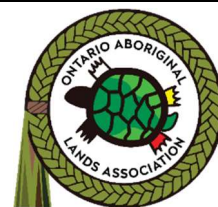


CHECKLIST FOR REGISTERING A TRANSFER

SAMPLE



This checklist has been designed to assist you with submitting the required documentation to register land instruments in the Indian Lands Registry System (ILRS). Upon completion, submit your finished package to Indigenous Services Canada (ISC) for registration.

Legal Land Description:	_____
Locatee(s) Name:	_____
First Nation Lands File No.:	_____
Indian Lands Registry PIN#:	_____

- Citrix Application Page:**
 - Ensure two copies are printed signed by the applicant (generally lands manager)
 - Double check for correct legal land description & First Nation lands file number
 - Specify Joint Tenancy or Tenants in Common

- Parcel Abstract:**
 - Recently retrieved.
 - Confirm legal land description.
 - Print and attach a copy.

- Survey:**
 - Plan of Survey
 - Printed and attached

- Check Encumbrances:**
 - Ensure there are no outstanding instruments to be registered
 - Check for mortgages, caveats, notices, notes, etc.
 - Ensure there are no encumbrances that would preclude the locatee from transferring his/her interest

- Access:**
 - Ensure that land parcel has legal access provided

- Family Homes on Reserves and Matrimonial Interests or Rights Act (MRP FORMS)**
 - Locatee(s) has completed *ASSESSMENT OF MATRIMONIAL REAL PROPERTY AND STATUTORY DECLARATION*
 - o Form has been properly witnessed AND commissioned
 - o Check accuracy of names and band numbers
 - If applicable, spouse or common law partner has completed *STATUTORY DECLARATION OF SPOUSE OR COMMON-LAW PARTNER*
 - o Form has been properly witnessed AND commissioned/notarized
 - o Check accuracy of names and band numbers

- Transfer of Land in an Indian Reserve Form:**
 - Correct legal land description
 - Correct Name & Band No.
 - Consideration: transfer must contain \$ amount
 - Correct signatures
 - All corrected errors must be initialed by all parties and witness
 - Affidavit is completed & commissioned

- Finished Package will Include**
 - Checklist on the front of the package
 - Two (2) copies of the Application Page generated by Citrix Indian Lands Registry System
 - Copy of the Parcel Abstract
 - Copy of the Survey
 - Completed Transfer Form
 - Completed MRP Forms

** Ensure you keep a copy of the package in your local First Nation Lands File **

Additional Notes:

Lands Department Signature:	Date:
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