



Important Notice Regarding an Increase in Document Errors

August 8, 2008

Land Titles has noted an increase in document errors resulting in rejection. To effectively meet registration and customer demands, we must significantly reduce the number of rejected documents. We need you to ensure that every document you submit to the Land Titles Office can be registered. Please practice diligent quality control and take the extra time to double-check your documents before you submit them to Land Titles. For information on registration requirements, view the Land Titles Office Procedures Manual online at <http://www.servicealberta.gov.ab.ca/595.cfm>.

For convenience, Land Titles has provided a list of the most common rejection reasons, a checklist for common errors and a preparation checklist for the most common documents submitted for registration. These checklists are available on the Land Titles [SPIN 2 News](#) website.

Alberta Land Titles

Please Note: It is very important that this notice be forwarded to all parties within your organization who deal with Land Titles.