



Yukon Land Titles Registry (YLTR) Basic Condominium Searches

Department of Justice - Land Titles Office



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Purpose of document

This manual is intended for the Yukon Land Titles Registry search portal. This document is a living document and will be updated as warranted. Please make sure you have the most up to date version, as this manual was prepared before the Condominium Act, 2015 came into effect.

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Revision log

Revision #	Revised by	Date	Issue / Revision description
1.0	Kazim Qadir	2022/08/23	Created original version

1 Intro

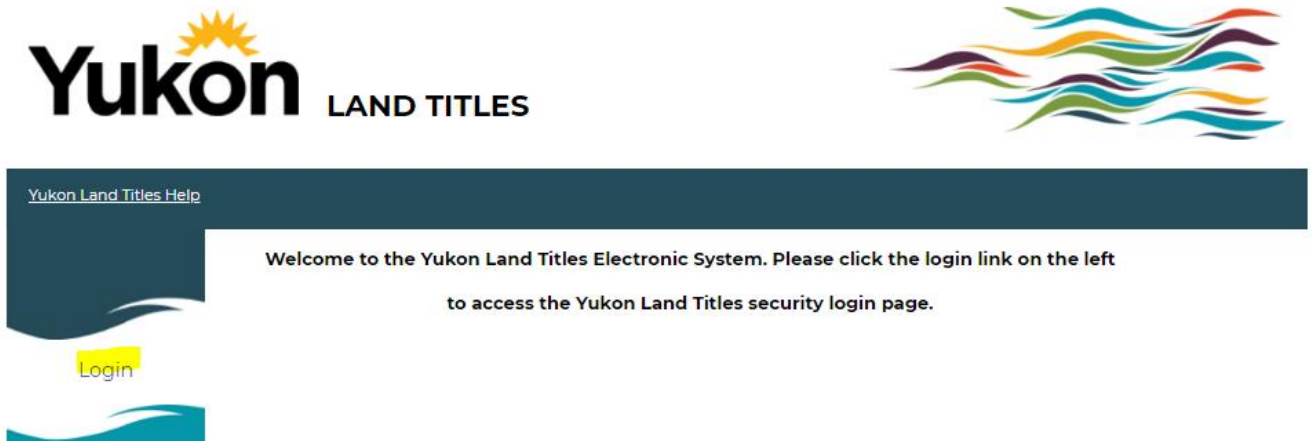
The Yukon Land Titles Registry (YLTR) is a platform to receive, process, search and manage applications to Land Titles. This includes conversion of data from the Land Information Management System (LIMS) to YLTR, financial transactions, image management, client management, plan and parcel management,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

This document provides information about navigating and searching 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. The same is true for viewing a document in the condominium corporate registry folder that has a dollar sign (\$) next to it.

2 Logging in to the portal

1. In your browser, navigate 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**.

Sign-In

User Name: * Required

Password: * Required

Client Number: * Required

Account Number:

Account Password:

Client Reference:

Remember User Name, Client Number And Account Number.

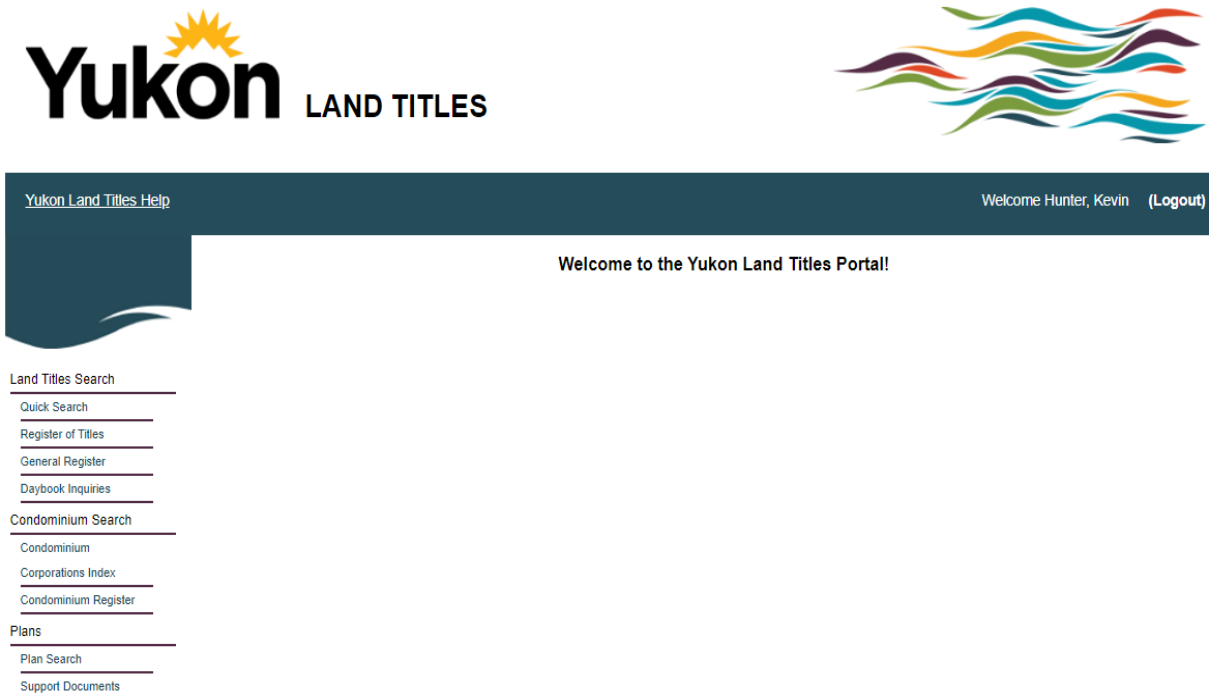
NOTE: User names and Passwords may not include spaces.

I agree to the [Terms and Conditions](#)

Note:

- You do not have to provide **Account Number** and **Account Password** if you have an 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 to.
- After three unsuccessful attempts, the system will lock you out.

This opens the home page as shown below:



3 Condominium Search

The Condominium Register lets you search by Condominium Corporation Number, Title Number, Parcel Number, Owner Name, and Land Description, and brings you to the Title.

1. Click on **Condominium Register** under **Condominium Search**.



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

When searching for information about a condominium unit, users should always search the Condominium Index. As of October 1, 2022, the information in the Condominium Index is filed, not examined or registered by the Land Titles Office. The Registrar of Land Titles has no duty to ensure that documents filed in the Condominium Index are validly made or comply with provisions of the *Condominium Act, 2015*.

A screenshot of a 'Quick Search' form. At the top right, there is a 'Client Reference #' field. Below it, the 'Search By:' dropdown menu is open, showing options: 'Condominium Corporation Number', 'Land Description', 'Owner Name', 'Parcel Number', 'Title Number', and 'Condominium Corporation Number' (which is highlighted in blue). Below the dropdown, there are input fields for 'Condominium Corporation Number', 'Plan Number', and 'Unit Number'. A 'Search' button is located at the bottom left of the form.

3.1 Search Condominium Corporation Number to find a Title

1. In **Search By**, select **Condominium Corporation Number**.
2. Enter either the **Condominium Corporation Number** or **Plan Number AND Unit Number**. Click on **Search**. This will return the Title for that unit

OR

3. Enter Condominium Corporation Number or Plan Number. Click on **Search**. This will return all associated titles and existing Common Asset Certificates or Common Property Certificates.

Note:

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

The screenshot shows a 'Quick Search' interface. At the top right, there is a 'Client Reference #' field. Below it, the 'Search By:' dropdown menu is set to 'Condominium Corporation Number'. A note below the dropdown states: '* Either Plan or Condominium Corporation Number Required'. There are three input fields: 'Condominium Corporation Number:' with a placeholder 'Enter CC## or CC### (no spaces)', 'Plan Number:' with a placeholder 'Enter a 9 digit Plan #', and 'Unit Number:'. A yellow 'Search' button is located at the bottom left of the form area.

4. 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	

3.2 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: 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			
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			

3.3 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**.

Quick Search Client Reference:

Search By:

Parcel 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.

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](#)

3.4 Search By Owner Name

1. In **Search By**, select **Owner Name**.
2. Enter the **Firm Name** or **Family Name**. With the Family Name, you can also enter a person's first name 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.

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

Name List Download to Spreadsheet (.CSV)

Owner Name		
Doe, Jane		
Client Number	Client Type	Mailing Address
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.

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	

3.5 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; or
- search by visiting this geomatics website
<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**.

Quick Search Client Reference #:

Search By: Land Description ▼

* 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.

Lot:

Block:

Group/Quad:

Subdivision:

Community:

Plan:

Ext:

Unit Number: (Condominiums Only)

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  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

- 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	  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				

4 Condominium Corporations Index

The Condominium Corporations Index is a list of all registered condominium corporations in the Yukon.

- Click on **Condominium Corporations Index** under **Condominium Search** to see all the registered Condominium Corporations in the Yukon. The list expands as more condominium corporations are registered.

Condominium Search

Condominium

Corporations Index

Condominium Register

Condominium Corporations Index

When searching for information about a condominium unit, users should always search the unit title. As of October 1, 2022, the information in the condominium record folders is filed, not examined or registered by the Land Titles Office. The Registrar of Land Titles has no duty to ensure that documents filed in the record folders are validly made or comply with provisions of the *Condominium Act, 2015*.

Whitehorse Condominium Corporation No.07

Whitehorse Condominium Corporation No.18

Whitehorse Condominium Corporation No.20

4.1 Corporate Records Folder

Each condominium corporation in the Condominium Corporation Index has a Corporate Records Folder. Corporate Records Folders contain filed documents for each registered condominium.



Note: It is important to note that documents filed in the Corporate Records Folders are not examined or registered by the Land Titles Office.

Click on any Condominium Corporation name under **Condominium Corporations Index** to open its corporate records folder.

To view a filed document, click on 

The dollar sign (\$) next to the icon means that there is a fee for viewing. Click on \$ to see the exact fee.

Whitehorse Condominium Corporation No.21

Condominium Corporation Number 100000020 / CC21		Plan Number 100010338		
Name	Type	Number	Date	
Declaration.pdf	Certificate of the Corporation	100000034	01 Sep 2022	 \$
Schedule of Voting Rights.pdf	Certificate of the Corporation	100000060	01 Sep 2022	 \$
Declaration.pdf	Certificate of the Corporation	100000100	01 Sep 2022	 \$

Note: The **Date** associated with each document reflects the date the Land Titles Office filed the document in the Corporate Records Folder and may not be the date the document was created or received.

4.2 Filed Documents in Corporate Records Folder

Below is a list of condominium documents that may be filed in the Corporate Records Folder. A condominium corporation may file all or some of these documents.

- Annual notice of directors
- Annual report
- Certificate of the Corporation (this will include when part of amended declaration & notice of change of bylaws)
- Financial Statements
- Leasehold condominium agreement

- Information certificate
- Notice of address
- Notice of bylaws
- Notice of change of address
- Notice of change of bylaws
- Notice of change of directors/directors' addresses
- Notice of change of first directors
- Notice of directors – first AGM
- Notice of expiry of ground lease by public authority
- Notice of first directors
- Other
- Reserve Fund Study
- Resolutions (special, unanimous)

5 Additional resources

The Government of Yukon has built a website that provides information about the *Condominium Act, 2015* and its Regulations. The site yukoncondos.ca also offers many helpful resources, forms, events and FAQs that can answer many of your questions about the Act.