

# Land Transfer Instructions

Property within a city, town or village, requires the land transfer form.

Property within a county requires the land transfer form, and Form 1 for personal purchases. (If a corporation or society is the purchaser, Form 2,3,or4 is required.)

**LAND TRANSFER FORMS ARE LEGAL DOCUMENTS, THEY MUST BE FILLED OUT COMPLETELY, NEATLY AND ACCURATELY, BY THE PARTIES INVOLVED, OR A LAWYER!!!!**

**The Staff of Stony Plain Registries, ARE NOT QUALIFIED TO ACT AS LAWYERS, WE CANNOT FILL OUT YOUR FORMS FOR YOU, YOU MUST DO THIS PRIOR TO ATTENDING OUR OFFICE.**

▶ Any Change of ownership is considered a Transfer of Land. (eg one name to two names)

▶ All Transferors(Sellers) must have their signatures witnessed, by an independent person, personally known to them. (Our staff cannot be your witness). The witness for the sellers must swear an affidavit in front of a commissioner for oaths.

▶ If the seller is one individual, the dower affidavit or the consent of spouse will be required, depending upon which circumstances apply.

▶ If the seller is a corporation please bring your corporate seal.

▶ Please bring a current copy of the land title you are transferring, if not available one will have to be pulled for a fee of \$10.50.

▶ Please bring identification. All sellers, buyers, and the witness should attend our office, if you require one of our staff to do the commissioning.

▶ Please call our office ahead of time 968-2050 to ensure we will have a commissioner for oaths on hand, please avoid Saturdays, and Late Friday Afternoons as staff is limited.

▶ **Land Titles fees are based upon the declared value of the land and buildings. We charge a service fee of \$42.40, for commissioning your documents, and forwarding to Land Titles. Cash, Cheque or Debit Accepted for fees, NO Credit Cards. (Fee of \$21.20 will apply for commissioning Land Titles Documents – if you choose to forward to Land Titles)**

## **Stony Plain Registries**

**The Staff of Stony Plain Registries, does not accept any responsibility or liability for the validity of any transfer of land, or any matter involving gst, income tax, or capital gains.**