



LAWYER  
DONE DEAL  
CORP.™

# RealtiWeb® Ontario Title and Writ Search User Guide

**Contents**

- Your First Title Search ..... 1
- Log in to Title Search..... 2
- SEARCHING FOR PARCELS ..... 3
  - Ordering A Parcel Register ..... 3
- VIEWING PARCEL DETAILS ..... 4
  - Instruments Referenced in Property Description or Remarks Section ..... 5
- SYNC TITLE AND PARCEL INFORMATION IN REALTIWEB ..... 6
  - Title Information ..... 6
  - Parcel Information .....7
- WORKING WITH ABUTTING PARCELS .....8
  - Viewing Abutting Parcel Details..... 10
  - Common Names in Transfer History..... 10
- DEALING WITH INSTRUMENTS ..... 11
  - Ordering Instruments..... 11
  - Match Instruments To RealtiWeb Issue Types..... 12
  - Activate Instruments in RealtiWeb Issues List ..... 12
  - Easier Requisition Letters..... 12
- SUBSEQUENT SEARCHES ON YOUR SUBJECT PROPERTY ..... 13
- OTHER SEARCH TYPE..... 13
- WRIT SEARCH ..... 14
  - Search by Name ..... 14
  - Search by Execution Number ..... 14
- OTHER FUNCTIONS ..... 14
  - Search Activity..... 14
  - Docket Summary ..... 14

## YOUR FIRST TITLE SEARCH

From the **Basic Screen** click on the tab marked **Title Search** to bring up the search screen. If you have not yet entered a Land Registry Office (LRO) for the subject property in your file, select the appropriate LRO by clicking on the database icon beside **LRO**.

Any PINs you have already entered into your file will be displayed. To search by PIN, select one of the existing PINs or enter your own in the space provided. Click on the blue **Search** button.

**Title Search** LRO: Toronto (66) 

<a href="#">New Search</a>	Search Results	Search Activity	Docket Summary	Change Password
----------------------------	----------------	-----------------	----------------	-----------------

**Search By**

- | PIN**
- Address
- Owner Name
- Instrument / Plan
- List Names
- Pull Instrument

Select a PIN or enter a new one to search.

---

Search

## LOG IN TO TITLE SEARCH

### *Docket ID and Docket Name*

The Docket ID comes from your RealtiWeb **File Number**, but it is truncated to the first 10 characters. You can overwrite it at this time if you choose. The **Docket ID** must be a unique set of 10 characters from any other Docket IDs previously associated to your Teranet® account.

**NOTE:** *If you change the Docket ID **after** you've performed your first search in a file, this will create a new docket in Teranet because the Docket ID governs the billing. Best practice is to **not change** the Docket ID after you've performed your first search in this file.*

The Docket Name comes from your RealtiWeb **re: line** and shortened to 50 characters by the system. The **Docket Name** can be overwritten, but the 50 character limit remains.

### *LRO*

If you have already selected a Land Registry Office, the **LRO** will be pre-populated.

**NOTE:** *Make sure that the **LRO** corresponds with the subject property's location. Click on the **Database** icon to select from the **Registry Office Database**.*

### *Account, Username and Password*

The Account, Username and Password are pre-populated from your **User Settings**.

## Log in to Title Search

---

Docket ID	<input type="text" value="IW TC"/>
Docket Name	<input type="text" value="p/f"/>
LRO	<input type="text" value="Toronto (66)"/> 
Account	<input type="text" value="liddtest"/>
Username	<input type="text" value="sgayne01"/>
Password	<input type="password" value="●●●●●●●●●●"/>
	<input type="button" value="Login"/>

\* You can now store your details in [User Settings](#).

## SEARCHING FOR PARCELS

Although the default search is by **PIN**, you can also search for parcels by **Address, Owner Name, Instrument, Condo Plan # or Subdivision Plan #**. When applicable, information you have already entered into your file will be used to pre-populate your search options. Your search can be based on whatever information you wish to use.

### *Searching by Address, Owner Name or Instrument/Plan*

Using one of these 3 options, you have the option to manually enter information under each of these search methods. Regardless of which search method you select under **Obtain Parcel By**, you will always be taken to a list of PINs found.

**NOTE:** When searching by **Owner Name**, syntax matters. Be sure to insert a “,” after you type their last name. The comma will denote to the system that you are searching an individual and not a corporation. As well, only an exact owner name match will yield results here; to search using a partial name, use the **List Names** option under **Other**.

## ORDERING A PARCEL REGISTER

After performing any of the 4 types of **Parcel Searches** noted above, you will be shown a list of **PINs** (with address and legal description). Click on **Purchase**.

**Title Search**      **Docket ID:** IW TC      **Balance:** \$8,999,833.03       **LRO:** Toronto (66) 

New Search	<b>Search Results</b>	Search Activity	Docket Summary	Change Password
------------	-----------------------	-----------------	----------------	-----------------

PIN	21362-0165 <input checked="" type="checkbox"/>	Status
Address	108 GILMOUR AVE	Active
Legal	PT LT 11 PL 822 WEST TORONTO JUNCTION AS IN CA741907; CITY OF TORONTO	

Include Deleted Instruments

To buy parcel register(s), select PIN(s) from the results above and click the Purchase button. You may need to include deleted instruments if doing an abutting land Planning Act search or to determine the existence of fraudulent title activity.

**Purchase**

## VIEWING PARCEL DETAILS

After you have purchased a **Parcel Register**, you will see the **Parcel Details** including: Registered Owner(s); Property Description; Conversion date and Qualifier; and the Transfer History of the subject property.

Any previously purchased Parcels will appear in the left hand column. The most recently purchased will be at the top of the list. Clicking on a PIN will load its Parcel Details.

From this screen, you are able to:

1. Purchase a **Map of Abutting Parcels**
2. Order Instruments
3. Sync the owner and property information with your file.

**Title Search**      Docket ID: IW TC      Balance: \$8,999,833.03      LRO: Toronto (66)

[New Search](#)    [Search Results](#)    [Search Activity](#)    [Docket Summary](#)    [Change Password](#)

**Parcels**  
| 21362-0165

**PIN: 21362-0165**    Sync    Map of Abutting Parcels    Planning Act Tips

Searched      ON 2022/02/22 AT 09:49:09  
Registration Type      Land titles

Owner(s)	Capacity	Share
WARWICK, HENRY	JTEN	
SCANNELL, BETH	JTEN	

Property Description      PT LT 11 PL 822 WEST TORONTO JUNCTION AS IN CA741907; CITY OF TORONTO  
Remarks  
Conversion      2002/12/16  
Qualifier      LT CONVERSION QUALIFIED

**Transfer History**

Date	From	To
2001/09/14	* *** COMPLETELY DELETED ***	* OSVATH, ANDREW * LANDON, KATHRYN
2005/07/29	* *** COMPLETELY DELETED *** * LANDON, KATHRYN * OSVATH, ANDREW	* DOWDS, CLAIRE * DOWDS, MARK
2008/06/30	* DOWDS, CLAIRE * DOWDS, MARK	* WARWICK, HENRY * SCANNELL, BETH

### THE PARCEL REGISTER PDF FILE

Even though the information from the parcel register is displayed on this screen, you can refer to the PDF by clicking on the icon beside the PIN. This displays the PDF of the parcel abstract for you to view, print or save to your desktop.

The bottom section of the screen shows a table of the **Instruments** associated with this PIN. How to work with them is covered in the [DEALING WITH INSTRUMENTS](#) section of this guide.

## INSTRUMENTS REFERENCED IN PROPERTY DESCRIPTION OR REMARKS SECTION

Sometimes an instrument is referenced but not attached to the Instrument List. Those instruments are indicate in blue.

Property Description PARCEL 125-1, SECTION [M1207](#) LOT 125, PLAN 66M1207  
SCARBOROUGH , CITY OF TORONTO

Remarks

Conversion 1991/07/29

Qualifier ABSOLUTE

Clicking on the blue instrument number adds it to the bottom of the list of instruments.

### Instruments

Show Deleted

Number	Registered	Status	Type	Remarks	Match	
 A256117	1968/12/03	✓	BYLAW		 	
 A332505	1971/10/20	✓	TRANSFER		 	

### The following instrument(s) have been manually attached

 M1207					 	
ID: 2944962		Non Registered	Pages: 1	 <a href="#">Purchase</a>		

## SYNC TITLE AND PARCEL INFORMATION IN REALTIWEB

PIN: 06130-0003 

 Sync

 Map of Abutting Parcels

 Planning Act Tips

Searched

ON 2022/03/04 AT 16:41:23

Click on **Sync** to match the information you may already have in your RealtiWeb file.

Sync Title Search

Sync

### Title Information

Name on Title	Action
Domenichini, Vincenzo	Add as Registered Owner and as per Agreement ▼
Domenichini, Lucia	Add as Registered Owner and as per Agreement ▼

### Parcel Information

Exclude  Set As Primary Property  Append New Property

PIN

06130 - 0003

Property Type

Freehold (Fee Simple) ▼

Registry System

Registry  PDFR  Land Titles Absolute  LTCQ

Property Description

PARCEL 125-1, SECTION M1207 LOT 125, PLAN 66M1207 SCARBOROUGH ,  
CITY OF TORONTO

### TITLE INFORMATION

**Add as Registered Owner and as per Agreement:** Syncs this name both as the Registered Owner and as the Vendor name on the Agreement of Purchase and Sale. This assumes you have not added Vendor/Registered Owner names to your file yet.

**Replace Existing Registered/Agreement Name:** Assuming you've entered Vendor names when you created your file, this selection allows you to replace the Vendor/Registered owner names you entered with the registered owner name for this person.

**Add as Registered Owner Only:** The system creates a record for this person with only the Registered owner name. You would make this selection if this vendor was not on the Agreement.

**Exclude:** This selection means you don't wish to create a record for this registered owner, either because they aren't on title or because you have already added the names correctly for this person, as vendor and registered owner.

## **PARCEL INFORMATION**

Your selection options on this section of the screen include: Exclude; Set as Primary Property; Append New Property. Typically you will choose **Set as Primary Property**. You can select **Append** if you wish to add this as an additional property to the RealiWeb file. Click on **Exclude** only if you do not want to include any of the information that appears.

Confirm the rest of the parcel information, including the property description and then press the blue **Sync** button.

## WORKING WITH ABUTTING PARCELS

### *Planning Act Tips for Abutting Parcels*

Hovering your mouse over the question mark icon will display a message which provides guidance on **Abutting Parcel Searches**. The messages displayed explain why an abutting search may or may not be recommended. For a PDF explaining complete details on these messages, click on the blue [Planning Act Tips](#) link in RealtiWeb.

### *Purchase map of abutting parcels*

You can purchase the map of abutting parcels by clicking the button circled below.

[PIN: 06130-0003](#)  [Sync](#)  [Map of Abutting Parcels](#)  [Planning Act Tips](#)

Searched ON 2022/03/04 AT 16:41:23

Below is a sample map of abutting parcels that would appear.

PIN: 4 Abutting parcels found.

[Back to Parcel Details](#)  [Enlarge Map](#)



Below the map are the details of all the abutting parcels. Click on a blue **PIN** to purchase the corresponding Abutting Parcel Register.

The abutting parcel types identified below appear to be the whole of a Lot /Block/Unit within a registered plan of subdivision/condominium so it may not be necessary to search these parcels for Planning Act purposes.

PIN	06130-0002 
LRO	80
Type	Regular Parcel
Address	3 FERNCREST GATE
Legal	PARCEL 124-1, SECTION M1207 LOT 124, PLAN 66M1207 SCARBOROUGH , CITY OF TORONTO

---

PIN	06129-0292 
LRO	80
Type	Road
Address	
Legal	PCLS PLAN-1 & 1'RES-1 SECT M1207; PCL PLAN-1 SECT M1337 CORINTHIAN BLVD DEDICATED BY PLANS 66M1207 & 66M1337; BLK P PLAN 66M1207 SCARBOROUGH

**Note:** In certain instances, you will notice a yellow explanatory text above the abutting parcels.

This has been programmed to provide guidance on the necessity of purchasing the parcel registers for these PINs. For complete details on the programming logic of these messages, please see the **Tier 2 Logic** area of the **Planning Act Tips** document.

## VIEWING ABUTTING PARCEL DETAILS

After purchasing an abutting parcel, you will be taken to the parcel details screen. All abutting parcels purchased will appear on the parcel details screen and will be indented and listed below the subject property. The PIN you are currently viewing is differentiated in the navigation.

**Parcels**

- 06241-0275
- 06130-0003
- | 06130-0002**
- 07001-0001
- 07001-0002
- 07001-0001

**PIN: 06130-0002** 

[Sync](#) [Planning Act Tips](#)

---

Searched ON 2022/03/04 AT 16:54:24

Registration Type Land titles

Owner(s)	Capacity	Share
INDIRALINGAM, PONNUDURAI	ROWN	

---

Property Description PARCEL 124-1, SECTION M1207 LOT 124, PLAN 66M1207 SCARBOROUGH , CITY OF TORONTO

Remarks

Conversion 1991/07/29

Qualifier ABSOLUTE

If any abutting parcel is the subject of a Planning Act consent, the primary parcel may be the whole of the remainder parcel which must be conveyed before the consented parcel.

## COMMON NAMES IN TRANSFER HISTORY

If the transfer history of the abutting and subject parcels reveal common names, the matching names will appear in **bold, blue text**. Moving your mouse over the matching name will reveal details in a red box. For complete details on the programming logic of these messages, see the **Tier 3 Logic** area of the [Planning Act Tips](#) document.

## DEALING WITH INSTRUMENTS

On the **Parcel Details** screen, you will see a list of instruments below the **Transfer History**. If you have opted to **Include Deleted Instruments** on your search, both Active and Deleted Instruments are shown. If you prefer, you can adjust the setting to display only **Active Instruments**. At the top right corner of the title bar, uncheck the box beside **Show Deleted** to do so. The column labelled **Status** shows a check mark ✓ for an Active Instrument or an **X** for a Deleted Instrument.

**Instruments** Show Deleted

Number	Registered	Status	Type	Remarks	Match
 E144484	1998/01/26	✓	NOTICE		  
 E318548	2000/03/31	×	CHARGE		  
 E318549	2000/03/31	×	CHARGE		  
 E431497	2001/07/10	✓	PLAN DOCUMENT	*SUBDIVISION PLAN 66M-2369	  
 66M2369	2001/07/10	✓	PLAN SUBDIVISION	*ASSOC WITH PLAN DOCUMENT E431497	  

## ORDERING INSTRUMENTS

For each instrument you would like to order, click on the icon to the left. When you click on it you will see the instrument details (Document ID, Type and number of Pages).

**Instruments** Show Deleted

Number	Registered	Status	Type	Remarks	Match
 E144484	1998/01/26	✓	NOTICE		  
 E318548	2000/03/31	×	CHARGE		  
 E318549	2000/03/31	×	CHARGE		  
 E431497	2001/07/10	✓	PLAN DOCUMENT	*SUBDIVISION PLAN 66M-2369	  

ID: 1143849    Non Registered    Pages: 4     **Purchase**

Click on **Purchase**. The system will purchase the document. The section will collapse and the icon will change to a PDF icon which will allow you to open the purchased document.

### **MATCH INSTRUMENTS TO REALTIWEB ISSUE TYPES**

This time saving feature allows you to focus on only those instruments you want to deal with in RealtiWeb at this time. You can always come back to this screen at a later point to deal with other instruments as you require.

When possible, instruments are automatically matched the the issues list in RealtiWeb. Hovering over the icon displays how the instrument has been matched.

Instruments not automatically matched can be matched by clicking on the icon to begin the matching process.

### **ACTIVATE INSTRUMENTS IN REALTIWEB ISSUES LIST**

To activate a matched instrument in the Issues List, click on the slider icon.

### **EASIER REQUISITION LETTERS**

After activating the instrument, add the necessary clauses into your documents, for example your requisition letter.

Click the type of the instrument to open the Issues WorkBench™. This works exactly as it does in the Issues list. [Read how to use this screen in the LDD Knowledge Base™.](#)

## SUBSEQUENT SEARCHES ON YOUR SUBJECT PROPERTY

When you perform a subsequent search of a previously searched Parcel within your file, RealtiWeb intelligently informs you of anything that has changed from your last search. The Parcel Details screen indicates the date and time of your previous search.

## OTHER SEARCH TYPE

Returning to the initial title search screen, there are additional options to search by, owner names and instruments.

### *LIST NAMES*

To find an exact owner's name as listed in the registry, click on **List Names**. After searching, a list of matching names is displayed. Click on the name of a person to display a list of PINs associated with that registered owner.

### *PULL INSTRUMENT*

To download documents associated with a specific instrument number (without purchasing a parcel register), click on **Pull Instrument**. Enter the instrument number and search.

The results screen shows all the documents associated with that instrument. Continue to purchase the document. Afterwards, you'll be able to view the document.

## WRIT SEARCH

You can search by names already entered in your RealtiWeb file or by manually entering a Name or Execution Number. You can enter as many names as you would like to search in the text boxes provided.

### SEARCH BY NAME

Select the Name(s) and click on **Search**. The results screen lists the name of each person in the left hand navigation. Click on a name to view their details. Clicking on an Execution # will order and display the Writ Details Report in PDF format for that particular execution.

### SEARCH BY EXECUTION NUMBER

When you search by execution number, the returned results include the Writ Details Report plus the Certificate No., Issued and Effective Dates.

## OTHER FUNCTIONS

### SEARCH ACTIVITY

Click on this tab to obtain a current list of all searches performed on this file. Click on the PDF icon to view any purchased PDFs.

### DOCKET SUMMARY

The **Docket Summary** provides an accounting summary of all charges associated with your current **Docket ID**.