



# Yukon Land Titles Registry (YLTR) General Register 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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## 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	Jus-Comms	2021/08/30	Formatting

# 1 Intro

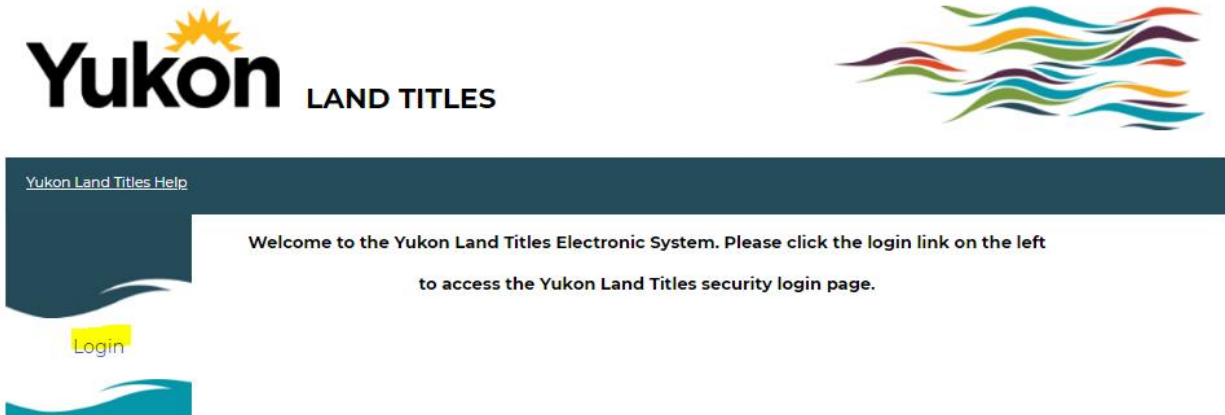
The Yukon Land Titles Registry (YLTR) is a platform to receive, process, search and manage applications to Land Titles. This includes conversion of data from the Land Information Management System (LIMS) to YLTR, financial transactions, image management, client management, plan and parcel management,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

This document provides information about navigating and searching General Register in 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 Logging in to the portal

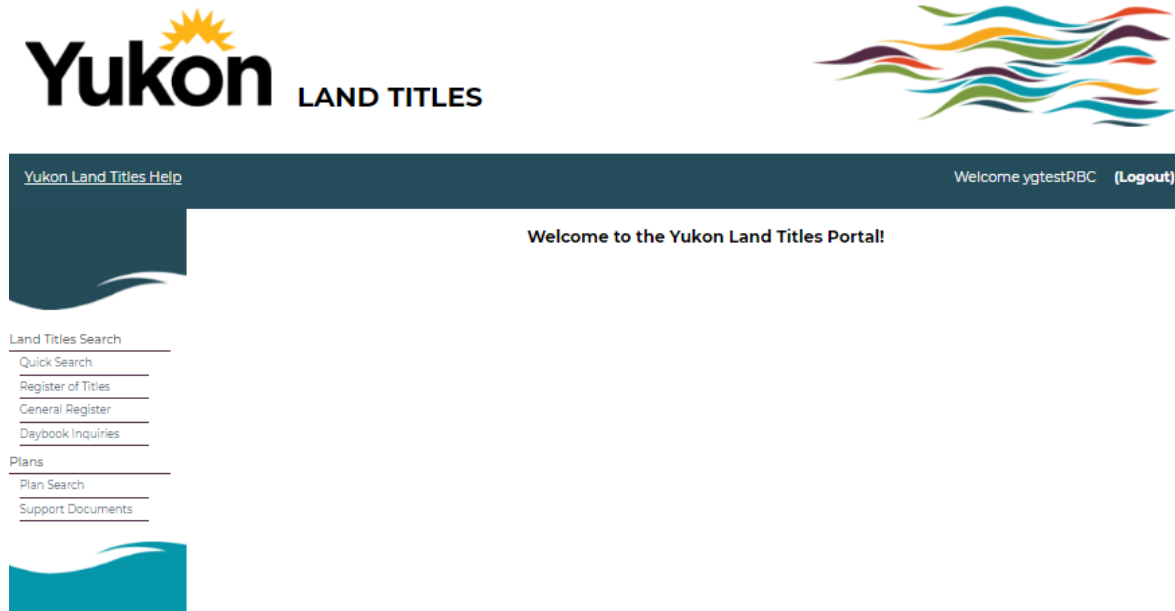
1. Navigate in your browser to <https://landtitles.service.yukon.ca>.
2. This should open the Yukon Land Titles application Login page. Click **Login**.



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

The screenshot shows the 'Sign-In' form. It has a dark blue header with the text 'Sign-In'. Below the header are five input fields: 'User Name: \* Required', 'Password: \* Required', 'Client Number: \* Required', 'Account Number:', and 'Account Password:'. Below these fields is a checkbox labeled 'Remember User Name, Client Number And Account Number.' and a note: 'NOTE: User names and Passwords may not include spaces.' At the bottom right is a yellow 'Sign-in' button.

This opens the home page as shown below.



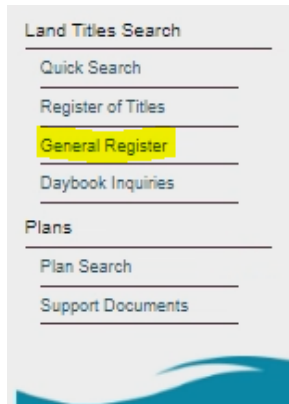
## 3 Search the General Register

The following instruments can be registered in the General Register:

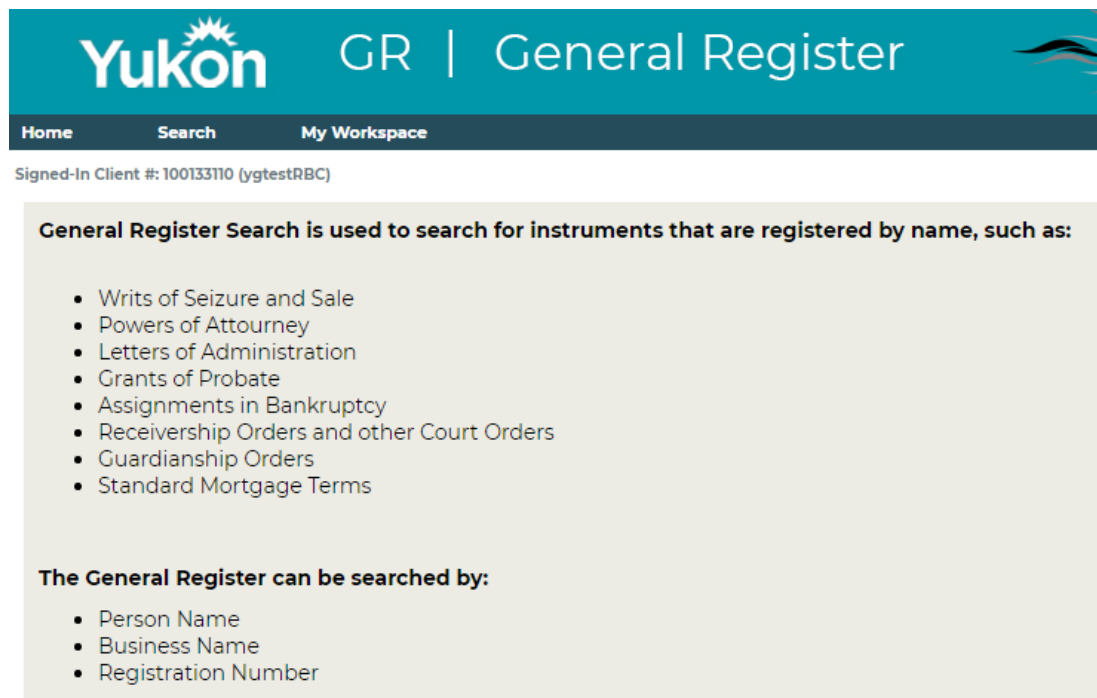
- assignment in bankruptcy;
- corporate power of attorney (CPA);
- court order;
- enduring power of attorney;
- general power of attorney;
- guardianship order;
- letters of administration;
- probate;
- receivership order;
- standard mortgage terms;
- writ of seizure and sale – federal; and

- writ of seizure and sale – Yukon courts.

1. Click on **General Register** from the left-hand menu.

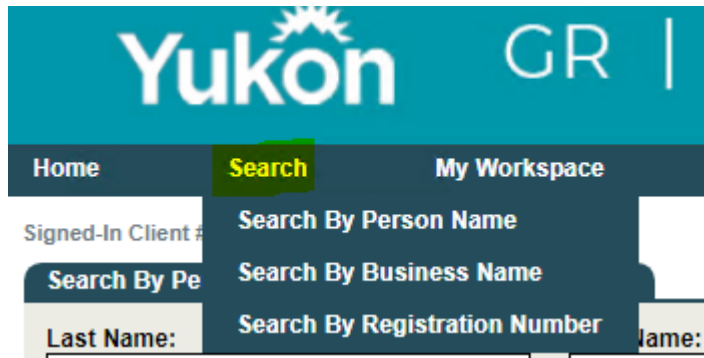


It will open a new window as shown below.



2. In the top menu click on **Search** and select either:

- a. Search by **Person Name**;
- b. Search by **Business Name**; or
- c. Search by **Registration Number**.



3. Enter the **Last Name**, **Business Name** or **Registration Number** depending on the search you pick. (Wild cards can be used; see wild card instructions by clicking on 'Quick Search' on the main page, selecting 'Owner Name' in the Search By field and then clicking on **Wildcard Help** link)

4. Enter a **Client Reference** number if needed (it's an optional field).

5. Click **Search**.



6. A confirmation screen appears with fee confirmation and a link to make a credit card payment.

**Search Options**

After confirming the search criteria and fees, you can do one of the following:

- Click the **Proceed** button to execute and pay for your search.
- Click the **Cancel** button to modify your search criteria.

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**Search Criteria Confirmation**

Search By: Person Name

Last Name	First Name	Second Name
hobus		

---

**Fee Confirmation**

Fee: \$1.50  
Client Reference: demo  
Account #: 100001125  
Account Name: Doe, Jane  
Account Balance: \$1,204,565.50

[Click here to make a Credit Card Payment](#)

**Proceed** Cancel

7. Click **Proceed**.
8. All registrations with an exact match will be returned. Click the **Select box(es)** beside each registration required. Then select **Proceed**.

All exact matches will be included in your output. Similar registrations must be selected to be included in your output.  
To obtain a search result you **must** proceed to Search, Step 4 of 4. If you move away from this page using menu or browser options, your search result will not be generated.

Select All Unselect All

3 Registration(s) Found: Exacts (0) - Similar (3)

Select/Match	Registration #	Registration Type	Name
<input checked="" type="checkbox"/> Similar	300003725	Writ Seiz Sale YC	Doe, Jane
<input type="checkbox"/> Similar	300003726	Writ Seiz Sale Fed	Doe, Jane
<input type="checkbox"/> Similar	300003728	Writ Seiz Sale YC	Doe, Jane

3 Registration(s) Found: Exacts (0) - Similar (3)

Select All Unselect All

**Proceed**

9. A viewing option page appears. To see the output click **Output List** to view a PDF output or click **View Summary** to see a summary statement.

**Search Result Viewing Options**

Your detailed search result has generated a Printer Friendly document. The PDF output 400002374 contains current and historical information for the selected registrations. This output will be stored in your "Output List" within the "My Workspace" menu option.

The following options are now available. You can:

- View the condensed version (containing only current active information) of your output on a Web page by clicking the **View Summary** button
- View the PDF version (containing current and historical information) by clicking **Output List**
- Start a new search and view your output later by clicking the **New Search** button below

**View Summary** **Output List** **New Search**

10. All the outputs that you have requested will appear with the newest on top. Click on the **Open Output** icon to open the certificate.

**NOTE:** The user can also click on **Select All** to select everything or **Unselect All** to deselect everything. Clicking on **Delete** will delete the selected output listing.

**Output Lists**

**Output List** **Delegate List**

**Refresh** It takes a few moments to format your output, press the Refresh Button to update this display. Be aware large output may not complete until tomorrow.

**2 Outputs Found** **Sort by:** Output # **Sort**

**Delete?**



**Open Output**

**Activity / Search or Reg. #**

**Client Reference / Output #**

**Create On / Time**

**Output Expiry Date / Control #**

<input type="checkbox"/>		Search 200001256	demo 400002374	03-Dec-2020 12:05:52	17-Jan-2021
<input type="checkbox"/>		Search 200001252	400002371	02-Dec-2020 15:34:14	16-Jan-2021

**2 Outputs Found** **Select All** **Unselect All** **Delete**

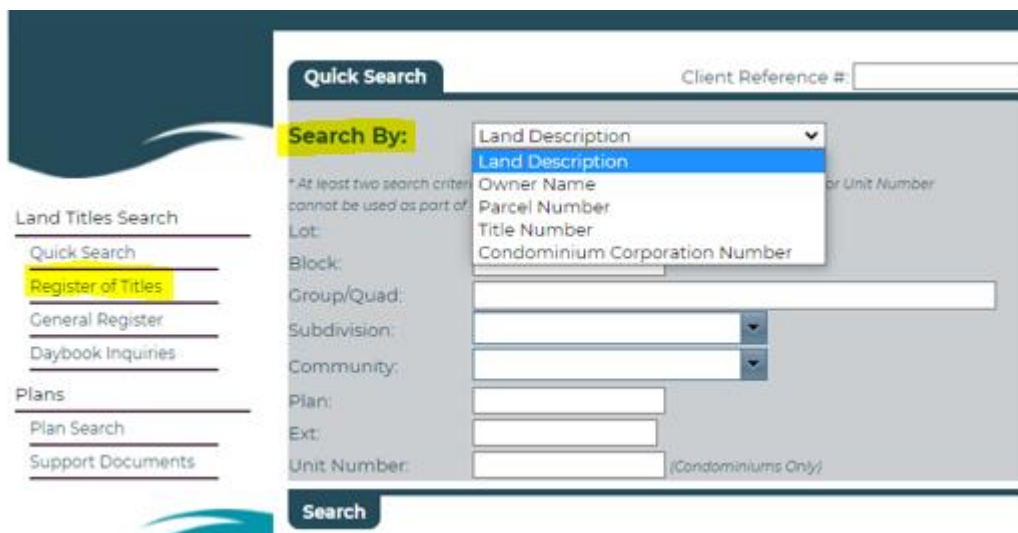
## 4 Find GRC on Title

Below is a list of instruments that are registered in the General Register (GR) and will auto-attach to Titles if there is a character for character match for the debtor and/or the Title owner (names only):

- Corporate Power of Attorney – auto-attaches to donor name;
- Writ of Seizure and Sale – federal – auto-attaches to debtor; and
- Writ of Seizure and Sale – Yukon courts – auto-attaches to debtor.

Steps to finding a GR on Title:

1. Perform any of the searches in the **Register of Titles**.



The screenshot displays the 'Land Titles Search' interface. On the left, a sidebar lists search options: 'Quick Search', 'Register of Titles' (highlighted), 'General Register', 'Daybook Inquiries', 'Plans', 'Plan Search', and 'Support Documents'. The main area is titled 'Quick Search' and includes a 'Client Reference #' field. Below this, the 'Search By:' dropdown menu is open, showing options: 'Land Description' (selected), 'Owner Name', 'Parcel Number', 'Title Number', and 'Condominium Corporation Number'. A note states: '\* At least two search criteria cannot be used as part of:'. Below the dropdown, there are input fields for 'Lot:', 'Block:', 'Group/Quad:', 'Subdivision:', 'Community:', 'Plan:', 'Ext:', and 'Unit Number:'. A 'Search' button is located at the bottom of the main form area.

2. Click on the + sign next to **Interests** and then click the **Interest Number** arrow.

Titles (1)

Title

<b>Number:</b> 100018213 <b>Last Amendment Date:</b> 26 Mar 2021 15:03:21.150 <b>Commodity/Unit:</b> N/A <b>Owners:</b> Doe, Jane	<b>Type:</b> Fee Simple
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<b>Registration Date:</b> 24 Oct 2019 15:57:27 <b>Status:</b> Active <b>Common Property Share:</b> N/A	<b>Share:</b> 1/1 <b>Value:</b> \$30,000.00 CAD <b>Audit:</b>	<b>History:</b>
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**Title Detail:**

Locks (0)

Owners (1)

Dependent Titles (5)

Interests (14)

Interest Number

<b>Number:</b> 100015355 <b>Status:</b> Active <b>Value:</b> \$418,070.50 CAD <b>Interest Register Amendment Date:</b> N/A <b>Interest Assignment:</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
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<b>Dominant:</b> N/A <b>Interest Effective Date:</b> 25 Oct 2019 12:12:27 <b>Interest Register:</b> 100005107 <b>Writ Registry:</b> N/A <b>Converted Instrument #:</b> 230222 <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
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Locks (0)

Shares (1)

- Click on the + sign next to **Shares** and then click the **Share** arrow.

Shares (1)

Share

<b>Number:</b> 100015232	<b>Share:</b> 1/1
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Holders (2)

Interests (1)

- Click on the arrow next to **Interest**, then click on the + sign next to **Shares** and then on the **Share** arrow.

▼ Interest

Number: 100121397	Type: Transfer Mortgage
Status: Active	Registration Date: 12 Oct 2020 12:15:12
Value: N/A	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: 15 Oct 2020 11:25:33	Audit: 🔍
Interest Register: 📄 100022713	Scheduled Expiry Date: N/A
Writ Registry: N/A	Feature Number: N/A
Description: N/A	

+ Locks (0)  
 - Shares (1)  
 ▼ Share

Number: 100122051      Share: 1/1

+ Holders (1)  
 - Interests (3)

▼ Interest

Number: 100123524	Type: WSS Yukon
Status: Active	Registration Date: 22 Oct 2020 07:34:19
Value: \$1,234.00 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: 22 Oct 2020 07:34:20	Audit: 🔍
Interest Register: 📄 100023859	Scheduled Expiry Date: 01 Oct 2022 00:00:00
Writ Registry: 💰 \$ 300003725	Feature Number: N/A
Description: REGISTRATION DATE: 01-OCT-2020 DEBTOR: DOE, JANE	

+ Locks (0)  
 + Shares (1)

5. The General Registry information is contained here.

Dominant: N/A	Benefitting Party: N/A
Interest Effective Date: 22 Oct 2020 07:34:20	Audit: 🔍
Interest Register: 📄 100023859	Scheduled Expiry Date: 01 Oct 2022 00:00:00
Writ Registry: 💰 \$ 300003725	Feature Number: N/A
Description: REGISTRATION DATE: 01-OCT-2020 DEBTOR: DOE, JANE	

+ Locks (0)  
 + Shares (1)

6. Click on the + sign next to **Shares**, then on the **Share** arrow. Click on the + sign next to **Holders** to see the Holder information.

Shares (1)

Share

Number: 100124075

Share: 1/1

Holders (1)

Name: DOE, JANE

Address: NA, NA, Yukon,  
Canada, Y1Y1Y1

Client #: 100023455

Alternates (0)

Interests (0)