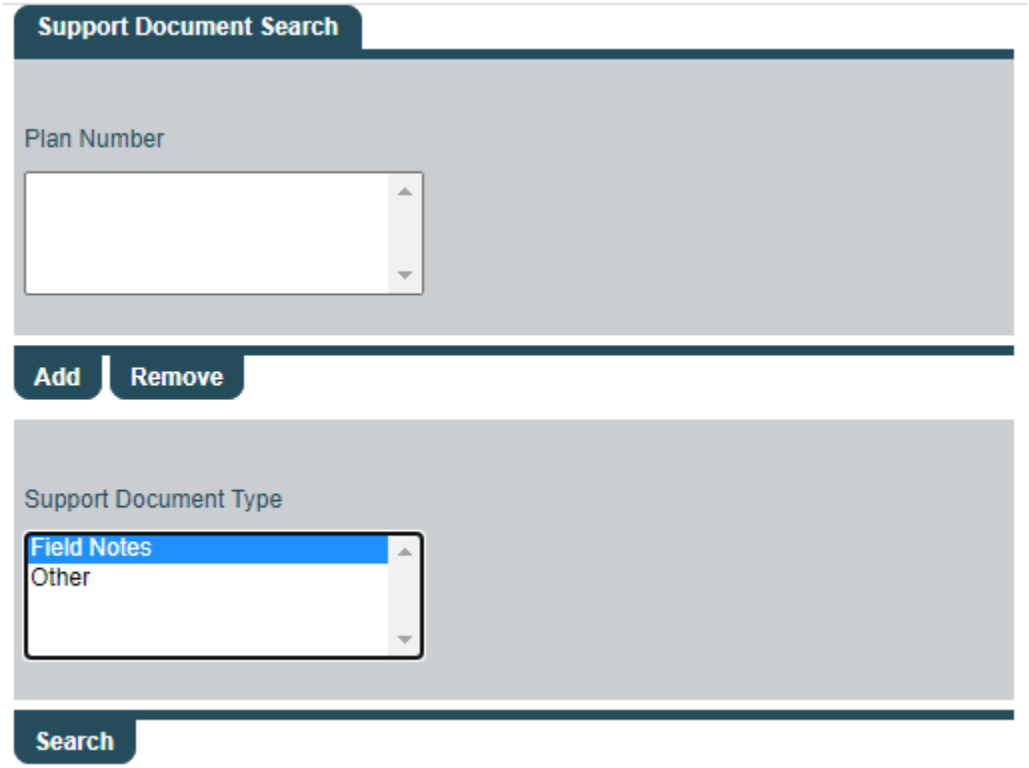
3. The **Support Document Search Results** will be displayed. Click the **eye icon** for the Plan Image to download the plan.



8.3 Search all the Support Documents

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

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

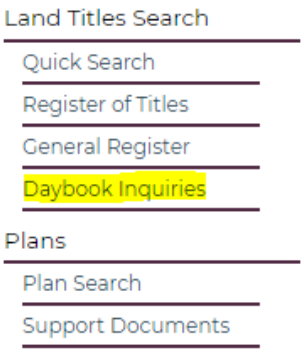


3. The **Support Document Search Results** will be displayed. Click on the **eye** icon for the **Support Document Image** to open the document. Click on the **eye** icon for the **Plan Image** to view the plan.

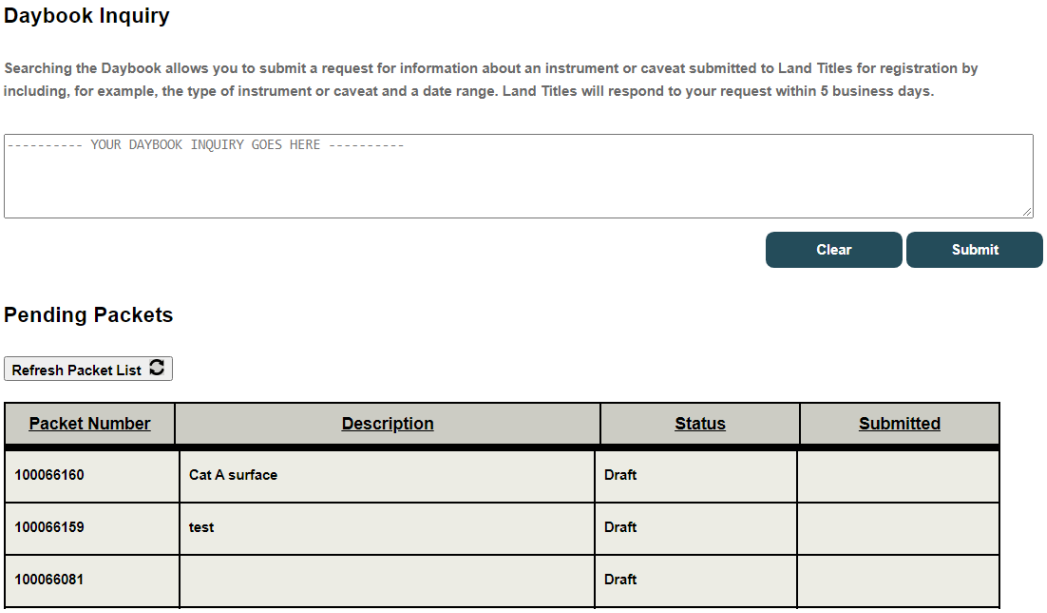
9 Daybook

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.



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.

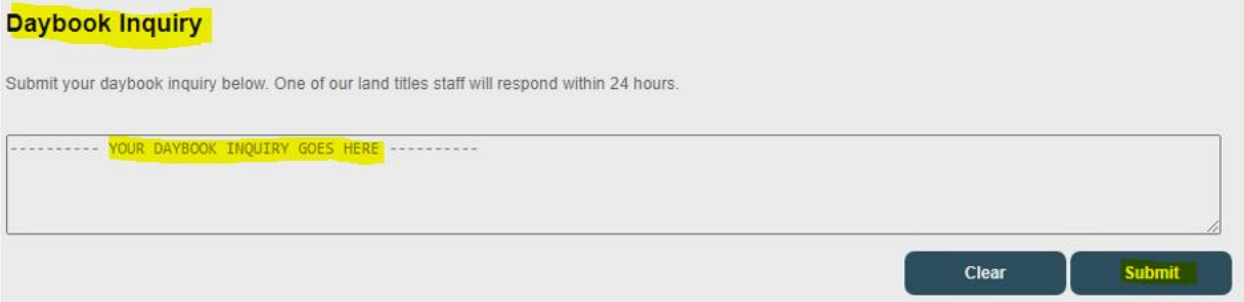
Submitted:

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 by 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.