



Yukon Land Titles Registry (YLTR) Advanced 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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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.

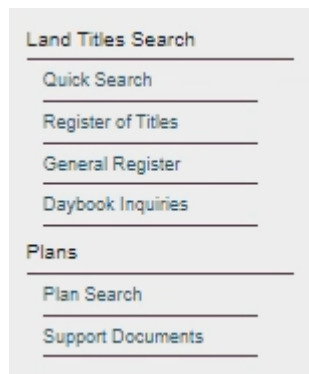
This document provides information about navigating and searching the YLTR portal.

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 Ways to search

There are many ways to search in the system:

- **Quick search** lets you search by land description, owner name, parcel number, title number and condo 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 or company's name, 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.
- **Plan search** allows searches by LTO plan or CLSR (Canada Lands Survey Record) numbers to find images of plans.



3 Login

To login to the portal, click on the URL below, then click on **Login** and provide your credentials.

<https://landtitles.service.yukon.ca>

4 Register of Titles Search

Click on **Register of Titles**. The **Search By** field has the following options in the drop-down menu:

The screenshot displays the 'Land Titles Search' portal interface. On the left, a sidebar contains navigation links: 'Quick Search', 'Register of Titles' (highlighted in yellow), 'General Register', 'Daybook Inquiries', 'Plans', 'Plan Search', and 'Support Documents'. The main content area is titled 'Search' and includes a 'Client Reference #' field. The 'Search By' dropdown menu is open, showing a list of search criteria: 'Land Description', 'Attachment Number' (highlighted in blue), 'Client Number', 'Discharge Number', 'Feature Number', 'Interest Number', 'Interest Register Number', 'Land Description', 'Owner Name', 'Packet Number', 'Parcel Number', 'Pre-Conversion Instrument', 'Pre-Conversion Title', and 'Title Number'. Below the dropdown, there are input fields for 'Search As Of:', 'Lot:', 'Block:', 'Group/Quad:', 'Subdivision:', 'Community:', 'Plan:', and 'Ext:'. A 'Search' button is located at the bottom of the form.

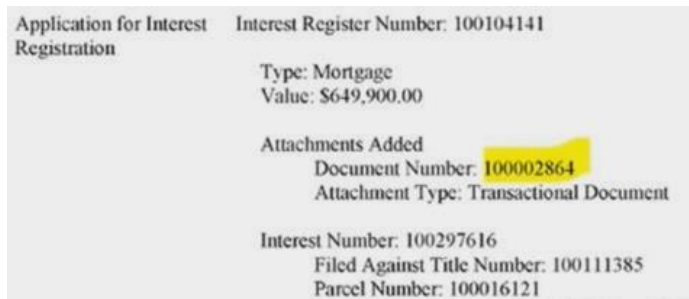
Note: This document specifically deals with Advanced Search using attachment number, client number, discharge number, feature number and packet number.

4.1 Search by attachment number

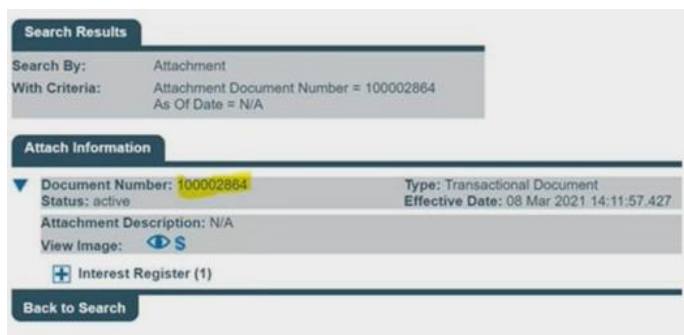
Attachments are documents that are registered as Instruments or Caveats.

Where to find the attachment document number:

1. On the **verification statement**.



2. On the **Interest Register**. Navigate to **Interest Register information**, then click on the **Interest Register document icon** to see the **Document Number**.



How to access Interest Register Information:

1. Click on **Register of Titles**. Select **Attachment Number** in **Search By** dropdown.
2. Enter the Attachment Document Number. Click **Search**.

[Yukon Land Titles Help](#)

Land Titles Search

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

Plans

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

Search Client Reference #:

Search By: Attachment Number

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

Please select one of the following options:

☒ Interest Attachment ☐ Lock Attachment

Attachment Document Number: * Required


Search


- When the **Attach Information** page opens, click on the **eye icon** to download an image of the instrument.

Attach Information

▼ Document Number: 100001722 Type: Transactional Document
Status: active Effective Date: 12 Aug 2020 14:32:44.163


Attachment Description: N/A

View Image:  S

 Interest Register (1)

Back to Search

4. Click the + sign beside the **Interest Register** to find information about the instrument. Click on the Interest Register **document icon** to open the Interest Register Information.

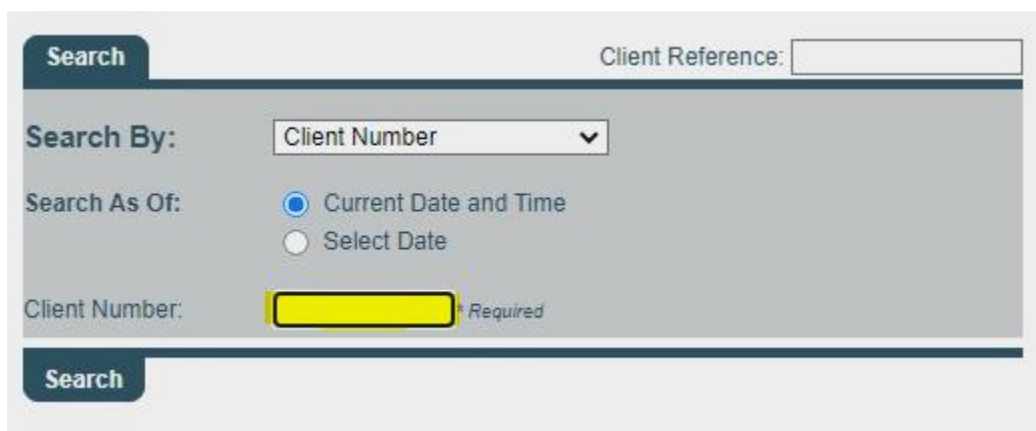
Interest Register (1)			
	Number:	100020171	Type: Surviving Joint Tenant - Mortgagee
	Value:	N/A	Status: Active

NOTE: Not all converted instrument documents are uploaded to YLTR at present. If there is no document, please send an email to ltosearch@yukon.ca.

4.2 Search by client number

When you search using a nine-digit client number, you can access information on client details, Titles, interests, interest register numbers, alternates, parcels, Title locks and ownership shares.

1. Click on **Register of Titles**. Select **Client Number** from the **Search By** dropdown menu.
2. Enter in the nine-digit **Client Number**. Click **Search**.



Search Client Reference:

Search By: Client Number ▼

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

Client Number: Required

Search

3. Titles, Interest, Dependent Titles, Alternate For and Packets that are associated with this client number will be returned.
4. To see any of this information click on the appropriate + sign. Details about the selected header will be displayed.
5. Click on the **Document** icon to continue to the **Parcel Details**. From here you may:
 - a. open the Title using the Title Details document icon;
 - b. view interests associated with the Title;
 - c. view owner information;
 - d. view dependent Titles;
 - e. audit the parcel or Title; or
 - f. view the history of the parcel or Title.

The screenshot displays a web interface for 'Client Detail'. At the top, there is a dark blue header with the text 'Client Detail' in white. Below this, the client information is shown: 'Client Number: 100010529', 'Name: Doe, Jane', and 'Address: 0000 New Test Street, New Test, Yukon, Canada, Y1A0H0'. Underneath the address, there are five expandable sections, each with a blue square icon containing a white plus sign. The sections are: 'Titles (31)', 'Interests (245)', 'Dependent Titles (25)', 'Alternate For (1)', and 'Packet (0)'. At the bottom of the interface, there is a dark blue button with the text 'Back to Search' in white.

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: 22 Oct 2020 07:34:26.647

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 (9)

Back to Search

4.3 Search by discharge number

1. Click on **Register of Titles**. Select **Discharge Number** in **Search By** dropdown menu.
2. Enter the nine-digit Discharge Number and click on **Search**.

Search Client Reference #:

Search By: Discharge Number ▼

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

Discharge Number: * Required

Search

The following screen related to the Discharge Number appears. From here you can click on the appropriate icons to see the details.

Search Results

Search By: Discharge Number

With Criteria: Discharge Number = 100000179

Packet Details

▼

Number: 100057485

Status: Completed

Type: TPS Registration

Client: Doe, Jane

Address: Research Drive, Regina, Saskatchewan, Canada, S4S7J7

Requests (1)

▼ Request

Request Sequence Number: 1

Type: Application for Interest Discharge

Number: 100006386

View Request: \$ View Attachment: N/A

Standard Documents (0)

Titles (0)

Dependent Titles (0)

Interests (1)

Back to Search

4.4 Search by feature number

You can search all the Titles and abstracts that a feature affects using the **Feature Number**. The **Search By: Feature** menu only accepts nine-digit feature numbers. Features consist of easements and roads.

How to search by Feature Number:

1. Click **Register of Titles**. Select **Feature Number** in **Search By** dropdown menu
2. Enter in the nine-digit **Feature Number**. Click **Search**.

Search

Client Reference #:

Search By: Feature Number ▼

Search As Of:

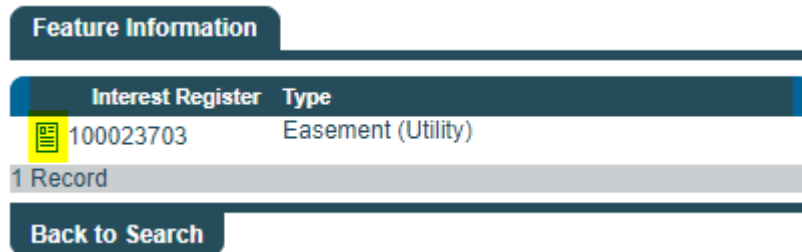
☒ Current Date and Time
 ☐ Select Date

Feature Number:

* Required

Search

3. This returns the **Feature Information** page. Click on the **Interest Register document** icon.



4. Click on either the:
- **Attachment** + sign, which will allow you to download the instrument document; or
 - **Interest** + sign, which navigates you to the Parcel Details page and the ability to open the Title.

4.5 Search by packet number to transfer instruments

A packet is made up of one or more applications submitted for registration. Each packet has a unique packet number that can be used to search these transactions.

You can view images of documents that were submitted. Search using the nine-digit packet number. Before you can view the images, the packet must be registered first.

Packet numbers can be found on the verification statements:

Jane Doe
3 Alexander Street
Whitehorse Yukon Y1A 2L5
Canada

Packet Number: 100137100
Client Ref Number: TC-200999
Client Number: 100000999
Account Number: 100000999

Or on the Title:

Title #: 100018774
Title Status: Active
Parcel Type: Surface Parcel
Parcel Class: Unknown
Parcel Value: \$398,337.83
Title Value: \$398,337.83
Converted Title #: 2018Y0068
Previous Title #: 100017975

As of: 15 Feb 2021 14:03:47.000
Last Amendment Date: 11 Mar 2020 12:44:28.847
Issued: 18 Feb 2020 11:19:00.000
Grant #: 231571
Community: City of Whitehorse
CLSR #: 106865
Title Creation Packet: 100054954

3. Click **Register of Titles**. Select **Packet Number** from **Search By** dropdown menu.

4. Enter **Packet Number** in **Submitted Packet** field and click on **Search**.

Search Client Reference #:

Search By: Packet Number

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

☒ Submitted Packet
Packet Number: * Required

☐ Submitted Party
Client Number: * Required
Client Reference Number: * Required

Search

5. The client information and amount of requests in the packet will appear. Click on the + next to **Requests**. The following information displays:
 - a. Click on the **eye icon** to download the submitted transfer instrument.
 - b. Click on the + sign next to **Title** to see the Title information and be able to get to the Title. There will be a 0 if there is no Title information to show.

Note: Discharged instruments are no longer associated with the Title they were originally linked to and will never have a Title associated.

 - c. Click on the + sign next to **Interests** to see instrument information that was included in the packet. If there is no instrument associated it will show 0.

Search Results

Search By: Packet
 With Criteria: Packet Number = 100054651
 As Of Date = 03 Aug 2021 12:27:25

Packet Details

Number: 100054651
 Status: Completed

Type: TPS Registration

Client: Jane, Doe

Address: Y1A5H9

Research Drive, City of White Horse, Saskatchewan, Canada,

Requests (1)

Request

Request Sequence Number: 1

Type: Application for Interest Registration

Number: 100006071

View Request: \$

View Attachment: \$

+ Standard Documents (0)

- Titles (0)

+ Dependent Titles (0)

- Interests (2)

\$

Number: 100138777
 Status: Active
 Parcel Number: 100018314
 Holders
 Owner Name: The Current Benefitting Party

Type: Priority Agreement
 Registration Date: 09 Feb 2021 08:09:08
 Address: 0000 Test Street, Test Whitehorse, Yukon, Canada, Y1A5H9

\$

Number: 100138788
 Status: Active
 Parcel Number: 100018314
 Holders
 Owner Name: The Current Benefitting Party

Type: Priority Agreement
 Registration Date: 09 Feb 2021 08:09:08
 Address: 0000 Test Street, Test Whitehorse, Yukon, Canada, Y1A5H9

[Back to Search](#)

5 Other types of searches

5.1 Search for a sub-interest

Sub-interests do not show on a Title search. To see that information, you will need to search the interest number.

If the Title and the amendment date do not match the dates in the audit, this is a hint that an interest has a sub-interest that was registered.

1. In the **Register of Titles**, search by any of the following: Title number, parcel number, packet number, owner name or land description.
2. Click on **Title** and then click on the **magnifying glass** next to **Audit** under **Parcel Detail**.

Parcel Detail

▼

Number: 100000012

Status: titled

Total Units: N/A

Parcel Value: \$1.00 CAD

Parcel Picture:


Type: Surface Regular

Class: Unknown


LLD: Lot 559-Subdivision Whistle Bend-Community City of Whitehorse-Plan 2019-0025


As described on Certificate of Title 2019Y0812.


Municipality: City of Whitehorse

Audit: 

History: 

 Parcel Ties (0)

 Titles (1)

 **\$ Title**

Number: 100000012

Last Amendment Date: 30 Dec 2019 11:15:10.167

Commodity/Unit: N/A



Owners:
COMMISSIONER OF YUKON

Share: 1/1

Lock Information: Registrar's Note

Type: Fee Simple

3. A list appears with all the registrations and discharges that have happened to the Title.

Audit Results		
Date	Action/Request	Details
 02 Dec 2019 09:54:52.000		Type: Surface Regular Status: titled Class: Unknown Municipality: City of Whitehorse Land Description: Lot 559-Subdivision Whistle Bend-Community City of Whitehorse-Plan 2019-0025 As described on Certificate of Title 2019Y0812.
 02 Dec 2019 09:54:53.537	Application for Ownership Register Setup	Number: 100000012 Description: N/A
2 Records		

- a. The **Date** is the date that LTO completed the work to register the last packet or the date it was exported through conversion.
 - i. The **paper icon** will bring you to the **Parcel Details** and the Title information.
- b. The **Action/Request** describes the application that was created.
- c. The **Details** column describes the registration.
 - ii. Anything that has CNV (Conversion) in the **Details** was created through conversion.

5.2 Search for a discharge document

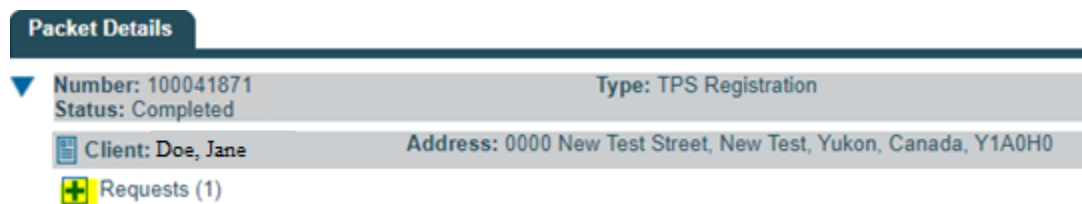
1. In **Register of Titles** search by any title criteria and open the desired title.
2. Select the **magnifying glass** next to **Audit** at the title level.



3. On the audit screen click the Application for Interest Discharge **document icon**.

24 Mar 2020 12:12:12.000	Application for Interest Discharge	Number: 100042557	Description: Builders' Lien
	100004452		
	Effective Date		
	17 Apr 2020 11:39:00.153		
	Application for Interest Registration	Number: 100088073	Description: Sub Lease







4. Click the + sign next to **Requests** sign.



5. Click the **View Request eye icon** to download the discharge documents.

5.2.1 To see the discharged instrument on title

1. On the audit screen record the **Title Number** and **Effective Date and time** of the Interest discharge.

 \$	24 Mar 2020 12:12:12.000	Application for Interest Discharge  100004452 Effective Date 17 Apr 2020 11:39:00.153	Number: 100042557	Description: Builders' Lien
 \$	03 Mar 2020 12:12:12.000	Application for Interest Registration  100004760 Effective Date 28 May 2020 12:25:20.627	Number: 100088973	Description: Sub-Lease
 \$	03 Mar 2020 12:12:12.000	Application for Interest Registration  100004760 Effective Date 28 May 2020 12:25:20.627	Number: 100088973	Description: Leasehold

2. Search **Title Number** with **Select date** being one minute before the effective date.

The screenshot shows a search interface with a 'Search' tab. At the top right is a 'Client Reference #' field. Below it, 'Search By:' is set to 'Title Number'. 'Search As Of:' has two options: 'Current Date and Time' (unselected) and 'Select Date' (selected). The 'Date' is set to 17/04/2020 and 'Time' is set to 11:38:00.000. The 'Title Number' field contains '100018213' and is marked as '* Required'. At the bottom, there is a 'Search' button and a blue 'S' icon.

3. This will return the Title details for when that instrument was on Title. Click on the Title to see the instrument on Title.

The screenshot shows the details for an 'Interest Number'. The details are organized into two columns. The left column contains: Number: 100042557, Status: Active, Value: \$1,235,486.00 CAD, Interest Register Amendment Date: N/A, Interest Assignment Date: N/A, Interest Scheduled Expiry Date: N/A, Dominant: N/A, Interest Effective Date: 15 Apr 2020 14:49:37, Interest Register: 100015513, Writ Registry: N/A, and Description: N/A. The right column contains: Type: Builders' Lien, Registration Date: 24 Mar 2020 12:13:12, Category: Interest, Benefitting Party: N/A, Audit: (with a blue icon), Scheduled Expiry Date: N/A, and Feature Number: N/A.

5.3 Search to see the history of a Title

1. In the **Register of Titles** search by any of the following:

- a. Title number;
- b. parcel number;
- c. packet number;
- d. owner name; or
- e. land description.

3. Click the **magnifying glass** next to **History**.

Search Results

Search By

Title

With Criteria

Title Number = 100000012

Dependent Title Number = N/A

As Of Date = 03 Aug 2021 11:57:56

Parcel Detail

▼

Number: 100000012

Status: titled

Total Units: N/A

Parcel Value: \$1.00 CAD

Parcel Picture:

+

 Parcel Ties (0)

+

 Titles (1)

▼ \$

 Title

Number: 100000012

Last Amendment Date: 05 Feb 2021 12:08:01.637

Commodity/Unit: N/A

Owners:

COMMISSIONER OF YUKON

Registration Date: 02 Dec 2019 09:54:54

Status: Active

Common Property Share: N/A

Title Detail:

+

 Locks (0)

+

 Owners (1)

+

 Dependent Titles (0)

+

 Interests (0)

Type: Surface Regular

Class: Unknown

LLD: Lot 559-Subdivision Whistle Bend-Community City of Whitehorse-Plan 2019-0025
As described on Certificate of Title 2019Y0812.

Municipality: City of Whitehorse

Audit:

History:

Type: Fee Simple

Share: 1/1

Value: \$1.00 CAD

Audit:

History:

Back to Search

The information shows with the oldest at the bottom.

5.4 Search for the previous version of a Title

1. In the **Register of Titles** use any of the **Search By** criteria. The easiest are:
 - a. Title number;
 - b. owner name;
 - c. parcel number; and

d. land description.

2. Find the current version using the above search methods and on the Title find the **Last Amendment Date**.

3. Search again, but use **Search As Of**. Click the button for **Select Date** and put in the day before the Last Amendment Date. This will give you the version of the Title prior to the last amendment. (In the screenshot below, we used Title number in the Search By field, but you can use any of the four search criteria described above).

Search Client Reference #:

Search By: Title Number ▼

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

Date: * Time: *
(dd-mm-yyyy Format) (hh:mm:ss.sss Format)

Title Number: * Required

Search \$

NOTE: You can input a date that is prior to any of the registered instruments on Title to see a different version of the Title.

5.5 Search for a registration date

1. Click on the **document** icon beside the parcel number to pull up the parcel/Title details.


Search Results

Search By: Land Description
With Criteria: Lot = 582
Plan = 2019-0025
As Of Date = 17 Mar 2020 11:06:25

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

Land Description
Lot 582-Subdivision Whistle Bend-Community City of Whitehorse-Plan 2019-0025
As described on Certificate of Title 2019Y0835.

Old Land Description
Subdivision Whistle Bend-Community City of Whitehorse-

Parcel	Parcel Type	Parcel Class	Municipality	Ties	Validation Ties
 100009583	Surface Regular	Unknown	City of Whitehorse		

1 Record

Back to Search

2. Click on the **magnifying glass** next to **Audit** under Title.

Parcel Detail

▼ **Number:** 100009583

Status: titled

Total Units: N/A

Parcel Value: \$1.00 CAD



Parcel Picture:


Type: Surface Regular


Class: Unknown

LLD: Lot 582-Subdivision Whistle Bend-Community City of Whitehorse-Plan 2019-0025
As described on Certificate of Title 2019Y0835.

Municipality: City of Whitehorse

Audit:  **History:** 

 Parcel Ties (0)

 Titles (1)

▼ **\$ Title**

Number: 100009022

Last Amendment Date: 15 Jan 2020 13:30:11.077

Commodity/Unit: N/A

Owners:
COMMISSIONER OF YUKON



Registration Date: 15 Jan 2020 13:30:11



Status: Active


Common Property Share: N/A


Share: 1/1


Value: \$1.00 CAD


Audit:  **History:** 

Title Detail:  

 Locks (1)

 Owners (1)

 Dependent Titles (0)

 Interests (0)

Back to Search

2. The **Registration Date** is the date of submission for the last application submitted.

Search Results

Search By:

Title Audit

With Criteria:

Title Number = 100004319

Audit Results

Registration Date	Action/Request	Details	
<div><div><div></div><div>24 Dec 2019</div><div>10:40:00.000</div></div></div>	<div>Application for Interest Registration</div> <div><div><div></div><div>100001137</div></div></div> <div>Effective Date</div> <div>03 Jan 2020 12:45:59.990</div>	<div>Number: 100019696</div>	<div>Description: Caveat</div>

6 How to find your land description

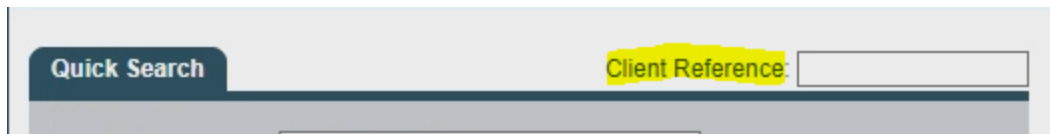
Your land description (also sometimes referred to as Legal Land Description or LLD) will consist of a lot, block, quad and/or plan number. To search in the portal, you must either provide a minimum of two criteria or the plan number.

There are a variety of ways to find your land description:

1. call the City of Whitehorse (if the property is in city limits) to have the civic address changed to a land description or call your municipal office;
2. find it on your Property Tax notice;
3. find it on your Property Assessment notice; or
4. search by visiting the [geomatics website](#).

7 Client reference number

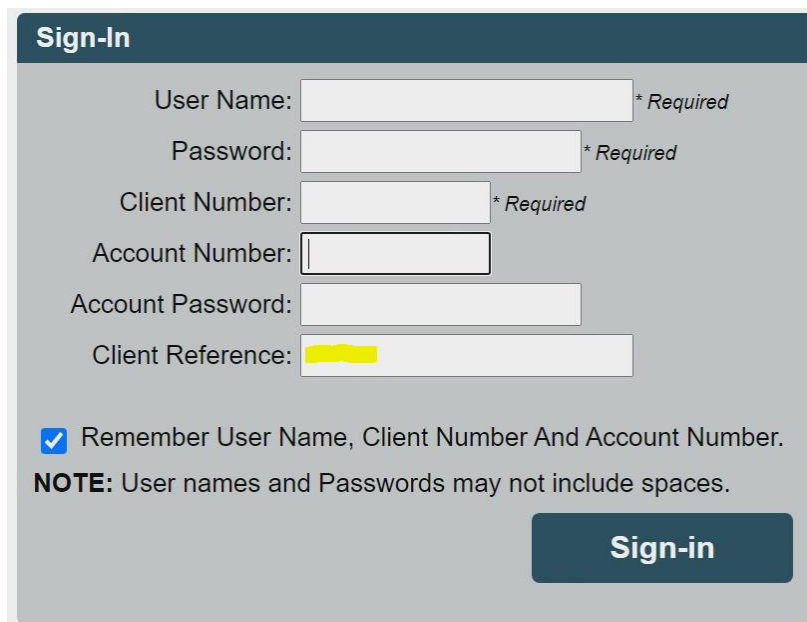
For all searches, the **client reference number** can be added at the top of each search and will appear on the financial statements.



Quick Search

Client Reference:

You may also enter the **client reference number** when logging in. All searches done in this section will have that client reference in the statements.



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