

## User Guide: Client Application Form for New Firms

This guide outlines the details of The Property Registry's (TPR) Client Application Form for **new firms**.

If you have an existing firm number, please use this [guide](#).

Client Application Form

New Firm

Existing Firm

### Firm details

Firm Name

**Firm name:** The name of your company or organization.

Select the option that best describes your business

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Agriculture             | <input type="checkbox"/> Federal Government        | <input type="checkbox"/> Research             |
| <input type="checkbox"/> Appraisal (Real Estate) | <input type="checkbox"/> Municipal Government      | <input type="checkbox"/> Resource Company     |
| <input type="checkbox"/> Crown Corporation (MB)  | <input type="checkbox"/> Provincial Government     | <input type="checkbox"/> Software Development |
| <input type="checkbox"/> Crown Corporation (Fed) | <input type="checkbox"/> Land Registry             | <input type="checkbox"/> Surveyors            |
| <input type="checkbox"/> Developer               | <input type="checkbox"/> Legal                     | <input type="checkbox"/> Title Insurance      |
| <input type="checkbox"/> Education/School        | <input type="checkbox"/> Real Estate               | <input type="checkbox"/> Title Search         |
| <input type="checkbox"/> Environmental Services  | <input type="checkbox"/> Railway                   | <input type="checkbox"/> Utilities            |
| <input type="checkbox"/> Financial               | <input type="checkbox"/> Retail, Sales and Rentals |   |

**Business type:** Select the option that best describes your business.

**Firm contact:** Your firm's primary contact person.

Firm Contact

Given Name

Middle

Surname

**Address:** Your firm's mailing address including city, province, country and postal code.

Address

**WLTO box no:** Your mail box number in the Winnipeg office (if applicable).

City Province Country Postal Code WLTO Box No (if available)

<input type="text"/>	Manitoba	Canada	<input type="text"/>	<input type="text"/>
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**Primary phone:** Your firm contact's main phone number.

Primary Phone and Email Address

Phone +  1  204  Extension  E-Mail

**Primary email address:** Your firm contact's main email address.


### Services

Select all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Titles Online              | - Search and order copies of land titles and instruments   |
| <input type="checkbox"/> eRegistration              | - Submit land titles documents for registration  |
| <input type="checkbox"/> Documents Online           | - Search and order copies of instruments   |
| <input type="checkbox"/> Personal Property Registry | - Search, order and register personal property documents   |
| <input type="checkbox"/> Survey Plans Online        | - Search and order copies of land titles plans   |
| <input type="checkbox"/> Plan Deposit Submission    | - Submit land titles plans for registration<br>(must have a Manitoba Land Surveyor in your firm) |

## Account information

<input checked="" type="checkbox"/> Create New Account	Account Statement	Email Frequency	+ -
<input type="checkbox"/> Personal Property Registry	<input type="checkbox"/> View Online		
<input checked="" type="checkbox"/> Land Titles Office (LTO)	<input checked="" type="checkbox"/> View Online	<input checked="" type="radio"/> None	<input type="radio"/> Weekly
<input type="checkbox"/> Deposit Account Top-up			<input type="radio"/> Monthly
<input type="checkbox"/> Electronic Funds Transfer			

Use the  button to add additional new accounts

**Create new account:** All firms need at least one account. If you apply for Personal Property Registry access you will need at least one personal property account. For all other services you require at least one land titles office (LTO) account.

**Personal Property Registry account:** Statements are online only.

**Land title office (LTO) account:** Your account administrator will automatically be granted access to view the account statements online, at any time. If you select the weekly or monthly frequency options statements will also be emailed to the same account administrator.

**Deposit account top-up:** Allows TPR to top up your LTO account by pulling funds from the bank account of your choosing once the balance in your LTO account reaches a pre-defined minimum level. The first top-up will be withdrawn after your application is processed (5 – 10 business days).

**(1) Financial institution information:** Complete the name, transit number, institution number and bank account number fields. Once printed, have your financial institution complete the rest of the fields on the application form, sign and stamp in the areas provided. Alternatively your financial institution may opt to provide you a separate printed copy of this information.

Name	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	Province	<input type="text"/>
		Postal Code	<input type="text"/>
Financial Institution Official's Name	<input type="text"/>		
Financial Institution Official's Position	<input type="text"/>		
Financial Institution Official's Signature	Date	<div style="border: 1px solid black; padding: 10px; text-align: center;">Place Bank Stamp Here</div>	
<input type="text"/>	<input type="text"/>		
Transit Number	Institution Number		
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**(2) Minimum balance amount:** When your deposit account balance hits your designated minimum, TPR will top up your LTO account to the maximum balance amount you select.

Minimum Balance	<input type="text"/>	Maximum Balance	<input type="text"/>
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**Electronic funds transfer (EFT)** (coming in December 2017): Allows TPR to automatically withdraw the fees for registrations and tax submitted through eRegistration directly from the bank account of your choosing.


**(1) Financial institute information:** Please have your financial institution complete, sign and stamp in the areas provided (same fields as deposit account top-up above). Alternatively your financial institution may opt to provide you a separate printed copy of this information.

**(2) Account name:** Choose a name that will help users identify your EFT account when paying for fees and land transfer tax in eRegistration (for example: trust account or general fees).

Account Name
Choose a name that will help you identify your EFT account when paying for fees and land transfer tax.
<input type="text"/>

## User information

<input checked="" type="checkbox"/> Add user access						
Given Name	<input type="text"/>	Middle	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	
Surname	<input type="text"/>					
Phone +	<input type="text" value="1"/>	<input type="text" value="204"/>	<input type="text"/>	Extension	<input type="text"/>	
E-Mail	<input type="text"/>					
Notification E-Mail	<input type="text"/>				Surveyor Licence No. (if applicable)	<input type="text"/>
Select a secret question						
<input type="text"/>						
Secret Answer						
<input type="text"/>						
Designate this user as:						
<input type="checkbox"/> Firm Administrator (adds and removes users on behalf of your firm)						
<input type="checkbox"/> Deposit Account Administrator (accesses and receives accounting reports and maintains the list of authorized deposit account users)						

Use the  button to add additional users

**Full name and phone number:** For each user provide contact information including full name and phone number.

**Email:** User's individual email address.

**Notification email:** Email address the user wants notification emails to go to (such as emailed status of titles). The notification email may not be relevant to your firm (such as a general email inbox) or may be the same as the user's individual email address.

**Surveyor licence number:** At least one user is required to have a surveyor licence number for a firm to access Plan Deposit Submission.

**Secret question and answer:** Each user needs to select a question from the dropdown list and provide the corresponding answer for secure identification.

**Designate user as options:** Indicate which user is the firm administrator and/or the deposit account administrator.

## The Property Registry user terms and conditions

[\\* I agree to the User Terms and Conditions in the Terms of Use agreement.](#)

You must read and agreed to the terms and conditions in order to print and submit the Client Application Form.

## Authorization

Signing Officers		
Name (Print)	Signature	<input type="checkbox"/> Deposit Account Top-up
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Electronic Funds Transfer <input type="button" value="+"/> <input type="button" value="-"/>
Administrator is the individual authorized to add and remove users on behalf of the firm.		
Firm Administrator (Print)	Signature of Firm Administrator	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mail to/ Drop at: The Property Registry, 276 Portage Avenue, Winnipeg MB, R3C-0B6/Attn: Client Services Manager. DO NOT EMAIL OR FAX		

Use the  button to add additional signing officers

**Signing officers:** If you select electronic funds transfer (EFT) and/or top-up, **all** of the people who have signing authority for the bank account provided must sign the Client Application Form. Use the check boxes beside each signing officer's name to indicate if they are the signing officer for top-up, EFT or both.

**Firm administrator:** The firm administrator must sign the Client Application Form.

## Additional tips

1. Application forms that don't contain banking information can be emailed to [tprclient@tprmb.ca](mailto:tprclient@tprmb.ca).
2. If you are applying for top-up and/or EFT, forms must be mailed or dropped off at:  
The Property Registry, 276 Portage Avenue, Winnipeg MB R3C 0B6  
Attention: Client Services Manager
3. Anyone in your firm who is expected to use, oversee or manage access to TPR's online services and/or accounts needs a user ID.  
This includes anyone who:
  - ✓ Searches TPR's online services
  - ✓ Registers using TPR's online services
  - ✓ Is the firm administrator
  - ✓ Is an deposit account administrator
  - ✓ Is a supervising lawyer to land titles transactions
4. Some fields in the application form are mandatory. Any field that is mandatory must be completed before the form will validate and print.
5. Need more help? Email us at [tprclient@tprmb.ca](mailto:tprclient@tprmb.ca).