



Condominium Transforms in OLS



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Revision History

Version #	Revision Date	Summary of Changes	Pages Changed
1.3	June 13, 2014	Original release.	N/A



Formatting Note

In this manual, underlining is used to emphasize important points.

Bold type is used to identify key terms the first time they appear in the manual. It is also used for:

- The names of documents. The titles of standardized documents, such as forms, are capitalized as well as bolded.
- Computer applications.
- Specific screens, screen sections, buttons, menus, menu options and fields in those applications.

Italics are used for the titles of acts and regulations.

Green text is used for cross-references. If you are using an electronic version of this document, you can click on this text to go directly to the page number or section indicated.



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Overview

June 16th, 2014 saw legislative and business process changes for condominiums. Users can now complete condominium transforms in **Online Submission (OLS)**. Previously, only surface and mineral transforms were available in **OLS**.

The ability to set up an initial condominium complex from a transform approval certificate (TAC) has been integrated into the existing **Transforms** tab.

Once the TAC number you receive from Plan Processing is entered into the **TAC** field, the **Condominium Transform** screen will display, and you can fill in the necessary information.

The same rules apply when you are setting up a condominium transform packet in **OLS** as when you are using forms.

Target Audience

The target audience are customers who submit condominium transforms to ISC.

Course Objectives

After reading this manual, customers will be able to:

- Access OLS to create a condominium transform.
- Create an OLS condominium transform packet.
- Add residential and parking units.
- Correct errors when entering residential and parking units.
- Correct errors when adding residential and parking units.
- Set up each residential and/or parking unit within the transform.
- Edit condominium setups with the transform.
- Know which documents are required to register the condominium transform.

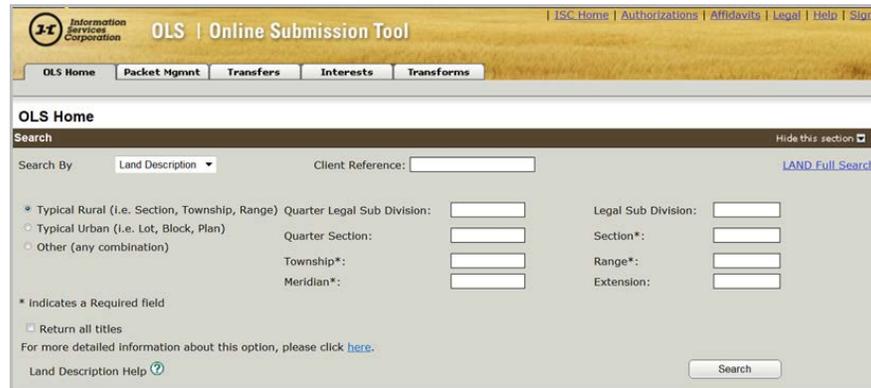


- Complete and submit the condominium transform packet.

How to Create a Condominium Transform

Accessing Condominium Transforms

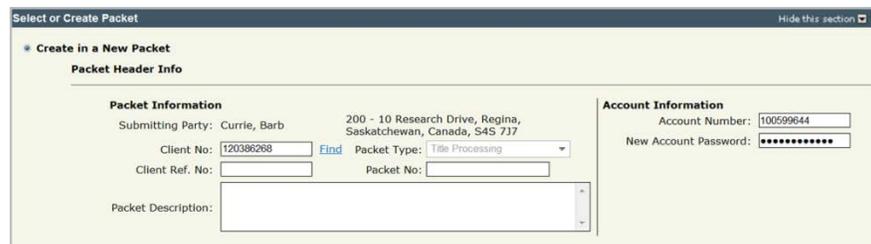
1. Select the **Online Submission (OLS)** link on the ISC website.
The **OLS Home** screen will display.



2. Choose the **Transforms** tab. The **Transforms** screen will display.



3. Click the **Create in a New Packet** radio button. The **Select or Create Packet** screen will display.



The **Select or Create Packet** section is effectively the same as a packet cover page in forms, and contains much of the same information.



An **OLS** packet acts like a container for your applications. The packet or container must be built before you can add applications to it.

The information you signed in to the website with automatically transfers to this screen. This information includes your name, your client number and your account number.

4. Enter information into the **Client Ref. No.** field and/or the **Packet Description** field. These fields should contain information that makes this packet easily identifiable.

The screenshot shows a web form titled "Select or Create Packet" with a "Hide this section" link. The form is divided into two main sections: "Packet Information" and "Account Information".

Packet Information:

- Submitting Party: Currie, Barb, 200 - 10 Research Drive, Regina, Saskatchewan, Canada, S4S 7J7
- Client No.: 120386268 (with a "Find" link)
- Client Ref. No.: 12345
- Packet Type: Title Processing (dropdown menu)
- Packet No.: (empty field)
- Packet Description: Condo Transform 100249400 - DA Enterprises Inc. (text area)

Account Information:

- Account Number: 100599644
- New Account Password: (masked with asterisks)

Buttons at the bottom: Save, Continue, Clear.

5. Click the **Save** or **Continue** button. A packet number will be generated upon selection of either of these buttons.

The screenshot shows the "Packet Header Info" section of the form, which is populated with the following information:

Packet Information:

- Submitting Party: Currie, Barb, 200 - 10 Research Drive, Regina, Saskatchewan, Canada, S4S 7J7
- Client No: 120386268
- Client Ref. No: 12345
- Packet Type: Title Processing
- Packet No: 500260744
- Packet Description: Condo Transform 100249400 - DA Enterprises Inc.
- Status: Draft
- Expiry Date: 25-Nov-2014

Account Information:

- Account Number: 100599644

How to Enter Information in a Condominium Transform

Take the following steps to enter your information:

1. Scroll down to the **Complete Transform(s)** section.
2. Enter information in the **Transform Description** field. This is an optional field.



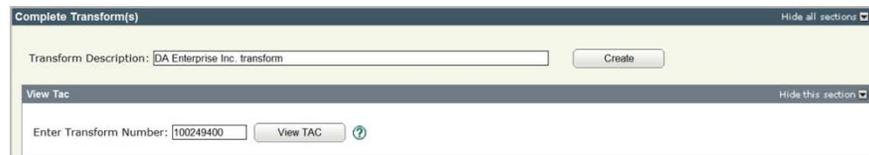
Complete Transform(s) Hide all sections

Transform Description:

View Tac Hide this section

Enter Transform Number:

3. Enter the condominium transform number in the **Enter Transform Number** field.



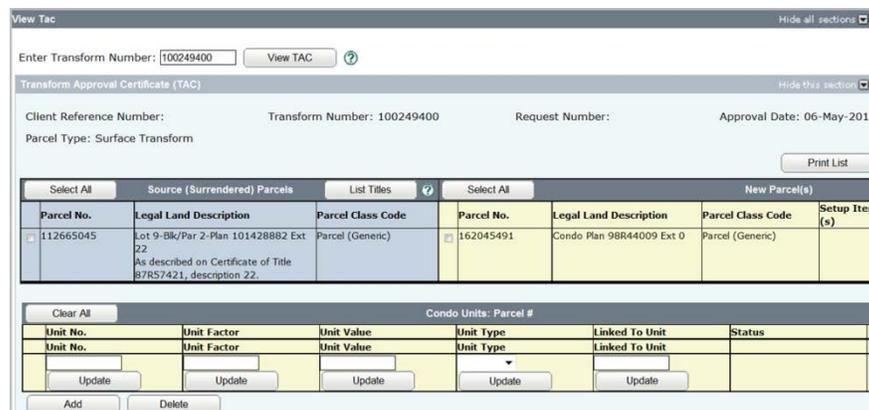
Complete Transform(s) Hide all sections

Transform Description:

View Tac Hide this section

Enter Transform Number:

4. Click the **View TAC** button. The **View TAC** window will display, showing the source (surrendered) parcel and the target (new) parcel.



View Tac Hide all sections

Enter Transform Number:

Transform: Approval Certificate (TAC) Hide this section

Client Reference Number: Transform Number: 100249400 Request Number: Approval Date: 06-May-2014

Parcel Type: Surface Transform

Source (Surrendered) Parcels			New Parcel(s)			
Parcel No.	Legal Land Description	Parcel Class Code	Parcel No.	Legal Land Description	Parcel Class Code	Setup Item(s)
112665045	Lot 9-Bk/Par 2-Plan 101428882 Ext 22 As described on Certificate of Title 87RS7421, description 22.	Parcel (Generic)	162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)	

Condo Units: Parcel #

Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status
<input type="text"/>	<input type="text"/>				
<input type="button" value="Update"/>					

5. Create each new unit by filling in the appropriate field in the **Condo Units** section of the window.

How to Add Residential Units to the Condo Units Grid

1. Fill in the **Unit No.**, **Unit Factor**, and **Unit Value** fields for each unit. Do this for one residential unit at a time.

Clear All						Condo Units: Parcel #					
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status	Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status
1	1000	250000									
<input type="button" value="Update"/>											
<input type="button" value="Add"/>						<input type="button" value="Delete"/>					

The total for all residential units and, if applicable, parking units must be equal to 10,000, or an error message will be generated upon validation.

2. Click the **Add** button. The unit will be added to the **Condo Units** grid and will have a status of **Added**.

Select All						Condo Units: Parcel #					
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status	Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status
1	1000	250000			Added						
<input type="button" value="Update"/>											
<input type="button" value="Add"/>						<input type="button" value="Delete"/>					

3. Continue to add units to the grid. Make any information changes that might be necessary. If the information in any of the fields is the same as that for the previous unit added, those fields do not need to be changed.

Select All						Condo Units: Parcel #					
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status	Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status
1	1000	250000			Added						
2	1000	250000									
<input type="button" value="Update"/>											
<input type="button" value="Add"/>						<input type="button" value="Delete"/>					

4. Click the **Add** button. The next unit will be added to the grid. Continue to enter all the information for each residential unit.

Select All						Condo Units: Parcel #					
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status	Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status
1	1000	250000			Added						
2	1000	250000			Added						
3	1000	250000			Added						
4	1000	250000			Added						
5	1000	250000			Added						
6	1000	250000			Added						
7	1000	250000			Added						
8	1000	250000			Added						
9	1000	250000			Added						
10	1000	250000			Added						
<input type="button" value="Update"/>											
<input type="button" value="Add"/>						<input type="button" value="Delete"/>					

If you add a unit that already exists in the grid, you will receive an error message telling you that the unit added is a duplicate. This message will be located above the **Condo Units** grid.



How to Add Parking Units to the Condo Grid

Some condominium plans set out parking units as well as residential units.

A residential unit can link to a maximum of one parking unit. The two units must have identical ownership.

A parking unit cannot have the same unit number as any of the residential units on a plan.

Some parking units may not be linked to residential units. These are classified as “stand-alone” parking units.

Use the following steps to add a parking unit to the **Condo Unit** grid:

1. Fill in the **Unit Number**, **Unit Factor** and **Unit Value** fields for one parking unit at a time.

Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit
11	1	1000	▼	
<input type="button" value="Update"/>				

2. Choose **Parking** from the **Unit Type** dropdown menu.
3. Enter the residential unit number the parking unit will link to in the **Linked to Unit** field.

Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit
11	1	1000	Parking ▼	1
<input type="button" value="Update"/>				



- Click the **Add** button. The parking unit will be added to the **Condo Units** grid and show a status of **Added**.

Select All		Condo Units: Parcel #				
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status	
1	999	250000			Added	
2	999	250000			Added	
3	999	250000			Added	
4	999	250000			Added	
5	999	250000			Added	
6	999	250000			Added	
7	999	250000			Added	
8	999	250000			Added	
9	999	250000			Added	
10	999	250000			Added	
11	1	1000	Parking	1	Added	

- Continue to add as many parking units as are designated on the condominium plan and link to the applicable residential units. Each parking unit must be added one at a time.

All residential and parking units must have a total of 10000 unit factors.

Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status
1	999	250000			Added
2	999	250000			Added
3	999	250000			Added
4	999	250000			Added
5	999	250000			Added
6	999	250000			Added
7	999	250000			Added
8	999	250000			Added
9	999	250000			Added
10	999	250000			Added
11	1	1000	Parking	1	Added
12	1	1000	Parking	2	Added
13	1	1000	Parking	3	Added
14	1	1000	Parking	4	Added
15	1	1000	Parking	5	Added
16	1	1000	Parking	6	Added
17	1	1000	Parking	7	Added
18	1	1000	Parking	8	Added
19	1	1000	Parking	9	Added
20	1	1000	Parking	10	Added

How to Correct Errors in the Condo Units Grid

You can correct the information in any or all fields by doing an update to the unit and section with the error. There are different methods you can use to make the changes.

Take the following steps if you want to change the unit factor of all the units:

1. Click the **Select All** button. All units will be selected, and marked with a checkmark.

Clear All		Condo Units: Parcel #				
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status	
<input checked="" type="checkbox"/>	1	900	250000			Added
<input checked="" type="checkbox"/>	2	900	250000			Added
<input checked="" type="checkbox"/>	3	900	250000			Added
<input checked="" type="checkbox"/>	4	900	250000			Added
<input checked="" type="checkbox"/>	5	900	250000			Added
<input checked="" type="checkbox"/>	6	900	250000			Added
<input checked="" type="checkbox"/>	7	900	250000			Added
<input checked="" type="checkbox"/>	8	900	250000			Added
<input checked="" type="checkbox"/>	9	900	250000			Added
<input checked="" type="checkbox"/>	10	900	250000			Added
<input type="text"/>	<input type="text"/>					
<input type="button" value="Update"/>						
<input type="button" value="Add"/>		<input type="button" value="Delete"/>				

2. Enter the change in the appropriate field at the bottom of the grid.

Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	
<input type="text"/>	<input type="text" value="1000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Update"/>					

3. Click the **Update** button at the bottom of the applicable grid. This will change all the units in the grid to the new number entered.

Select All		Condo Units: Parcel #				
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status	
<input checked="" type="checkbox"/>	1	1000	250000			Added
<input checked="" type="checkbox"/>	2	1000	250000			Added
<input checked="" type="checkbox"/>	3	1000	250000			Added
<input checked="" type="checkbox"/>	4	1000	250000			Added
<input checked="" type="checkbox"/>	5	1000	250000			Added
<input checked="" type="checkbox"/>	6	1000	250000			Added
<input checked="" type="checkbox"/>	7	1000	250000			Added
<input checked="" type="checkbox"/>	8	1000	250000			Added
<input checked="" type="checkbox"/>	9	1000	250000			Added
<input checked="" type="checkbox"/>	10	1000	250000			Added
<input type="text"/>	<input type="text" value="1000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Update"/>						
<input type="button" value="Add"/>		<input type="button" value="Delete"/>				

If the **Select All** button is chosen and not all units require the same change, you can deselect the checkboxes for units that do not require a correction.

If you have one unit that has an error, follow the steps below. In this example, unit 6 has an incorrect unit factor.

1. Click the checkbox preceding the unit number that has the error.

Select All						Condo Units: Parcel #					
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status						
<input type="checkbox"/>	1	1000	250000		Added						
<input type="checkbox"/>	2	1000	250000		Added						
<input type="checkbox"/>	3	1000	250000		Added						
<input type="checkbox"/>	4	1000	250000		Added						
<input type="checkbox"/>	5	1000	250000		Added						
<input checked="" type="checkbox"/>	6	10000	250000		Added						
<input type="checkbox"/>	7	1000	250000		Added						
<input type="checkbox"/>	8	1000	250000		Added						
<input type="checkbox"/>	9	1000	250000		Added						
<input type="checkbox"/>	10	1000	250000		Added						
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
<input type="button" value="Update"/>											
<input type="button" value="Add"/>	<input type="button" value="Delete"/>										

2. Enter the change in the appropriate field at the bottom of the grid. In this case, it is the **Unit Factor** field.

Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	
<input type="text"/>					
<input type="button" value="Update"/>					

3. Click the **Update** button. The system will make the correction for the unit you have selected.

Select All						Condo Units: Parcel #					
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status						
<input type="checkbox"/>	1	1000	250000		Added						
<input type="checkbox"/>	2	1000	250000		Added						
<input type="checkbox"/>	3	1000	250000		Added						
<input type="checkbox"/>	4	1000	250000		Added						
<input type="checkbox"/>	5	1000	250000		Added						
<input type="checkbox"/>	6	1000	250000		Added						
<input type="checkbox"/>	7	1000	250000		Added						
<input type="checkbox"/>	8	1000	250000		Added						
<input type="checkbox"/>	9	1000	250000		Added						
<input type="checkbox"/>	10	1000	250000		Added						
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
<input type="button" value="Update"/>											
<input type="button" value="Add"/>	<input type="button" value="Delete"/>										

If you have more than one unit that has an error in the same column, and the correction is the same number for all the units, you can select the checkbox preceding each unit, enter the change at the bottom of the appropriate column and then click the update button. This will update all the units you have selected.

If you have a unit (or units) for which you need to make corrections in more than one column, each column will have to be updated separately.



Take the following steps if you have one or more units that need to be completely deleted from the grid :

1. Select the checkbox(es) preceding the unit(s) for deletion.
2. Click the **Delete** button below the **Condo Units** grid.

Select All						Condo Units: Parcel #					
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status						
<input type="checkbox"/>	1	1000	250000								Added
<input type="checkbox"/>	2	1000	250000								Added
<input type="checkbox"/>	3	1000	250000								Added
<input type="checkbox"/>	4	1000	250000								Added
<input type="checkbox"/>	5	1000	250000								Added
<input type="checkbox"/>	6	1000	250000								Added
<input type="checkbox"/>	7	1000	250000								Added
<input type="checkbox"/>	8	1000	250000								Added
<input type="checkbox"/>	9	1000	250000								Added
<input checked="" type="checkbox"/>	10	1000	250000								Added
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status						
<input type="text"/>											
<input type="button" value="Update"/>											
<input type="button" value="Add"/>		<input type="button" value="Delete"/>									

The selected unit(s) will be deleted from the grid.

Select All						Condo Units: Parcel #					
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status						
<input type="checkbox"/>	1	1000	250000								Added
<input type="checkbox"/>	2	1000	250000								Added
<input type="checkbox"/>	3	1000	250000								Added
<input type="checkbox"/>	4	1000	250000								Added
<input type="checkbox"/>	5	1000	250000								Added
<input type="checkbox"/>	6	1000	250000								Added
<input type="checkbox"/>	7	1000	250000								Added
<input type="checkbox"/>	8	1000	250000								Added
<input type="checkbox"/>	9	1000	250000								Added
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status						
<input type="text"/>											
<input type="button" value="Update"/>											
<input type="button" value="Add"/>		<input type="button" value="Delete"/>									



How to Set Up Titles in a Condominium Transform

Once all of the units have been entered into the **Condo Units** grid, you can begin the setup of the unit titles.

All types of units must initially be set up in the name of the current registered owner of the source parcel(s). Although you have several options for setting up titles (individually, identically or using current information), it is often easiest to set up the parcels identically. This is because this type of setup allows more than one unit to be selected for setup at one time. The information entered, such as the title value and conditions, is applied to all setups selected and can be edited on each title. This is called a **bulk setup**.

If you have a combination of residential units and parking units, you may choose to do the residential units as one bulk setup and then parking units as a second bulk setup. All the units in a bulk setup will have the same information. If the units have many different values, it may be best to leave that portion of the bulk setup blank and go back to enter the title value in each individual setup.

You could also complete the title value field while completing the first unit setup for the bulk setup, and then open each setup that has a different value and change it. The disadvantage to this approach is that if you have a large number of setups, you may inadvertently miss one when you are going back to amend title values. If a title value is left blank, an error will be generated upon validation.

Another option might be to set up all the units as one bulk setup, and then go back and open each setup to enter the information that is different for each unit, such as the new title value.

A fourth option to set up the unit titles using current information. Certain pieces of information will be carried forward from the source parcel(s), but other information, such as title value and conditions, will not.

The final option would be to setup each unit individually, but that is very time consuming if you have a large condominium plan to set up.

Steps for Option 1

In this scenario, there will be 10 residential units and they will be setup all the same. They will all have the same title value.

1. Select the checkbox preceding the new target parcel in the section of the TAC.

Source (Surrendered) Parcels			New Parcel(s)			
Parcel No.	Legal Land Description	Parcel Class Code	Parcel No.	Legal Land Description	Parcel Class Code	Setup Item(s)
<input type="checkbox"/>	112665045 Lot 9-Bk/Par 2-Plan 101428882 Ext 22 As described on Certificate of Title 87R57421, description 22.	Parcel (Generic)	<input checked="" type="checkbox"/>	162045491 Condo Plan 98R44009 Ext 0	Parcel (Generic)	

2. Click the **Select All** button in the **Condo Units** grid. This will select each unit number listed in the **Condo Units** grid.

Condo Units: Parcel #					
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status
<input checked="" type="checkbox"/>	1	1000	250000		Added
<input checked="" type="checkbox"/>	2	1000	250000		Added
<input checked="" type="checkbox"/>	3	1000	250000		Added
<input checked="" type="checkbox"/>	4	1000	250000		Added
<input checked="" type="checkbox"/>	5	1000	250000		Added
<input checked="" type="checkbox"/>	6	1000	250000		Added
<input checked="" type="checkbox"/>	7	1000	250000		Added
<input checked="" type="checkbox"/>	8	1000	250000		Added
<input checked="" type="checkbox"/>	9	1000	250000		Added
<input checked="" type="checkbox"/>	10	1000	250000		Added

3. Scroll down and click the **Setup parcels identically** radio button.

Setup parcels individually ?
 Setup parcels identically ?
 Setup parcels using current information ?

This will allow you to use the same setup data for selected new parcels. This means that you only need to enter the setup data once and the system will ensure that the same data is used for all selected parcels.



- Click the **Begin Setup** button. The system will display the **New Parcel Setup** screen. The **Bulk Setup** option will be chosen from the **Select New Parcel** dropdown by default.

New Parcel Setup Hide this section

Select New Parcel: Bulk Setup

Parcels included in this bulk setup:

Parcel Number	Legal Land Description	Parcel Class Code
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)

Source Title(s) for this setup:

Parcel: 112665045	Title No.	Owner(s)	Parcel Class Code	Reference Land Description
	106374393	Amason, Mariene Denise +	Parcel (Generic)	Lot 9-Bk/Par 2-Plan 101428882 Ext 22 As described on Certificate of Title 87R57421, description 22.

The screen will also display the condominium units that were selected to be set up identically, and will list them as a group. This is known as a **bulk setup**.

The information entered in the first setup will be applied to all the units that were selected. Once the information is entered into the initial setup and the **Save** button is selected, the units will be distinguishable from each other. Each will have a different unit number.

The source parcel(s) that has been surrendered in favour of the new target parcel for the bulk setup will also be shown.

Completing the Ownership Section

To finish filling in ownership details

1. Scroll down to the **New Owners** section.
2. Click the appropriate radio button. This will be **Single Owner** if one corporate entity is going to be the owner, **Tenants in Common** if two corporate entities will each have a fractional share of ownership, or **Joint Tenants** if two or more corporate entities will share the ownership as one.



New Owner(s):

Single Owner ?

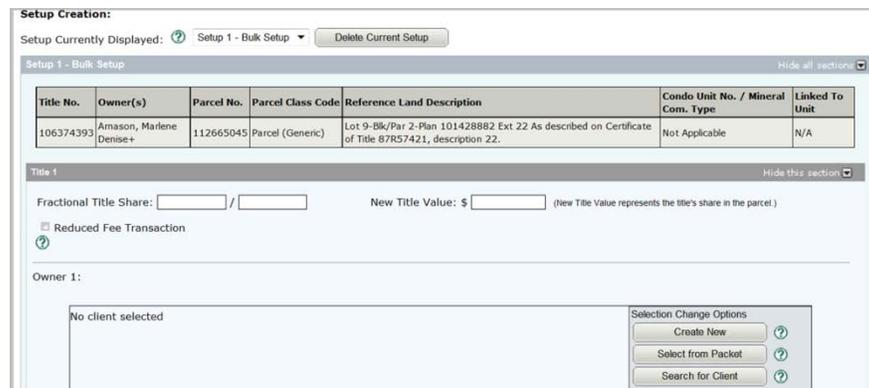
Tenant In Common Number of New Titles (Setups): 2 ?

Joint Tenants ?

Joint Tenants with no survivorship ?

New ownership structure cannot be changed once setups have been created. To change ownership structure, delete current setup items. ?

3. Click the **Continue** button. The **Setup Creation** screen will display, showing one bulk setup and the source parcel information.



Setup Creation:

Setup Currently Displayed: ? Setup 1 - Bulk Setup

Setup 1 - Bulk Setup Hide all sections ▾

Title No.	Owner(s)	Parcel No.	Parcel Class Code	Reference Land Description	Condo Unit No. / Mineral Com. Type	Linked To Unit
106374393	Amason, Marlene Denise+	112665045	Parcel (Generic)	Lot 9-Bk/Par 2-Plan 101428882 Ext 22 As described on Certificate of Title 87R57421, description 22.	Not Applicable	N/A

Title 1 Hide this section ▾

Fractional Title Share: / New Title Value: \$ (New Title Value represents the title's share in the parcel.)

Reduced Fee Transaction ?

Owner 1:

No client selected

Selection Change Options

?

?

?

4. Scroll down to the **Title 1** section.
5. Enter 1/1 in the **Fractional Title Share** field if the owner will own 100% of the title.
6. Enter a value in the **New Title Value** field. The system will not accept dollar signs, commas or decimal points. If all values are the same, you will want to fill in this field now.



Title 1 Hide this section ▾

Fractional Title Share: / New Title Value: \$ (New Title Value represents the title's share in the parcel.)

Note: If the value of each unit is different, there are other options to consider:

- Enter the value on the first setup and then go back and edit the title value on any unit title that is different. If this field is completed and the title value is not changed to the correct value, the system will not see that as an error as the title value field has been completed.
- Leave the value blank in the bulk setup and then go back and enter the value into each new unit setup separately.

The next section to complete is the **Owner 1** section. A client number cannot be set up for a corporate entity at this stage, because the entity must use its existing COBRA-related client number. This number allows the corporation to hold land in Saskatchewan.

The COBRA-related client number can be searched in the **Owners** section. If you know the number, you can enter it using the **Quick Add** function.

Take the following steps to search for a corporate entity:

1. Click the **Search for Client** button in the **Selection Change Options** section on the right-hand side of the screen.



The screenshot shows the 'Owner 1' configuration interface. On the left, a large text area displays 'No client selected'. On the right, there is a 'Selection Change Options' panel containing three buttons: 'Create New', 'Select from Packet', and 'Search for Client', each with a help icon. Below this panel is a 'Quick Selection by Client Number' section with a 'Client Number:' label, an input field, and a 'Quick Add' button. At the bottom right of the main area are 'Delete Owner' and 'Add Owner' buttons.



The **Search for Client** screen will display. Leave the **Search By** dropdown menu defaulted to **Corporation Name**.

Search for Client
Search By: Corporation Name
Corporation Name: Include names that are similar in spelling
Find
OK Cancel

2. Enter the corporate name in the **Corporation Name** field.
3. Select the **Include names that are similar in spelling** checkbox.

Search for Client
Search By: Corporation Name
Corporation Name: DA Enterprises Inc. Include names that are similar in spelling
Find
OK Cancel

4. Click the **Find** button. The **Search Results** grid will display, showing corporate names that are similar to the name searched.

Search for Client
Search By: Corporation Name
Corporation Name: DA Enterprises Inc. Include names that are similar in spelling
Find

Search Results			3 Record(s) Found
Client Number	Client Name	Address	
<input type="radio"/> 100491678	D.E. ENTERPRISES LTD.	0000 NewTest Street, NewTestRegina, SK, Canada, H0H0H0	
<input type="radio"/> 100782053	DAWE ENTERPRISE INC.	0000 NewTest Street, NewTestRegina, SK, Canada, H0H0H0	
<input checked="" type="radio"/> 117894303	DA ENTERPRISES INC.	0000 NewTest Street, NewTestRegina, SK, Canada, H0H0H0	

5. Choose the appropriate corporate name by selecting the corresponding radio button, and then click **OK**. The screen will refresh and the selected corporate entity will display in the **Owner 1** section.

Owner 1:
Client #: **117894303**
DA ENTERPRISES INC.
0000 NewTest Street
NewTestRegina, SK
Canada
H0H 0H0

Selection Change Options
Create New
Select from Packet
Search for Client

Quick Selection by Client Number
Client Number:
Quick Add

Delete Owner

To use the **Quick Add** function of **OLS**:

1. Enter the COBRA-linked client number of the corporate entity into the **Quick Selection by Client Number** field.
2. Click the **Quick Add** button. The screen will refresh and the selected corporate entity will display in the **Owner 1** section.



Owner 1:

Client #: **117894303**
DA ENTERPRISES INC.
0000 NewTest Street
NewTestRegina, SK
Canada
H0H 0H0

Selection Change Options
Create New ?
Select from Packet ?
Search for Client ?

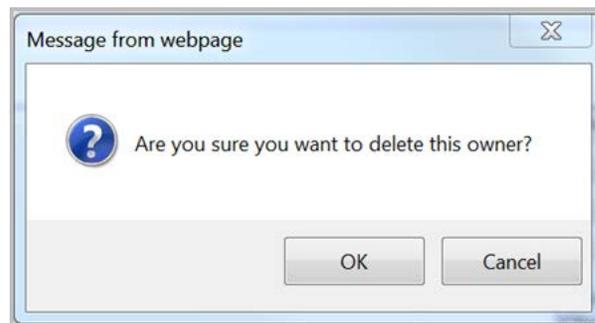
Quick Selection by Client Number
Client Number:
Quick Add

Delete Owner

To resume completing the owner information:

6. Verify the information that the corporate name and COBRA-linked client number are correct.
7. Click the **Delete Owner** button to remove a previously entered corporate entity that has been added to the **Owner** section.

A pop-up will display, asking **Are you sure you want to delete this owner?** Click the **OK** button. All information will disappear from the **Owner 1 section** of **Title 1**.



8. Click the **Add Owner** button to add a new owner or an owner that has been deleted. The **Owner 1** section will display. If you need to add other owners, you can do so by following the steps above.



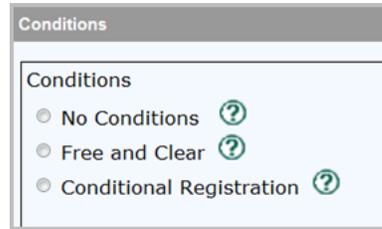
Completing the Conditions

The next step is to identify the appropriate type of conditions. The following types of conditions of registration are available:

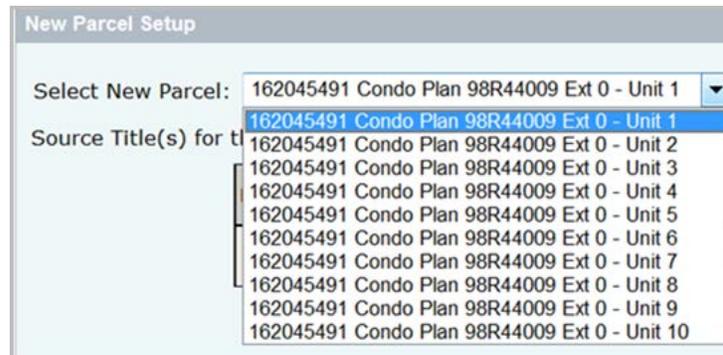
- **No Conditions.** The registration of the transfer will be accepted subject to any interest registered against the titles or existing in the **Judgment Registry** at the time the application is processed.
- **Free and Clear.** The registration of the transfer will be accepted only if there are no other interests on the title at the time the application is processed.
- **Conditional Registration Date and Time.** The registration of the transfer will be accepted subject to the interests registered on the title at the particular date and time the title was searched.

Note: If the title does change from the time it was searched, the application will be rejected to provide you with an opportunity to search and view the title again to determine if you want to proceed with the registration.

1. Choose the applicable radio button for the condition you wish to use.



2. Scroll down and click the **Save** button.
3. Scroll back up to the **Select New Parcel** dropdown in the **New Parcel Setup** section. Each condominium unit will be easily identifiable so that if you have to go in and change any information such as the title value, it will be easy to do so.



4. Continue to the **Managing Authorizations and Attachments** section.

Steps for Option 2

In this scenario, there will be 10 residential units, all with the same unit factor and title value, and 10 parking units. Each parking unit will link to one of the residential units. The parking units will have a different unit factor and title value than the residential units.

If you have a combination of residential units and parking units, you may choose to do the residential units as one bulk setup and then parking units as a second bulk setup. All the units in a bulk setup will have the same information.

If the units have many different values, it may be best to leave that portion of the bulk setup blank and go back to enter the title value in each individual setup. See the section on **Editing Unit Setups**.

After entering all of the residential units and parking units in the **Condo Units** grid, take the following steps:

1. Select the checkbox preceding the new target parcel in the **New Parcel(s)** section of the TAC.

Source (Surrendered) Parcels			New Parcel(s)			
Parcel No.	Legal Land Description	Parcel Class Code	Parcel No.	Legal Land Description	Parcel Class Code	Setup Item(s)
112665045	Lot 9-Bk/Par 2-Plan 101428882 Ext 22 As described on Certificate of Title 87R57421, description 22.	Parcel (Generic)	<input checked="" type="checkbox"/>	162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)

2. Select each of the residential units that are to be set up. You can do so by clicking the **Select All** button in the top left hand corner of the **Condo Units** grid and then either deselecting all the parking unit checkboxes or selecting the checkbox for each residential unit individually.

Condo Units: Parcel # 162045491					
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status
<input checked="" type="checkbox"/>	999	250000			Added
<input checked="" type="checkbox"/>	999	250000			Added
<input checked="" type="checkbox"/>	1	500	Parking	1	Added
<input checked="" type="checkbox"/>	1	500	Parking	2	Added
<input type="checkbox"/>	1	500	Parking	10	

3. Use the white scroll bar on the right hand side of the **Condo Units** grid to view all units in the grid.
4. Click the **Setup parcels identically** radio button.

Setup parcels individually ?
 Setup parcels identically ?
 Setup parcels using current information ?

5. Click the **Begin Setup** button. The **New Parcel Setup** screen will display, with **Bulk Setup** showing in the **Select New Parcel** dropdown menu.

New Parcel Setup

Select New Parcel: 162045491 Condo Plan 98R44009 Ext 0 - Unit 1

Source Title(s) for t

- 162045491 Condo Plan 98R44009 Ext 0 - Unit 1
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 2
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 3
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 4
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 5
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 6
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 7
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 8
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 9
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 10

10. Once you have saved, scroll back to the TAC near the top of the screen. The setups that were part of the bulk setup will display in the **Setup Item(s)** column.

Source (Surrendered) Parcels			New Parcel(s)			
Parcel No.	Legal Land Description	Parcel Class Code	Parcel No.	Legal Land Description	Parcel Class Code	Setup Item (s)
112665045	Lot 9-Bk/Par 2-Plan 101428882 Ext 22 As described on Certificate of Title 87857421, Description 22.	Parcel (Generic)	162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)	App # 3, App # 4, App # 5, App # 6, App # 7, App # 8, App # 9, App # 10, App # 11, App # 12

11. Re-select the target parcel checkbox.
12. Select the parking units that will be part of the bulk setup. Again, you can click the **Select All** button and deselect all the residential units or select each of the parking units separately.

Select All Condo Units: Parcel # 162045491

Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status
<input checked="" type="checkbox"/> 16	1	500	Parking	6	Added
<input checked="" type="checkbox"/> 17	1	500	Parking	7	Added
<input checked="" type="checkbox"/> 18	1	500	Parking	8	Added
<input checked="" type="checkbox"/> 19	1	500	Parking	9	Added
<input checked="" type="checkbox"/> 20	1	500	Parking	10	Added
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status
<input type="button" value="Update"/>	<input type="button" value="Update"/>	<input type="button" value="Update"/>	<input type="button" value="Update"/>	<input type="button" value="Update"/>	

13. Use the white scroll bar on the right hand side of the **Condo Units** grid to view all units in the grid.
14. Click the **Setup parcels identically** radio button.

Setup parcels individually ?
 Setup parcels identically ?
 Setup parcels using current information ?

15. Click the **Begin Setup** button. The system will display the **New Parcel Setup** section, with **Bulk Setup** showing in the **Select New Parcel** dropdown menu.

New Parcel Setup

Select New Parcel: Bulk Setup Delete Setups for Selected Parcel

Parcels included in this bulk setup:

Parcel Number	Legal Land Description	Parcel Class Code
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)

Setup Selected Parcels Individually

Source Title(s) for this setup:

Parcel: 112665045	Title No.	Owner(s)	Parcel Class Code	Reference Land Description
	106374393	Amazon, Marlene Denise	Parcel (Generic)	Lot 9-Bk/Par 2-Plan 101428882 Ext 22 As described on Certificate of Title 87R57421, description 22.

16. Repeat step 7, filling in the information for the parking units this time.

17. Click the **Save** button. The parking units you chose to set up identically within the bulk setup will be split into the corresponding parking units.

New Parcel Setup

Select New Parcel: 162045491 Condo Plan 98R44009 Ext 0 - Unit 1

Source Title(s) for t

- 162045491 Condo Plan 98R44009 Ext 0 - Unit 1
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 2
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 3
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 4
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 5
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 6
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 7
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 8
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 9
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 10
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 11
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 12
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 13
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 14
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 15
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 16
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 17
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 18
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 19
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 20

Apply Template/C

Save Setup Data A

Replace existin

18. Once you have saved, scroll back to the TAC near the top of the screen. The parking setups that were part of the bulk setup will display in the **Setup Item(s)** column, along with the residential units previously set up.

Source (Surrendered) Parcels			New Parcel(s)			
Parcel No.	Legal Land Description	Parcel Class Code	Parcel No.	Legal Land Description	Parcel Class Code	Setup Item (s)
112665045	Lot 9-Bk/Par 2-Plan 101428882 Ext 22 As described on Certificate of Title 87R57421, description 22.	Parcel (Generic)	162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)	App # 3, App # 4, App # 5, App # 6, App # 7, App # 8, App # 9, App # 10, App # 11, App # 12, App # 13, App # 14, App # 15, App # 16, App # 17, App # 18, App # 19, App # 20, App # 21, App # 22

19. Continue to the **Managing Authorizations and Attachments** section.

Steps for Option 3

The third option is set up all the residential and parking units (if applicable) as a bulk setup, but not enter a title value for any of the units (or, alternatively, enter the same value for all units). Either way, you will need to go into each residential and parking unit and enter or change the value in the **New Title Value** field. Once the information in the initial setup is entered and the **Save** button selected, the units will split apart to individual units. You can then open each unit setup and enter or edit any information.

After entering all of the residential units and parking units in the **Condo Units** grid:

1. Select the checkbox preceding the new target parcel in the **New Parcel(s)** section of the TAC.

Source (Surrendered) Parcels			New Parcel(s)			
Parcel No.	Legal Land Description	Parcel Class Code	Parcel No.	Legal Land Description	Parcel Class Code	Setup Item(s)
112665045	Lot 9-Blk/Par 2-Plan 101428882 Ext 22 As described on Certificate of Title 87R57421, description 22.	Parcel (Generic)	<input checked="" type="checkbox"/>	162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)

2. Click **Select All** button in the top left-hand corner of the **Condo Units** grid. This will select all units in the grid.

Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status
<input checked="" type="checkbox"/> 16	1	500	Parking	6	Added
<input checked="" type="checkbox"/> 17	1	500	Parking	7	Added
<input checked="" type="checkbox"/> 18	1	500	Parking	8	Added
<input checked="" type="checkbox"/> 19	1	500	Parking	9	Added
<input checked="" type="checkbox"/> 20	1	500	Parking	10	Added

3. Use the white scroll bar on the right hand side of the **Condo Units** grid to view all units in the grid.
4. Click the **Setup parcels identically** radio button.

Setup parcels individually ?
 Setup parcels identically ?
 Setup parcels using current information ?

5. Click the **Begin Setup** button. The **New Parcel Setup** screen will display, with **Bulk Setup** showing in the **Select New Parcel** dropdown menu.



As each unit is now a separate setup, you can now open each one individually. Each setup will display the information entered during the bulk setup. If a field has been left blank, or if there is incorrect information in the field, you can make corrections at this point.

Editing Unit Setups

Once each of the unit setups is identified by its unit number, you can click on any unit setup from the dropdown menu and edit information for that particular unit. The unit selected will display in the **Select New Parcel** field.

From there, you can edit fields such as the **New Title Value** field. You have to click **Save** after your edits to each setup in order to retain your changes.

To begin editing:

1. Choose the unit setup that you want to edit from the **Select New Parcel** dropdown menu.

A screenshot of a software window titled "New Parcel Setup". The window contains several fields and a dropdown menu. The "Select New Parcel:" field is the most prominent, showing a dropdown menu with 20 items, each representing a unit: "162045491 Condo Plan 98R44009 Ext 0 - Unit 1" through "Unit 20". The "Unit 7" option is currently selected and highlighted in blue. Below this field, there is a "Source Title(s) for t" field, an "Apply Template/Cc" field, and a "Save Setup Data A" field with a radio button labeled "Replace existin".

The title setup for that unit will display, but with a condominium the only way you will know which unit setup is displaying is by looking at the **Select New Parcel** field.

The parcel is the same for each unit, so the **Setup Currently Displayed** dropdown will show the same new parcel number each time you view a unit setup.



2. Edit the required fields. The example shown is changing the value from \$250,000 to \$375,000.

Title 1 Hide this section ▾

Fractional Title Share: / New Title Value: \$ (New Title Value represents the title's share in the parcel.)

Title 1 Hide this section ▾

Fractional Title Share: / New Title Value: \$ (New Title Value represents the title's share in the parcel.)

3. Click the **Save** button at the bottom of the screen to save the edits made to that unit setup.

4. Choose another unit setup and repeat steps 1 – 3.
5. Continue editing until all unit setups have the correct information. Save after each application has been edited.
6. Continue to the **Managing Authorizations and Attachments** section.

Steps for Option 4

In this scenario, the ownership of the new units will be set up using current information from the source parcel. Certain pieces of information will be carried forward from the source parcel(s), but other information, such as title value and conditions, will not.

All units in the **Condo Unit** grid will be chosen and the **Setup parcels using current information** button will be clicked. This will set up each of the new units with the owner(s) of the source parcel. All information will carry forward except the title value and the conditions.

To set up ownership this way:

1. Select the checkbox preceding the new target parcel in the **New Parcel(s)** section of the TAC.

Select All		Source (Surrendered) Parcels	List Titles ?	Clear All	New Parcel(s)		
Parcel No.	Legal Land Description	Parcel Class Code		Parcel No.	Legal Land Description	Parcel Class Code	Setup Item(s)
<input type="checkbox"/>	112665045 Lot 9-Blk/Par 2-Plan 101428882 Ext 22 As described on Certificate of Title B7R57421, description 22.	Parcel (Generic)		<input checked="" type="checkbox"/>	162045491 Condo Plan 98R44009 Ext 0	Parcel (Generic)	

- Click **Select All** button in the top left-hand corner of the **Condo Units** grid. This will select all units in the grid.

Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status
1	2000	300000			Added
2	2000	300000			Added
3	2000	300000			Added
4	2000	300000			Added
5	2000	300000			Added

- Use the white scroll bar on the right hand side of the **Condo Units** grid to view all units in the grid.
- Click the **Setup parcels using current information** radio button.

Setup parcels individually ?
 Setup parcels identically ?
 Setup parcels using current information ?

Begin Setup

- Click the **Begin Setup** button. The system will display the **New Parcel Setup** section.
- Select a unit to edit.

New Parcel Setup

Select New Parcel: 162045491 Condo Plan 98R44009 Ext 0 - Unit 1

Source Title(s) for U: 162045491 Condo Plan 98R44009 Ext 0 - Unit 1

Apply Template/Cc: 162045491 Condo Plan 98R44009 Ext 0 - Unit 2

Save Setup Data A: 162045491 Condo Plan 98R44009 Ext 0 - Unit 3

Replace existin 162045491 Condo Plan 98R44009 Ext 0 - Unit 4
 162045491 Condo Plan 98R44009 Ext 0 - Unit 5
 162045491 Condo Plan 98R44009 Ext 0 - Unit 6
 162045491 Condo Plan 98R44009 Ext 0 - Unit 7
 162045491 Condo Plan 98R44009 Ext 0 - Unit 8
 162045491 Condo Plan 98R44009 Ext 0 - Unit 9
 162045491 Condo Plan 98R44009 Ext 0 - Unit 10
 162045491 Condo Plan 98R44009 Ext 0 - Unit 11
 162045491 Condo Plan 98R44009 Ext 0 - Unit 12
 162045491 Condo Plan 98R44009 Ext 0 - Unit 13
 162045491 Condo Plan 98R44009 Ext 0 - Unit 14
 162045491 Condo Plan 98R44009 Ext 0 - Unit 15
 162045491 Condo Plan 98R44009 Ext 0 - Unit 16
 162045491 Condo Plan 98R44009 Ext 0 - Unit 17
 162045491 Condo Plan 98R44009 Ext 0 - Unit 18
 162045491 Condo Plan 98R44009 Ext 0 - Unit 19
 162045491 Condo Plan 98R44009 Ext 0 - Unit 20

The ownership structure of the source parcel(s) will display.

New Owner(s):

Single Owner ?
 Tenant In Common Number of New Titles (Setups): 2 ?
 Joint Tenants ?
 Joint Tenants with no survivorship ?

New ownership structure cannot be changed once setups have been created. To change ownership structure, delete current setup items.

Continue

The **Fractional Title Share** field in the **Title 1** section will be populated.

Setup Creation:
Setup Currently Displayed: Setup 1 - New Parcel 102045491 Delete Current Setup

Setup 1 - New Parcel 102045491 Hide all sections

Title No.	Owner(s)	Parcel No.	Parcel Class Code	Reference Land Description	Condo Unit No. / Mineral Cons. Type	Linked To Unit
106374390	Armason, Marlene Denise	112665045	Parcel (General)	Lot 9-88/Par 2-Plan 101428882 Ext 22 As described on Certificate of Title 87957421, description 22.	Not Applicable	N/A

Title 1 Hide this section

Fractional Title Share: / New Title Value: \$ (New Title Value represents the title's share in the parcel)

Reduced Fee Transaction

The **New Title Value** field will be blank.

The **Owners** section will be populated with the owners of the source parcel(s)

Owner 1:

Client #: 104187179
Armason, Marlene Denise
9000 NewTest Street
NewTestRegina, Saskatchewan
Canada
M0H 0H0

Selection Change Options

Quick Selection by Client Number
Client Number:

Owner 2:

Client #: 104187168
Armason, Wayne Arni Joseph
9000 NewTest Street
NewTestRegina, Saskatchewan
Canada
M0H 0H0

Selection Change Options

Quick Selection by Client Number
Client Number:

Note: The image above is a sample from our testing environment and may not reflect the actual information you will see in a condominium setup.

The conditions will not be selected.

12. Enter the title value in the **New Title Value** field.

New Title Value: \$

13. Choose the radio button that corresponds to the condition you wish to use.

Conditions

Conditions

No Conditions Free and Clear Conditional Registration



14. Click the **Save** button.
15. Scroll up to the **Select New Parcel** field.
16. Choose the next unit in the list and fill in the title value and the conditions.
17. Click the **Save** button after you make changes to each setup. See the **Editing Unit Setups** section for details.
18. Once all setups have been completed, continue to the **Managing Authorizations and Attachments** section.

Steps for Option 5

In this scenario, each unit, whether residential or parking, will be set up individually. There are two methods you can use for individual setups.

One is to use a bulk setup, but to click the **Setup Selected Parcel Individually** button instead of completing the first setup. The bulk setup will become separate setups, and you will be able to open each setup and enter the information.

The second is to select one unit at time in the **Condo Units** grid, and then click the **Setup Parcels Individually** button and complete the setup for that unit. Each unit in the grid will have to be completed in this way.

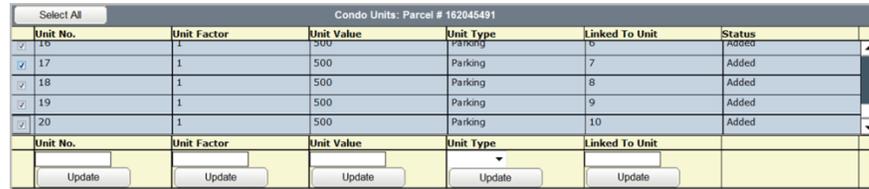
Option 1

After entering all of the residential units and parking units in the **Condo Units** grid:

1. Select the checkbox preceding the new target parcel in the **New Parcel(s)** section of the TAC.

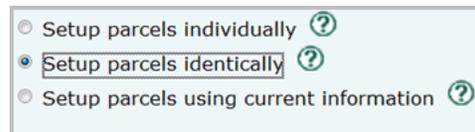
Source (Surrendered) Parcels			New Parcel(s)			
Parcel No.	Legal Land Description	Parcel Class Code	Parcel No.	Legal Land Description	Parcel Class Code	Setup Item(s)
112665045	Lot 9-Blk/Par 2-Plan 101428882 Ext 22 As described on Certificate of Title 87R57421, description 22.	Parcel (Generic)	<input checked="" type="checkbox"/>	162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)

- Click **Select All** button in the top left-hand corner of the **Condo Units** grid. This will select all units in the grid.



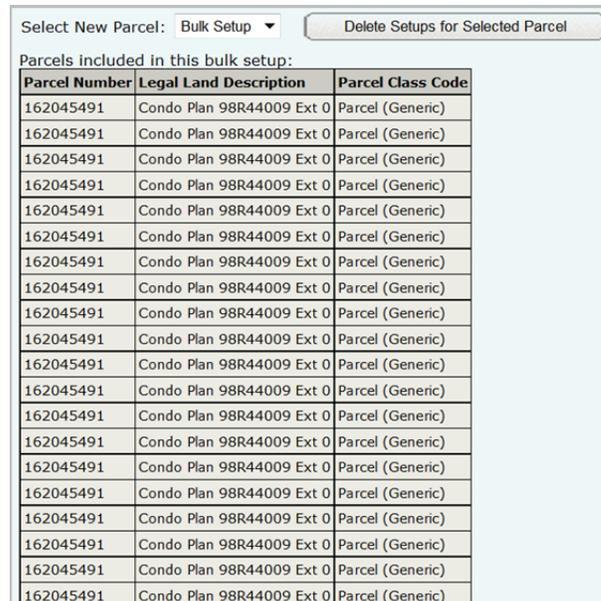
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status
16	1	500	Parking	6	Added
17	1	500	Parking	7	Added
18	1	500	Parking	8	Added
19	1	500	Parking	9	Added
20	1	500	Parking	10	Added

- Use the white scroll bar on the right hand side of the **Condo Units** grid to view all units in the grid.
- Click the **Setup parcels identically** radio button.



Setup parcels individually ?
 Setup parcels identically ?
 Setup parcels using current information ?

- Click the **Begin Setup** button. The **New Parcel Setup** section will display, with **Bulk Setup** showing in the **Select New Parcel** dropdown menu.

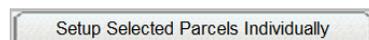


Select New Parcel: Bulk Setup ▼ Delete Setups for Selected Parcel

Parcels included in this bulk setup:

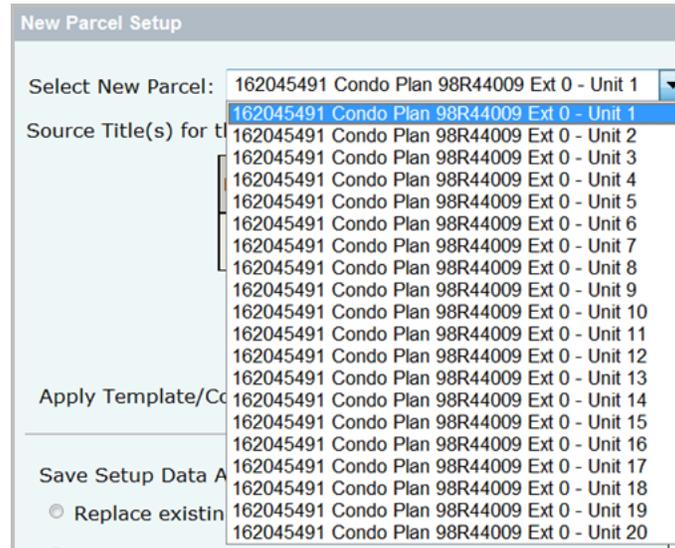
Parcel Number	Legal Land Description	Parcel Class Code
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)
162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)

- Click the **Setup Selected Parcel Individually** button. This button is located beneath the **Parcels included in this bulk setup** list.



Setup Selected Parcels Individually

- Once this button is clicked, the bulk setup splits into separate units. Choose the first setup from the list. You will have to enter all information required for this setup and each subsequent one.



New Parcel Setup

Select New Parcel: 162045491 Condo Plan 98R44009 Ext 0 - Unit 1

Source Title(s) for t

- 162045491 Condo Plan 98R44009 Ext 0 - Unit 1
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 2
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 3
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 4
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 5
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 6
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 7
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 8
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 9
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 10
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 11
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 12
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 13
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 14
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 15
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 16
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 17
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 18
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 19
- 162045491 Condo Plan 98R44009 Ext 0 - Unit 20

Apply Template/Co...

Save Setup Data A...

Replace existin...

- Enter all information required for each setup. Refer to the **Completing the Ownership Section** and **Completing the Conditions** portions of this manual for step-by-step instructions.
- Click the **Save** button after each unit has been set up.
- Once all setups have been completed, continue to the **Managing Authorizations and Attachments** section.

Option 2

After entering all of the residential units and parking units in the **Condo Units** grid:

1. Select the checkbox preceding the new target parcel in the **New Parcel(s)** section of the TAC.

Source (Surrendered) Parcels			New Parcel(s)			
Parcel No.	Legal Land Description	Parcel Class Code	Parcel No.	Legal Land Description	Parcel Class Code	Setup Item(s)
112665045	Lot 9-Bk/Par 2-Plan 101428882 Ext 22 As described on Certificate of Title 87R57421, description 22.	Parcel (Generic)	<input checked="" type="checkbox"/>	162045491	Condo Plan 98R44009 Ext 0	Parcel (Generic)

2. Click the checkbox for the unit that is to be setup in the **Condo Units** grid.

Condo Units: Parcel # 162045491					
Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status
<input checked="" type="checkbox"/> 1	999	250000			Added
<input type="checkbox"/> 2	999	250000			Added
<input type="checkbox"/> 3	999	250000			Added
<input type="checkbox"/> 4	999	250000			Added
<input type="checkbox"/> 5	999	250000			Added

3. Use the white scroll bar on the right hand side of the **Condo Units** grid to view all units in the grid.
4. Click the **Setup parcels individually** radio button.

Setup parcels individually ?
 Setup parcels identically ?
 Setup parcels using current information ?

5. Click the **Begin Setup** button. The unit selected will display in the **Select New Parcel** dropdown list. As it is the first unit being setup, it will be the only unit in the dropdown list.

New Parcel Setup

Select New Parcel: 162045491 Condo Plan 98R44009 Ext 0 Unit 1 - Unit 1 ▼

162045491 Condo Plan 98R44009 Ext 0 Unit 1 - Unit 1

6. Continue and complete all required information for this setup. Refer to the [Completing Ownership Section](#) and [Completing the Conditions](#) for step by step guide

7. Click the **Save** button once all the information is entered in the setup.
8. Scroll back up to the up to the TAC and re-select the new target parcel checkbox.
9. Click the checkbox for the next unit that is to be set up in the **Condo Units** grid.

Unit No.	Unit Factor	Unit Value	Unit Type	Linked To Unit	Status
1	999	250000			Added
2	999	250000			Added
3	999	250000			Added
4	999	250000			Added
5	999	250000			Added

10. Click the **Setup parcels individually** radio button.

Setup parcels individually ?
 Setup parcels identically ?
 Setup parcels using current information ?

11. Click the **Begin Setup** button. The unit selected will display in the **Select New Parcel** dropdown list. It will display along with the first unit setup.

New Parcel Setup

Select New Parcel: 162045491 Condo Plan 98R44009 Ext 0 - Unit 2

Source Title(s) for t 162045491 Condo Plan 98R44009 Ext 0 - Unit 1
162045491 Condo Plan 98R44009 Ext 0 - Unit 2

12. Continue and complete all required information for this setup. Refer to the **Completing the Ownership Section** and **Completing the Conditions** portions of this manual for step by step instructions.
13. Click the **Save** button once all the information is entered in the setup.
14. Continue this process until all units are set up.



Managing Authorizations and Attachments

There are certain documents that are required as authorization for the condominium transform. The following documents must be included in the packet as authorizations:

Regular/ Normal Condominiums

- Regular transform authorization.
- Condominium affidavit of value.
- Affidavit for reduced fee transaction.
- Information to obtain condominium corporation number.
- **Form F - *The Condominium Property Regulations, 2001.***
- **Consent of Mortgagee to Transform** (if applicable).

Bareland Condominiums

- Regular transform authorization.
- Condominium affidavit of value.
- Affidavit for reduced fee transaction.
- Information to obtain condominium corporation number.
- **Form F - *The Condominium Property Regulations, 2001.***
- **Consent of Mortgagee to Transform** (if applicable).

Phased Condominiums

- Regular transform authorization.
- Condominium affidavit of value.
- Affidavit for reduced fee transaction.
- Information to obtain condominium corporation number.
- **Form F - *The Condominium Property Regulations, 2001.***
- **Consent of Mortgagee to Transform** (if applicable).



There are three components to managing authorizations and attachments:

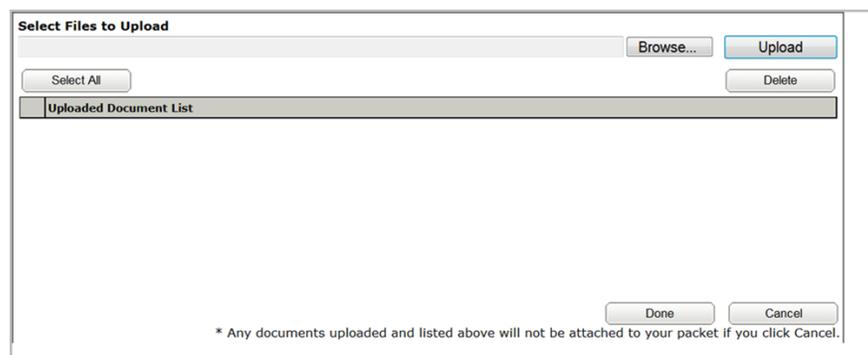
- a. Upload the documents to your packet from a file where you have saved the scanned documents.
- b. Add those documents to the appropriate transaction with the packet.
- c. Identify each document as an authorization or an attachment.

There are two different ways that authorizations that will be attached to the surrender authorization can be scanned.

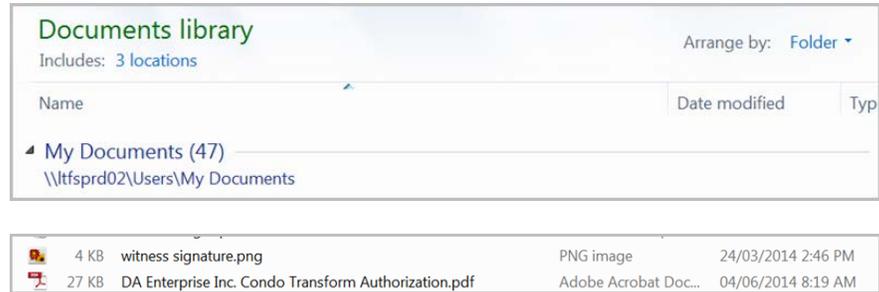
- a. The documents can be scanned together as one document, then uploaded and added to the **Manage Authorizations and Attachments** section as one document.
- b. The documents can be scanned as separate documents, then uploaded and added to the **Manage Authorizations and Attachments** section one at a time.

To upload a document or documents:

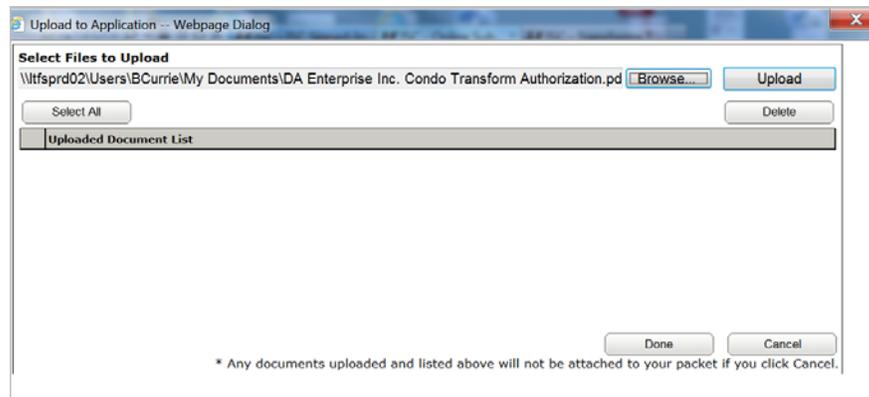
1. Save the completed document(s) to your computer in PDF format.
2. Click the **New Upload** button in the **Manage Authorizations and Attachments** section. The **Select Files to Upload** screen will display.



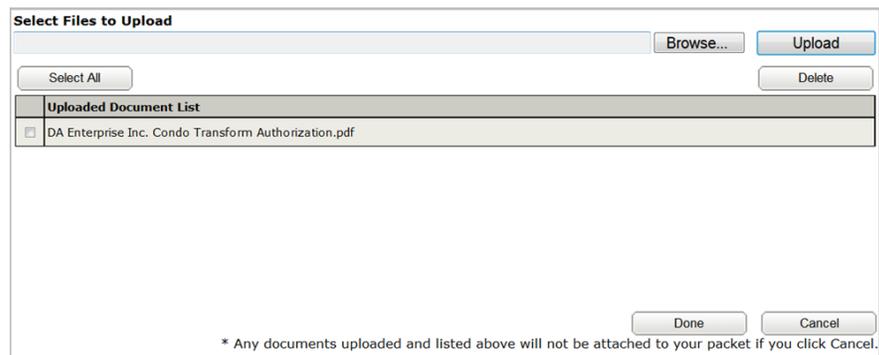
3. Click the **Browse** button. This will allow you to access saved files on your personal computer or network.



4. Double click on the file name, or click it once and then click the **Open** button at the bottom of the screen. The **Select Files to Upload** screen will display, showing the path to the document.

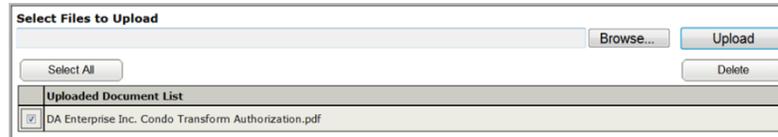


5. Click the **Upload** button. The blue progress bar will show you the time remaining in the upload. Once the file has been uploaded, it will display in the **Uploaded Document List**.



You can only browse and upload one document at a time. If necessary, continue to browse and upload files until all documents are uploaded.

- If you want to delete a document, click the checkbox to the left of the document you want to delete in the **Uploaded Document List**. Then click the **Delete** button.



- Click the **Done** button when all the documents have been uploaded. The system will display the uploaded document(s) in the **Manage Authorization and Attachments** screen.



- Click the checkbox to the left of any uploaded document to view, rename or remove the document, or add the document to **My OLS Do**. See the **Managing Authorizations and Attachments** e-learning tutorial for details.
- Click the **Authorization** or **Attachment** checkbox, as appropriate, for each document.



Even though the document appears in the grid, the **OLS** system does not acknowledge its existence until the appropriate checkbox is selected. In the sample shown, only one document has been uploaded, and it is required as an authorization in the packet.



Note that all the authorizations can either be uploaded as one single document or as individual documents.

10. Scroll to the bottom of the application and click the **Save** button.



Saving and Validating

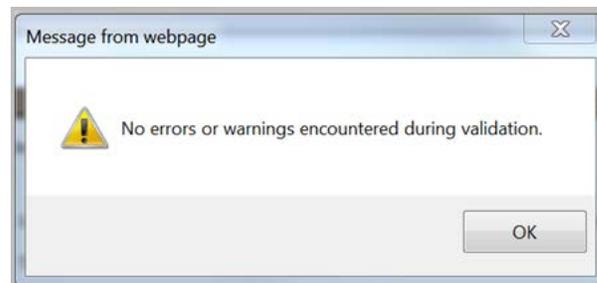
It is a good idea to save your work throughout the packet-building process. However, the application or packet should only be validated once you are satisfied that all the required elements are completed and correct. If the application is validated prior to completion, the **OLS** system will notify you that there are errors in the application.

1. Click the **Validate** button once you believe the application/packet is complete. The surrender, the condo setup and each of unit the setups can be validated together, as they are one transaction.

If the condominium transform is the only transaction in the packet, and the packet contains 16 applications or less, the system will validate the packet when you click the validate button at the bottom of the application screen.

If the packet contains more than 16 applications, the system will automatically take the packet offline to validate. You will not be able to open the packet until the validation is complete. The validation process usually only takes a few minutes, depending upon the size of the packet.

2. If the business rules are met and the system does not locate any errors, a pop-up window will display, telling you that no errors or warnings were encountered. Click the **OK** button. You can continue to complete the application.





3. If errors are found, a pop-up will display, telling you that errors or warnings were found. Click **OK** to see the errors in your application. Red error messages will display in the **Validation Errors** section of the application.



It is best to correct one error at a time and revalidate after correcting each error. If you try to fix multiple errors at the same time, and still have errors even after revalidating, it can be confusing to determine which error was corrected properly and which one was not.

The goal is to receive the message that there are no error messages in the application. If you submit a packet with validation errors, it will be rejected upon submission.

The application may still be rejected even if there are no system errors in it. This is because the title processors still need to review documents, such as authorizations, for completeness.

Warning messages display in orange. They may or may not impede the registration of the packet. Investigate any warning message you receive to determine if it will have an impact on the registration of your packet.



In this example, the warning is indicating that one of the source parcels is tied. If all the parcels that are tied to that source parcel are not source parcels of this transform, the packet will be rejected.

How to Create a Summary Report

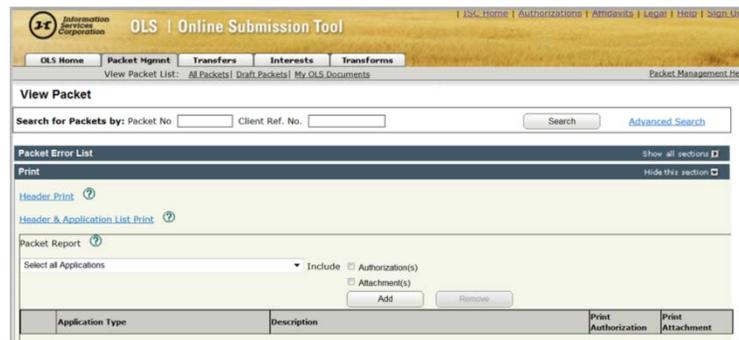
A **summary report** is a report that shows you the work completed within one application or multiple applications in a particular packet.

You can only request a summary report before submitting the packet. The report cannot be requested once the packet is submitted.

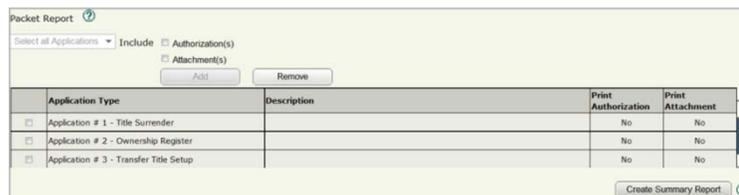
A summary report should only be requested after validation has occurred and there are no errors contained in the packet.

To create a summary report for a multi-application packet, do the following steps:

1. Click the **View Packet Content** button. The **View Packet** screen will display.



2. Make sure **Select all Applications** is shown in the **Packet Report** field.
3. Click the **Add** button. All the applications in the packet will display in the grid.
4. Use the scroll bar located on the right hand side of the grid to view all applications contained in the **Summary Report**.



Application Type	Description	Print Authorization	Print Attachment
<input type="checkbox"/> Application # 1 - Title Surrender		No	No
<input type="checkbox"/> Application # 2 - Ownership Register		No	No
<input type="checkbox"/> Application # 3 - Transfer Title Setup		No	No

Create Summary Report

- Click the **Create Summary Report** button located in the bottom right-hand corner of the grid. A blue informational message will display.



Packet Report ?

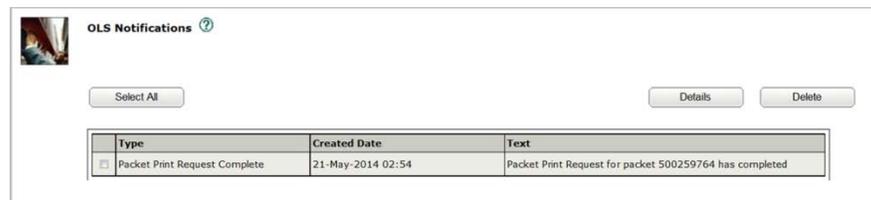
Select all Applications Include Authorization(s)
 Attachment(s)

Application Type	Description	Print Authorization	Print Attachment
<input type="button" value="Create Summary Report"/> ?			

Informational:

- Packet print request has been successfully queued at 6/4/2014 1:14:00 PM. Please check the OLS notifications area on the OLS homepage to view details.

- Give the system a few minutes to generate the report. The report should display in the **OLS Notifications** area on the **OLS Home** screen.



OLS Notifications ?

Type	Created Date	Text
<input type="checkbox"/> Packet Print Request Complete	21-May-2014 02:54	Packet Print Request for packet 500259764 has completed

A summary report, an application print request and a packet print request all refer to the same report within **OLS**.

How to Submit the Packet

The packet can be submitted once you are satisfied that the packet is complete. You may want to wait until the summary report is returned for a final check of the information contained within the packet.

1. Select one of the following:
 - a. the **Submit Packet** button at the bottom of the **OLS Application** screen;
 - b. the **Submit Packet** button located in the top right-hand corner of the **Packet Content** section of the **View Packet** screen; or
 - c. the **Submit Packet** button located in the very bottom right-hand corner of the **View Packet** screen.



The screenshot shows the 'Packet Content' screen with the following details:

Packet Information		Account Information	
Submitting Party: Currie, Barb	200 - 10 Research Drive, Regina, Saskatchewan, Canada, S4S 7J7	Account Number:	100596044
Client No: 120386268	Packet Type: Title Processing		
Client Ref. No: 12345	Packet No: 500260744		
Packet Description: Condo Transform 100249400 - DA Enterprises Inc.	Expiry Date: 04-Dec-2014		
Status: Draft			

Below the table is a table with columns for 'Setup', 'DA ENTERPRISES INC.', 'Condo Plan 98844009 Ext 0', and 'Parcel (Generic)'. There are two rows of data. At the bottom, there are buttons for 'Validate Packet' and 'Submit Packet'.

The **Submit Packet** confirmation screen will display. This page contains information from the packet header, as well as the packet confirmation date and the estimated fees for this packet.



The screenshot shows the 'Submit Packet - Webpage Dialog' confirmation screen with the following details:

Packet Header Info

Packet Information		Account Information	
Submitting Party: Currie, Barb	200 - 10 Research Drive, Regina, Saskatchewan, Canada, S4S 7J7	Account Number:	100596044
Client No: 120386268	Packet Type: Title Processing		
Client Ref. No: 12345	Packet No: 500260744		
Packet Description: Condo Transform 100249400 - DA Enterprises Inc.	Expiry Date: 04-Dec-2014		
Status: Draft			

Packet Confirmation Date:
This information is being provided for information purposes only. The date may not reflect the actual date of submission, because submission does not occur until you have continued submission of this packet by clicking on the "OK" button.
Confirmation Date: Wednesday, June 04, 2014 1:25:21 PM

Estimated Fees:
(Note - Final cost will be determined at registration, this is an estimate only.)
Total estimated fees for the packet are: \$7,500.00

Continue submission of this packet?



2. Click the buttons at the bottom of the **Submit Packet** screen to continue with or cancel your submission.



3. Only click the **Cancel** button if you want to cancel the submission of the packet. This will not cancel your packet, only the submission of it. The packet will continue to be in draft status until it is submitted again.
4. Click the **OK** button to continue with the submission. Do this once you have verified the accuracy of the information within the packet. Be sure you want to submit the packet before you select the **OK** button.

Once the packet is submitted, the system will take you to the **All Packets** view of the **Packet Management** tab. The status of the packet will change from **Draft** to **Pending Submit**.

The system will do a secondary validation. Once the packet passes that validation, the packet status will change from **Pending Submit** to **Being Processed**.

Once the packet reaches the **Being Processed** status, it waits in the queue for a title processor to examine and register or reject the packet. You will be notified of the success or failure of your submission in the **OLS Notifications** area on the **OLS Home** page.

Resources

If you require more details on certain areas of **OLS**, the ISC website has OLS e-learning tutorials as well as OLS modules used for external training.

Use the following links to locate these resources:

<https://www.isc.ca/SignedInHome/Help/Training/eLearning/eLearning/Pages/default.aspx>

<https://www.isc.ca/SignedInHome/Help/Land/OLS/Pages/default.aspx>