

Are You Looking for a Copy of Your Declaration and Description?

By Sally Thompson

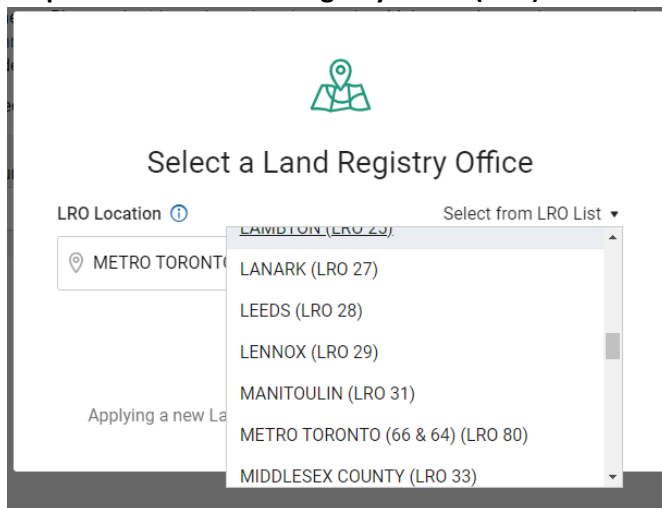
Here's how to get them quickly.

When completing a reserve fund study, we always ask for a copy of the corporation's condo plan (aka description) and declaration. Very often management does not have a copy of the condo plan. They always have a copy of the declaration, but sometimes it is a disaster – giant file size of an ancient scan of a paper copy covered in hand markups or post-it notes. If this sounds familiar, don't despair. It is easy and cheap for Ontario condominiums to get a registered copy of these documents using ONLAND.

Step 1: Follow the link:

<https://www.onland.ca/ui/lro/documents/instrument>

Step 2: Select the Land Registry Office (LRO) from the drop down list.



You will now be on a page where you can search for Instruments, Plans and Evidence. There is a search box with the title "Registration Number".

Step 3: Get Your Condo Plan


Search for your condo plan. Use TCPxxxx for TSCC corps, use YCPxxxx for YCC corporations, PCPxxxx for PCC corporations and MTCP for MTCC corporations), where xxxx is your condo corporation number. For example, condo plans for YCC 78) would be entered as YCP78 (no spaces).

There is a charge of \$15 plus HST for the drawings, which can be paid via credit card.

There is a [list of prefixes](#) that can be used to find documents under each registry office. You may need to refer to it if the simple pattern above does not give you results.

Step 4: Get Your Declaration:

The condo plan will indicate the instrument number for the corresponding declaration:

<p>SURVEYOR'S CERTIFICATE</p> <p>I CERTIFY THAT :</p> <p>1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE CONDOMINIUM ACT 1998, THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.</p> <p>2) THIS SURVEY WAS COMPLETED ON THE <u>8th</u> DAY OF <u>January</u>, 2015.</p> <p>3) THE DIAGRAMS OF THE UNITS SHOWN ON THIS PLAN ARE SUBSTANTIALLY ACCURATE.</p> <p>DATED THIS <u>12th</u> DAY OF <u>March</u>, 2015.</p> <p> P. HOFMANN Ontario Land Surveyor</p> <p>DECLARATION REGISTERED AS No. <u>AT 3859053</u></p>
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In the search box, enter the full registration number. In this case AT3859053. No spaces or hyphens.

The charge may vary by number of pages but is usually \$3 plus HST.

Step 5: Get any other instruments or reference plan

Any numbered instrument or reference plan can be searched in the same manner (many instruments are often referenced in declaration) using the instrument or plan number. For reference plans, there is usually a prefix like 66R. Remember to exclude any dashes or spaces. So, for example, for reference plan 66R-9999 you would search 66R9999.

Happy document hunting!