



Pending Registration Queue

Processes for deficiencies, extensions, consent and recalls

Overview

The Land Titles Pending Registration Queue (PRQ) provides the option of closing real estate transactions as soon as the Land Titles Office has received the registration documents, so the parties to a transaction do not need to wait until registration is complete. The PRQ guarantees that a party registering an interest in a property maintains their position in the workflow of the Land Titles Office.

If documents are deficient, the Land Titles Office will return them to the submitter for correction. Submitters have 30 days from the original deficiency date to correct the documents and complete their registration. Extensions can be requested, and documents may also be recalled from the queue, if necessary.

Notice of Deficiency

If documents require correction, the Land Titles Office will send the Document Registration Request (DRR) package back to the submitter with a Notice of Deficiency, which includes:

- the date DRR was made deficient.
- the name, phone number and email for the Land Titles analyst who is working on your registration
- a list of deficiencies found in the documents submitted

If corrected documents are not returned to the Land Titles Office within 30 days of the deficiency date, the DRR will expire and a new submission will be required. If a new submission is required, submitters will lose their original position in the Pending Registration Queue and will be given a new place in line.

Questions about a Notice of Deficiency can be directed to the noted analyst using the phone number or email provided. If the analyst is away, questions may be sent to: LTO@gov.ab.ca or LTOS@gov.ab.ca. Emails must indicate in the subject line that the request is about a Notice of Deficiency, and must include the DRR number.

Extension process

An extension request process is available for submitters who are unable to correct the noted deficiencies within the required 30 days.

To request an extension, email the Land Titles Office before the DRR expires, using the subject line: *Urgent: Extension Request DRR#*. The following information must be provided:

- Legal Land Description(s)
- The reason for the extension request, including confirmation that the requested changes cannot be completed
- Length of the requested extension, including an acknowledgement that documents will be resubmitted within that timeframe
- Identify any subsequent submissions

Requesting consent from others in the PRQ

If your DRR requires modification and there are subsequent submissions from others in the Pending Registration Queue, consent is required from those submitters before your modified DRR can be resubmitted.

If the subsequent submission is a discharge, consent is not required, as the party is disposing of their interest in title.

Consent is confirmation to Land Titles that others who have requested a registered interest in the same title agree that your modified DRR should maintain its priority. If the modified DRR will affect another's registration or other submitters do not agree that it should maintain priority, they can withhold consent and your DRR will wait until subsequent submissions are processed.

To find out if there are submissions behind yours in the PRQ, search the Pending Registration Request List in SPIN2 under the Document Registration Request tab. If there are pending registrations for the Land ID, a printable list is provided, including contact information for the person who submitted the registration request.

Contact any submitters who have filed subsequent registration requests, and ask them to fill in and sign the required consent form. [PRQ Consent to Register \(alberta.ca\)](#)

Submitting consent forms

If providing a hard copy paper submission, submit one consent form, and Land Titles will copy and attach it to each document.

If providing an e-submission through Alberta Land Titles Online (ALTO), the consent must be attached to each of the documents in your submission. It does not matter if the consent is the first or last page of the document.

If your corrected registration documents are returned to Land Titles without all of the required consents, your DRR will be held with the analyst until the PRQ is cleared of the subsequent submissions. If you have any questions regarding your submission please contact the analyst that provided the Notice of Deficiency.

Recalling documents from the PRQ

Documents can be recalled from the Pending Registration Queue if:

- they have not yet been examined by an analyst; or
- they have been returned with noted deficiencies and you do not intend to correct the deficiencies and re-submit the documents.

If you are an ALTO user, you can recall unexamined DRRs using the ALTO application. If your DRR has been examined you must follow the below process.

If you need to recall unexamined documents, or if you do not intend to correct the deficiencies and need to remove the file from the queue, email a letter on your (or your company's) letterhead to LTO@gov.ab.ca or LTOS@gov.ab.ca. Emails must be sent no later than 3:30 p.m., and the subject line should indicate this is a request to recall a DRR. The letter included in the email must contain:

- the DRR number
- the legal description(s) of the land
- intent (e.g. "Removing unexamined documents from the queue" or "removing a deficient file from the queue")
- the following statement: "We are aware we will lose priority once the documents are removed from the queue."

Once the recall request is received, the Land Titles Office will find all unexamined documents under the DRR, remove the files from the queue, and return them to you by the method noted on the Document Registration Request (e.g. call box, mail).

If your request is to remove an unreturned deficient file from the PRQ, the Land Titles Office will delete your documents from the queue.

Land Titles Assurance Fees

Land Titles Assurance Fees are created by the *Land Titles Act* for payment of claims by people who have been deprived of their interests in land as a result of mistakes by the registrar or wrongful acts of third parties, and who are prevented by the Act from suing to recover those interests.

The PRQ has enhanced transparency of potential interests to be registered on a title. If you have correctly populated the PRQ and been deprived of an interest, information about the assurance claims process can be found on the [Assurance Fees](#) page of Alberta.ca.