

Ministry of Public and Business Service Delivery and Procurement
Business Experience & Registries Services Division | Land Registry Services Branch

Land registry guidance and terminology

Table of Contents

Teraview2

 What you can do in Teraview2

 Register documents2

 Get help with Teraview3

OnLand.....3

 What you can do in OnLand.....3

 Get a copy of documents registered on your property title3

 Get a refund for search fees.....4

 Help with OnLand.....4

 Support hours.....4

General help.....5

 Get help with your documents5

 Check the status of a registration5

 Remove a registered owner from your property title5

Order a copy of your property survey or Surveyor's Real Property Report.....	6
Municipal addresses on Ontario's land registry	6
Terms and definitions.....	7

Teraview

What you can do in Teraview

Teraview is a secure online application used by authorized professionals to complete land registry related tasks. Each user has a unique electronic access key that records their activity so every land transaction can be traced back to the person who effected the registrations.

With Teraview, authorized users can:

- search title records
- create and register documents for registration
- view and print instruments, plans and official parcel registers
- search for writs of execution

Register documents

Only authorized Teraview account holders (such as lawyers, conveyancers, surveyors or other professionals and financial institutions) can register documents in Ontario's land registry.

If you are an account holder or representative and need guidance on the process to register documents, visit the [eReg Guide](#).

Get help with Teraview

If you're a Teraview Account Holder or an Account Holder Representative and need help with a system related issue, you can:

- call Teranet at 1-800-208-5263
- email at info@Teraview.ca

For guidance with registration policy and procedures, visit the [eReg Guide](#).

OnLand

What you can do in OnLand

OnLand is a virtual land registry office. You can search, view and download land records online for a fee. It also includes historical books, documents and property title records.

For more information about fees, visit [OnLand Help Centre - Payment and Pricing](#).

Get a copy of documents registered on your property title

To order a copy of a registered document, you need the registration number for the instrument which is listed on the parcel register for your property.

- If you already know the registration number, you may order copies without purchasing a parcel register.

Get a refund for search fees

You may be eligible for a refund if you:

- searched the wrong record
- did not get a confirmation email

For help, contact OnLand Technical Support at:

- 1-844-966-5263

Help with OnLand

If you have questions about using OnLand (such as how to view a document or navigate the system), contact OnLand Technical Support at:

- 1-844-966-5263

For questions about land registry records (such as a missing or illegible record in OnLand), contact ServiceOntario:

- submit a question using the OnLand feature, [General Questions](#)
- call: 1-888-278-0001

Support hours

Monday to Friday, 8:30 a.m. to 5:00 p.m. EST
(Excluding statutory and government holidays)

General help

Get help with your documents

Land registry records are complex. ServiceOntario cannot search or interpret records, or give legal advice about any property in the province. You may want to contact a professional such as a real estate lawyer, title searcher or surveyor.

For legal assistance, the [Law Society Referral Service](#) can connect you with a lawyer or paralegal for a free 30-minute consultation, if a match is available.

If you are unable to use the online service, you may call Monday to Friday, 9 a.m. to 5 p.m. Eastern time:

- 416-947-5255
- Toll-free: 1-855-947-5255

Check the status of a registration

- If someone registered documents on your behalf in Teraview, contact the authorized user to check the status.
- If you are the authorized user, you can view the real-time status in your Teraview docket.
- ServiceOntario cannot give status updates on any land registrations.

Remove a registered owner from your property title

If you want to remove a registered owner from your property title, contact a lawyer.

Order a copy of your property survey or Surveyor's Real Property Report

Property surveys and Surveyor's Real Property Reports show property lines and fixed structures like buildings, fences and retaining walls. These types of survey plans are not required to be registered in Ontario's land registry.

To get a copy of your survey, you can contact a licensed land surveyor.

Municipal addresses on Ontario's land registry

- Municipal addresses are not an official part of Ontario's land registry.
- They may appear on records as additional information.
- Land registry records are based on the geographic descriptions, not municipal addresses.
- ServiceOntario accepts and updates municipal addresses based on the information provided in a land transfer registered by authorized Teraview account holders or their registered users.

Terms and definitions

Certified copy: A true copy of an original or electronic title record containing an endorsement or certificate. It is sometimes required for court proceedings regarding a land interest.

Geographic description: Geographic description generally contains a combination of lot and plan, lot and concession, township or municipality, unit and level and condominium plan or parcel and section. You can find this information on your title deed, property tax notice or other land document.

Historical books: They are original paper property records registered before the introduction of Ontario's Electronic Land Registration System. They go back to when the land was first granted by the Crown.

Instrument: A legal document — like a mortgage or transfer of ownership — registered on a parcel of land in the Land Titles or Registry Systems.

Land Titles System: The system of electronic title registration created by the Land Titles Act. There are 2 different registration systems in Ontario. The other is the Registry System.

LRO: Land Registry Office

Parcel: A division of land in the Electronic Land Registration System. Each parcel has its own register in which documents related to that parcel of land are recorded.

Parcel register: Also known as an abstract, it lists all active instruments since Ontario's land records were automated from paper to electronic. It shows the legal description, Property Identification Number (PIN), current property owner(s), the percentage and type of ownership, and history of documents registered against a property as of the date of the search.

Plans: A graphic illustration of land, prepared by a land surveyor that references the geographic units which comprise and legally describe it. There are many types of survey plans made for different purposes.

Property Identification Number: A unique 9-digit number assigned to each property. It includes a 5-digit block number and a 4-digit property number.

Registry System: Ontario's older land registration system, created under the Registry Act. Titles must be searched for a 40-year period to confirm ownership in this system. There are 2 different registration systems in Ontario. The other is the Land Titles System.

Survey: To advise or report on, conduct or supervise the conducting of measurements to establish, locate, define or describe lines, boundaries or corners of parcels of land or land covered with water. It is also used as a short-hand for a plan of survey.

Teranet Inc.: The exclusive technology provider that facilitates the delivery of Ontario's Electronic Land Registration System.

Title: A legal term for ownership or lesser rights held by a person, corporation or entity.