



## Hotsheet

### How to enter the legal description for properties in Atlantic Canada on [titleplus.lawyerdoneal.com](http://titleplus.lawyerdoneal.com)

Methods of describing real property vary between the provinces in Atlantic Canada, and often, between different types of properties within a single province. This Hotsheet simplifies the entries of legal descriptions in TitlePLUS<sup>®1</sup> applications on [titleplus.lawyerdoneal.com](http://titleplus.lawyerdoneal.com) for Atlantic Canada.

#### New Brunswick and Nova Scotia

In the "Property No." field, enter the property identification number (or PID) as follows:

- **New Brunswick:** 00123456 (numbers only, no spaces). If the PID is less than eight digits, add zeros preceding the PID for a total of eight digits. If the PID is not available, check the "Property No. not assigned" box beside the "Property No." field.
- **Nova Scotia:** 12345678 (numbers only, no spaces). If the PID is not available, check the "Property No. not assigned" box beside the "Property No." field.

In the "Legal Description" field, enter the lot and/or block and/or plan numbers, and state whether the property is the whole or a part of the lot and/or block. **Do not enter the metes and bounds description.** If the property has no lot, block or plan numbers, ensure that the "Property No." field is complete and enter "N/A" in the "Legal Description" field.

#### Newfoundland & Labrador and Prince Edward Island

In the "Property No." field, enter the property identification number (or PID) as follows:

- **Newfoundland & Labrador:** Check the "Property No. not assigned" box beside the "Property No." field.
- **Prince Edward Island:** 123456 (numbers only, no spaces). If the PID is not available, check the "Property No. not assigned" box beside the "Property No." field.

In the "Legal Description" field, enter one of:

- (a) The lot and/or block and/or plan numbers, and state whether the property is the whole or a part of the lot and/or block; or
- (b) "Legal description as set out in Transfer/Deed No. (*registration number of Transfer/Deed*) registered on (*date Transfer/Deed registered*)," if the legal description in the Transfer/Deed referenced is identical to the property now being mortgaged; or
- (c) If neither (a) nor (b) above is possible, the metes and bounds description.

If you have questions about legal descriptions or other matters relating to TitlePLUS applications for properties in Atlantic Canada, please contact the TitlePLUS Customer Service Centre at 1-800-410-1013 or 416-598-5899.

<sup>1</sup> The TitlePLUS policy is underwritten by Lawyers' Professional Indemnity Company (LAWPRO<sup>®</sup>). Please refer to the policy for full details, including actual terms and conditions.

<sup>®</sup> Registered trademark of Lawyers' Professional Indemnity Company.  
(May 25, 2011)