Parking Designation Interests

Disclaimer

The materials in this manual are for demonstration purposes only. The forms and processes are subject to change at any time without notice. Use of outdated forms or processes may result in transactions being rejected or delayed.

Always go to the Information Services Corporation (ISC) website to download the most recent versions of the forms.

Information Services Corporation (ISC) will not be responsible for loss resulting from the use of outdated forms or processes.

The characters and events depicted in this manual are fictional. Any similarity to real events or persons (whether living or deceased) is unintentional.

Revision History

Version #	Revision Date	Summary of Changes	Pages Changed
1.2	June 11, 2014	Original release.	

Formatting Note

In this manual, <u>underlining</u> 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

The Controller of Surveys is no longer involved in the designation and redesignation of parking spaces. While parking spaces will continue to be shown on a plan of survey, the plan of survey will <u>not</u> show which residential unit is granted the exclusive use of each parking space. Instead, parking spaces will be designated by registering a parking designation interest on the applicable title.

Parking spaces will be redesignated by amending the parking designation interests to add the titles acquiring the parking spaces. A parking designation interest will automatically be removed from the title giving up the interest 30 days after the title acquiring the parking space is amended to include the interest.

Under the old system, a title may not have made any mention of parking, as that reference would have been on the plan. For example, the designated parking spaces that were allocated on the plan at the time titles were initially raised remain valid on existing plans.

The new changes mean that the title will show what space is allocated to what residential unit for new plans.

Also, under the old system, if a developer had a phased development where all parking spaces on a plan were allocated to a unit that was not yet developed, then the titles created in the redivision would have had the redesignation interest on them.

The new parking designation interest marks a creation of a space on a title, whereas the old redesignation interest marked a change.

The Old Parking Space Designation Process

Prior to the legislative changes to *The Condominium Property Act, 1993*, a parking space could be given up by one condominium unit owner or the condominium corporation and acquired by another condominium unit owner or the condominium corporation. A **Condominium Property Act – Parking Redesignation** interest was registered in order to facilitate the changes to the parking space.

There were usually two (2) titles involved – the title giving up the parking space and the title gaining the parking space. However, if a parking space was being taken from the condominium corporation (common property) and being given to a condominium unit owner, or being taken from a condominium unit owner and given to the condominium corporation (common property), then the only choice the customer had was to register the parking redesignation against the condominium unit receiving the parking space. The only instance in which this interest type could be registered against only one title was when the condominium corporation was involved.

Customers completed **Form D – Parking Space Redesignation** and applied to Plan Processing (PPS) for the approval of **Form D**. PPS determined if the parking redesignation was consistent with the current parking schedule of the condominium plan. If the parking redesignation was acceptable, PPS would endorse **Form D** and return it to the customer.

The customer would then submit a packet to the Land Registry to register a **Condominium Property Act – Parking Redesignation** interest against each of the titles involved. The packet also had to include the endorsed **Form D**, which was behind a **Begin Attachment Sheet**.

PPS was advised when the interest was registered. They updated the plan by amending the legend and stamping **Change Order** on it.

If a second redesignation of the parking space took place, the customer would complete a new **Form D** and submit it to Plan Processing for approval. Then the second redesignation would be registered on the unit title through the Land Registry. The redesignations stayed on the unit title forever. When the unit was sold, ISC would update the two interest numbers associated with the interest register number.

The New Parking Designation Process

The changes to *The Condominium Property Act, 1993* went into effect on June 16, 2014. The Act now requires the customer to designate parking at the time of raising titles to a condominium plan. A new form is now required. The form is **F.1 – Designation of Parking**, and it must be included in the application as an attachment. This form identifies which parking space goes with which unit.

Condominium plans that exist in ISC's database as of June 16th, 2014 have parking spaces designated on them. Parking designation interests will <u>not</u> have to be registered on the unit titles that currently have exclusive use of those parking spaces, but they will have to be registered on the unit titles <u>acquiring</u> the parking spaces. Copies of **Form D** are required as attachments in all redesignations.

Form D will no longer be endorsed by ISC, but the title processors responsible for processing will examine **Form D** during processing to make sure the customer is able to register the parking designation amendment.

During the transition, the old **Form D** can be used to redesignate parking spaces if it has been stamped by Plan Processing before June 16th.

Parking spaces are those spaces designated for exclusive use of a residential unit. The spaces are <u>not </u>titled as parking units are.

A new parking designation interest has been created for parking spaces on new condominium plans created after June 16th, 2014.

The interest is called **Condominium Property Act – Parking Designation.**

After June 16, 2014, all parking designations must be shown on title. While plans will continue to show the location of parking spaces and parking units, parking spaces must be designated by registering the new interest on title.

There are new policies and processes to follow to register this new parking designation interest.

Online Submission (**OLS**) can now be used to raise titles to a condominium plan. If the condominium plan designates the use of parking spaces, each parking space will have to have its own parking designation interest registered against the unit title that has been assigned that parking space. The parking designation interests must be registered in the same packet as the initial setup of the condominium unit titles raised from the plan.

If multiple parking spaces are to be designated to one unit, then each parking space must have its own parking designation interest registered against the unit title.

The new parking designation interest can also be amended. If existing condominium plans require a change to who has use of a parking space, customers will have to do an amendment to the existing parking designation interest. The condominium unit title that is acquiring the use of the parking space will have to be added to the originally registered parking designation interest. This means that the same parking designation interest will be registered on both the original unit that had use of the parking space and the unit that is acquiring the use of the parking space. When the new unit is added to the interest, the system will generate a scheduled expiry date for the original interest, so that it will expire 30 days after the registration of the amendment packet.

If a condominium unit title has multiple parking spaces assigned to it, and if some of those parking spaces are being amended to be

assigned to a new unit or units, the unit must maintain a <u>minimum</u> of at least one parking space.

Target Audience

External customers who submit condominium-related work to ISC.

Course Objectives

After reading this manual, customers will be able to:
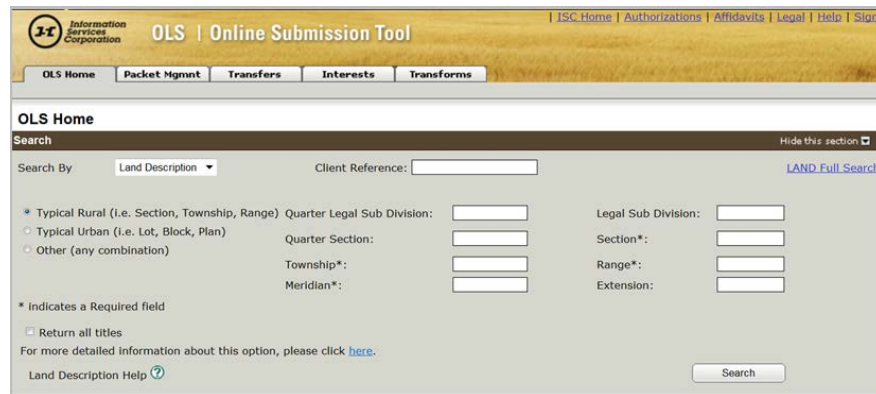
- Understand the difference between the old and new processes for designating parking spaces.

- Register a parking designation interest on an existing condominium plan using **OLS**.

- Register parking designation interests in the same packet as a condominium transform in **OLS**.

How to Register a Parking Designation on an Existing Condominium Plan

After June 16, 2014, the Controller of Surveys will no longer have any responsibility for parking designations, and all designations will have to be shown on title.
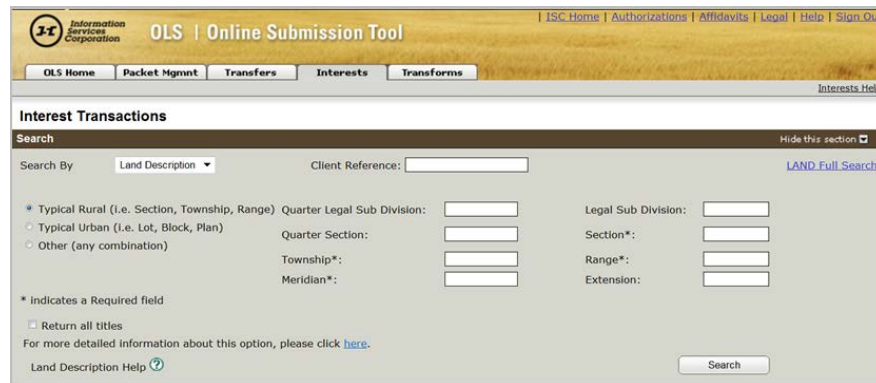
If you have an existing condominium plan (pre-June 16, 2014) and you need to redesignate a parking space, you just need to register the new parking designation interest against the unit title acquiring the parking space using **Form D** as an attachment.

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

2. Select the **Interest** tab. The **Interest Transaction** screen will display.

3. Choose a search method from the **Search By** dropdown menu. You can search to find the title that requires a parking designation interest to be registered on it.

4. Enter the criteria for the selected search function.

5. Click the **Search** button. The **Search Results** screen will display.

The number of search results will be shown in the **Search Results** header. In this example, there are 15 records in the results list.

If you cannot see all the search results in the grid, use the white scroll bar on the right-hand side to view the whole list.

6. Use the check box on the left-hand side of the grid to choose the unit title that the parking designation interest will be registered on.

7. Click the **Use Selection in Interest** tab located in the **Search Results** header. This will automatically move the selected title into the **Attach Interest To** section of the interest registration application.

    A new screen with a blue informational message will display, you the number of titles selected for use in this transaction.

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

The **Select or Create Packet** screen 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 such things as your name, your client number and your account number.

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

10. Click the **Save** or **Continue** button. A packet number will be generated when you select either of these buttons.
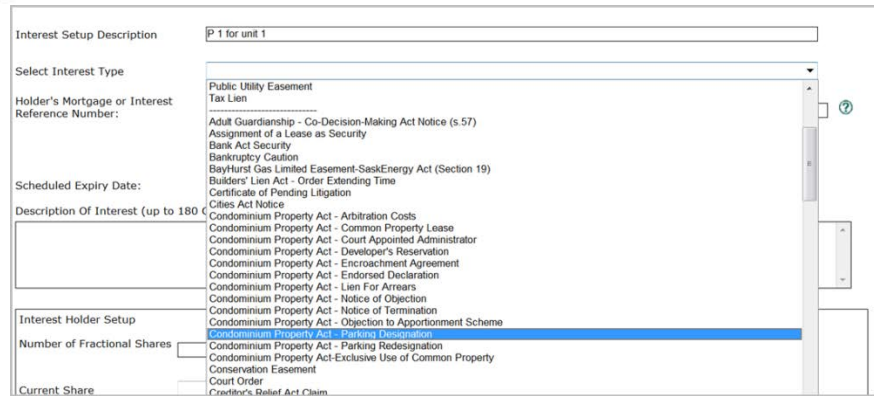
11. Scroll down to the **New Interest Transaction** section. Note that the system defaults to **Interest Registration**.
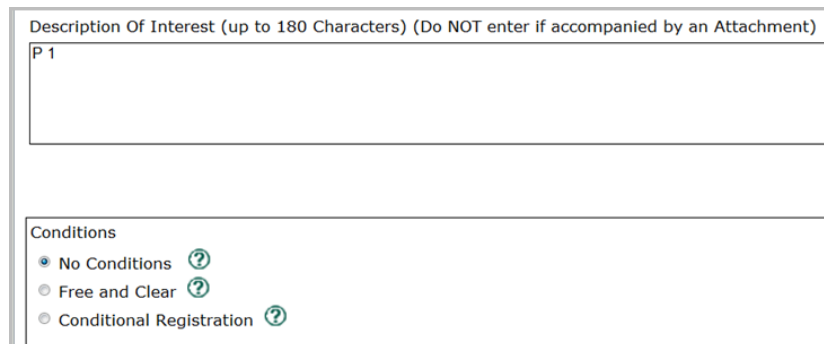
This is the transaction where you will register the parking designation interest.

12. Click the **Create** button. The screen will refresh and the **Interest Setup Description** section will display.

13. Enter information in the **Interest Setup Description** field. This is an optional field.

14. Choose the **Condominium Property Act – Parking Designation** interest from the **Select Interest Type** dropdown menu.

You must select an interest type before completing other fields in the interest registration. This is because after the interest type is chosen, the system brings back all the rules affiliated with that interest. When you validate the application, the system knows what fields are required to register the interest successfully and whether or not an attachment is needed.

15. Type the new parking space number in the **Description of Interest** field. The number should be entered in the following format: A "P" followed by a space and one or more digits (e.g., "P 11").

This is the one type of interest where you can enter text in the **Description of Interest** field. You can also add a copy of **Form D** to the application as an attachment. Both the description and the attachment will be valid.

The packet <u>must</u> include a written interest description and a copy of **Form D** (as an attachment).

There is no option for the user to create a holder.

The holder will automatically default to **Current Holder** with its designated client number and number of fractional shares, which cannot be changed. If the current condominium unit owner changes, the new condominium unit becomes the current holder.

16. Click the **Save** button at the bottom of the screen. The following screen will display..

17. Choose one of the following conditions:

   a. **No Conditions**;
   b. **Free and Clear**; or
   c. **Conditional Registration**.

No Conditions: Registration will be accepted subject to any interests registered against the title or existing in the Judgment Registry at the time the application is processed.

Free and Clear Registration: Registration will only be accepted if there is no other interest on the title or existing in the Judgment Registry at the time the application is processed.

Conditional Registration Date and Time: Registration will be accepted subject to interests registered on the title or existing in the Judgment Registry at a particular date and time. The date and time should be entered as **dd/mm/yyyy hh:mm:ss**.

18. Scroll down to the **Attach Interest** section. You will see the title for the condominium unit that was brought forward when you clicked the **Use Selection in Interest** button on the **OLS Home** screen.

The only reason to select the checkbox to the left of this title is if the incorrect unit title has been brought forward, and you need to delete the selection from the grid.

If the information needs to be deleted:

- Select the checkbox preceding the title number.

- Click the **Delete Selected** button. A pop up will display asking if you want to delete the selected items. Click the **OK** button

- The item will be deleted from the grid.

19. Scroll down to the **Manage Authorizations and Attachments** section.
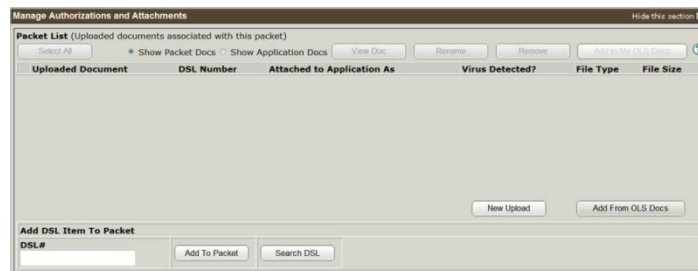
Note: A completed **Form D**, located in [The Condominium Property Regulations, 2001](#), is required as an attachment for this interest type.

20. Save the completed **Form D** to your computer in PDF format.

21. Click the **New Upload** button in the **Manage Authorization and Attachments** section. The **Select Files to Upload** screen will display.
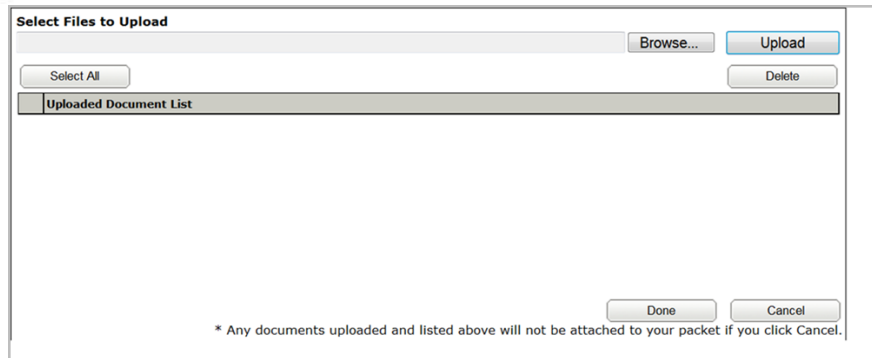
22. Click the **Browse** button. This allows you to access the file where **Form D** is saved.

23. Double-click the correct document (or click it once and choose the **Open** button). The **Select Files to Upload** screen will display, showing the path to the document.

24. Click the **Upload** button. You can view the blue progress bar to see the time remaining in the upload. Once the file has been uploaded, the file will display in the **Uploaded Document List**.
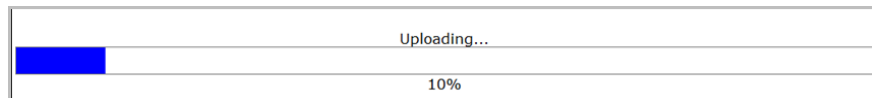
25. Click the **Done** button. This will place your document in the **Uploaded Documents** section of the **Manage Authorizations and Attachments** screen.
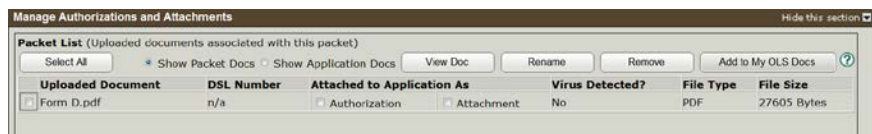
26. Select the **Attachment** checkbox to link **Form D** to the interest registration.
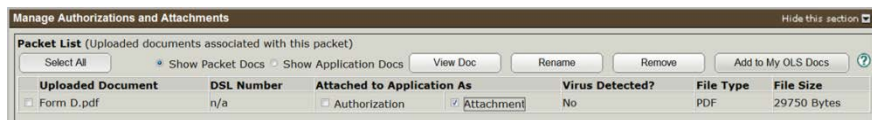
The business rules require an attachment for this interest type. Therefore, when the system validates the application, it will look

for an attachment to be linked to your transaction. If it does not
find an attachment, it will generate an error message to alert you.

27. Scroll down and click the **Validate** button. This will only
validate this particular application against the business
rules of the transaction you are currently in. When there
are multiple applications in one packet, you should validate
on an application-by-application basis.

28. 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.

If errors are found, a popup will display, telling you there
are errors.

Click the **OK** button to see the errors in the 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.

Your application may still be rejected even if there are no system errors in it. This is because the title processors are the only ones can review documentation, such as your authorizations, for completeness.

How to Create a Summary Report

A **summary report** is a report that shows you the work completed in one application or multiple applications within a particular packet. It is not mandatory to create a summary report, but many customers find it beneficial because it allows them to review the packet and to have confirmation of what is included in it.

You can only request a summary report <u>prior</u> to 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 you have confirmed there are no errors contained in the packet.

Take the following steps to create a summary report for a one-application packet:

1. Click the **Create Summary Report** button at the bottom of the screen.

A blue informational message will display.
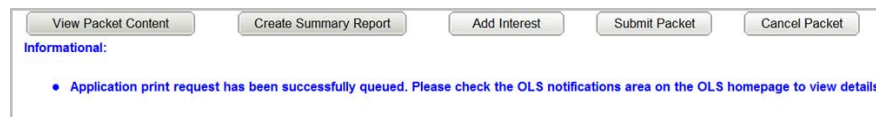
Give the system a few minutes to generate the report. The report should display in the **OLS Notifications** area on the **OLS Home** screen.
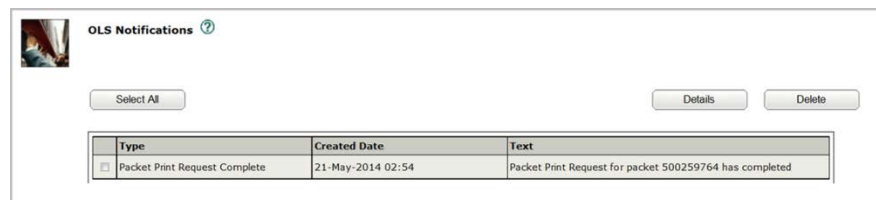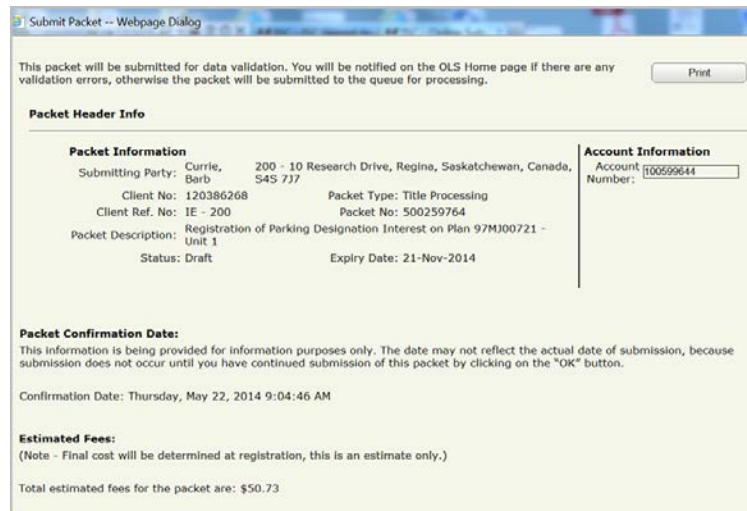
A summary report, an application print request and a packet print request all refer to the same report within **OLS**.

How to Submit a Packet

Once your packet has been validated and there are no errors, you can submit the packet. To do so:

1. Select the **Submit Packet** button at the bottom of the OLS application screen. The **Submit Packet** confirmation screen will display.

   This screen contains information from the packet header. It also displays the packet confirmation date and the estimated fees for this packet.

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

1. Click the **Cancel** button if you want to cancel the submission of the packet. This will <u>not</u> cancel your packet, only the submission of it. The packet will continue to be in draft status until it is submitted.

2. Click the **OK** button to continue with the submission of the packet. 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.
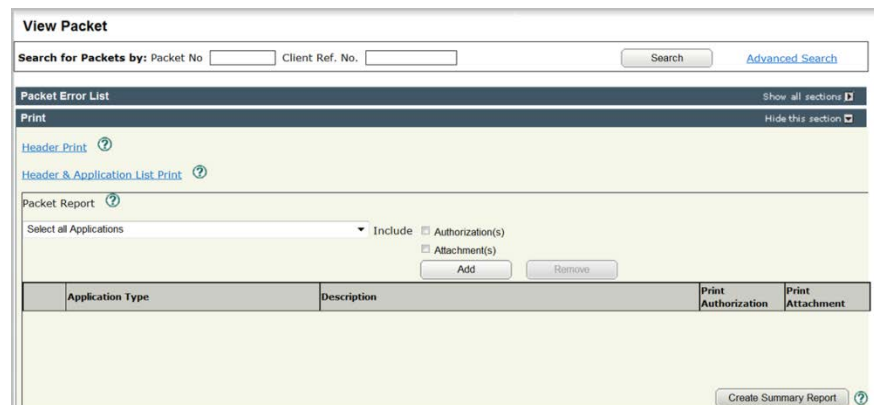
How to Add Parking Designation Interests in the Same Packet as Raising Titles for a New Condominium Plan

Once all the unit titles have been set up in OLS according to the condominium plan, you must also register as many designated parking spaces as are indicated in the plan. The spaces must be registered in the same packet as the condominium transform.

A separate parking designation interest must be registered on the unit title of each residential unit that will have a designated parking space. One unit equals at least one parking designation interest. If a unit will have more than one parking space designation, then multiple parking designation interests will have to be registered on that particular unit title.

Once the condominium transform setups are completed and they have been validated in OLS, register a parking designation interest by taking the following steps:

1. Click the **View Packet Content** button at bottom of the **Transforms** application screen. The **View Packet** screen will display.

This is the overview of the packet that you are currently working in. You will be able to view the applications currently added to this packet.

2. Scroll down to the **Packet Content** section and click the **Add: Interest** radio button.

3. Click the **Add** button. The **Select or Create Transaction for Packet xxxxxxxxx** section of the **Interest Transaction** screen will display. The system will default to a transaction type of **Interest Registration**.
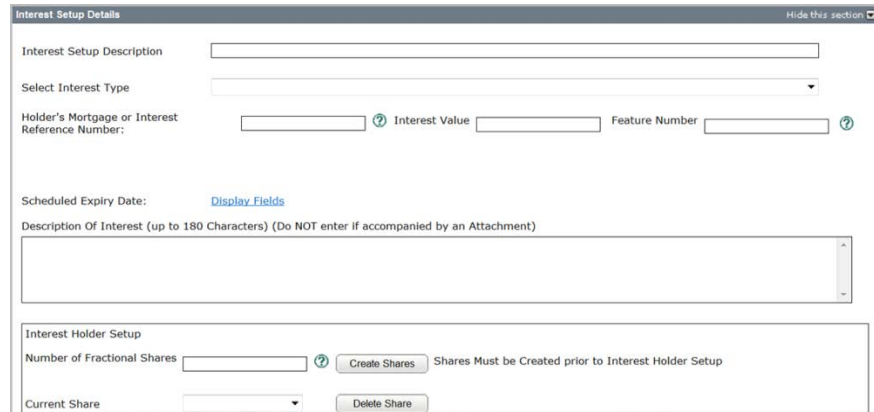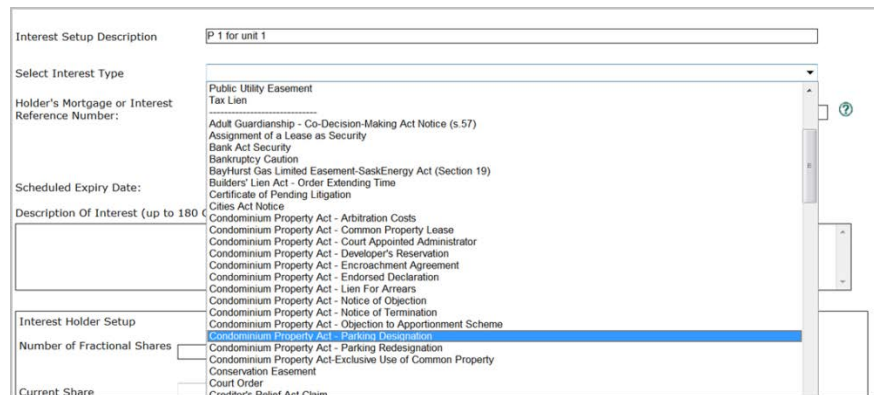
4. Click the **Create** button. The screen will refresh and the **Interest Setup Details** section will display.

5. Enter information in the **Interest Setup Description** field. This is an optional field.

6. Choose the **Condominium Property Act – Parking Designation** interest from the **Select Interest Type** dropdown menu.

You must select an interest type before completing other fields in the interest registration. This is because after the interest type is chosen, the system brings back all the rules affiliated with that interest. When you validate the application, the system knows what fields are required to register the interest successfully and whether or not an attachment is needed.

7. Type the new parking space number in the **Description of Interest** field. The number should be entered in the

following format: A "P" followed by a space and one or more digits (e.g., "P 11").

Description Of Interest (up to 180 Characters) (Do NOT enter if accompanied by an Attachment)

P 1

Conditions
- No Conditions
- Free and Clear
- Conditional Registration

This is the one type of interest where you can enter text in the **Description of Interest** field. You can also add a copy of **Form F.1** to the application as an attachment. Both the description and the attachment will be valid.

The packet must include a written interest description and a copy of **Form F.1** (as an attachment).

There is no option for the user to create a holder.

The holder will automatically default to **Current Holder**, with its designated client number and number of fractional shares, which cannot be changed. If the current condominium unit owner changes, the new condominium unit becomes the current holder.

8. Click the **Save** button. The following screen will display.

Description Of Interest (up to 180 Characters) (Do NOT enter if accompanied by an Attachment)

P 1

Interest Holder Setup

Number of Fractional Shares [1]   [Create Shares]   Shares Must be Created prior to Interest Holder Setup

Current Share   [Share 1 ▼]   [Delete Share]

Conditions
- No Conditions
- Free and Clear
- Conditional Registration

9. Choose one of the following conditions:

   a. **No Conditions**.
   b. **Free and Clear**.
   c. **Conditional Registration**.

No Conditions: Registration will be accepted subject to any interests registered against the title or existing in the Judgment Registry at the time the application is processed.

Free and Clear Registration: Registration will only be accepted if there is no other interest on the title or existing in the Judgment Registry at the time the application is processed.
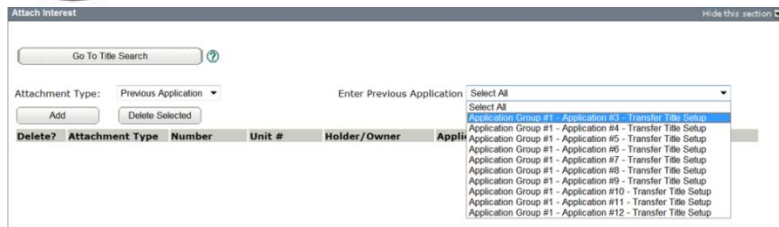
Conditional Registration Date and Time: Registration will be accepted subject to interests registered on the title or existing in the Judgment Registry at a particular date and time. The date and time should be entered as **dd/mm/yyyy hh:mm:ss**.

1. Scroll down to the **Attach Interest** section. Choose **Previous Application** from the **Attach Interest** dropdown menu.

Note: Because the new unit titles have just been set up in the packet and have not been registered, they do not have a title number assigned to them.

The **Previous Application** field defaults to **Select All**, but you can view all the applications in the packet that this interest could possibly attach to.

Remember that if a condominium has been set up with 10 units and there will be five designated parking spaces on units 1, 3, 5, 7 and 9, a separate parking designation interest must be created and attached to each of those units.

In this scenario, if application 3 is the setup for unit 1, the parking designation interest will attach to application 3.

Once you have entered all the information necessary for the interest transaction and that information has been validated, you must click the **View Packet Content** button and add another interest, so that the second parking designation interest can be created and attached to application 5 (which is the setup for unit 3), and so on.

2. Choose the appropriate application from the **Enter Previous Application** dropdown menu. Each residential unit that will have designated a parking space must have a separate parking designation interest registered on its title. One unit equals one parking designation interest.

3. Click the **Add** button on the left-hand side of the screen. The application chosen will display in the **Attach Interest** grid.

The only reason to select the checkbox to the left of the previous application is if the incorrect application has been brought forward and you need to delete the selection from the grid.

If the information needs to be deleted:

- Select the checkbox preceding the title.

- Click the **Delete Selected** button. A pop up will display asking if you want to delete the selected items. Click the **OK** button

- The item will be deleted from the grid.

4. Scroll down to the **Manage Authorizations and Attachments** section.
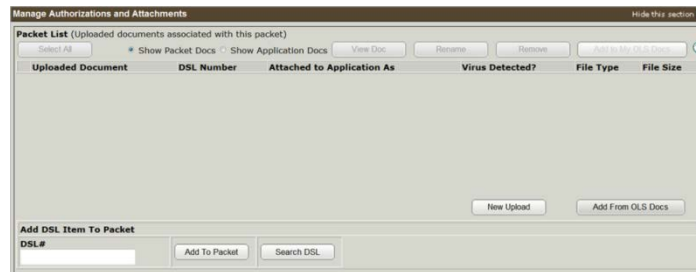
Note: A completed **Form F.1**, located in *The Condominium Property Regulations, 2001*, is required as an attachment for this interest type.

5. Save the completed **Form F.1** to your computer in PDF format. The form only needs to be uploaded once, if it contains all the information for each unit who has use of a parking space, but each interest application must have **Form F.1** selected as an attachment.

6. Click the **New Upload** button in the **Manage Authorization and Attachments** screen. The **Select Files to Upload** screen will display.
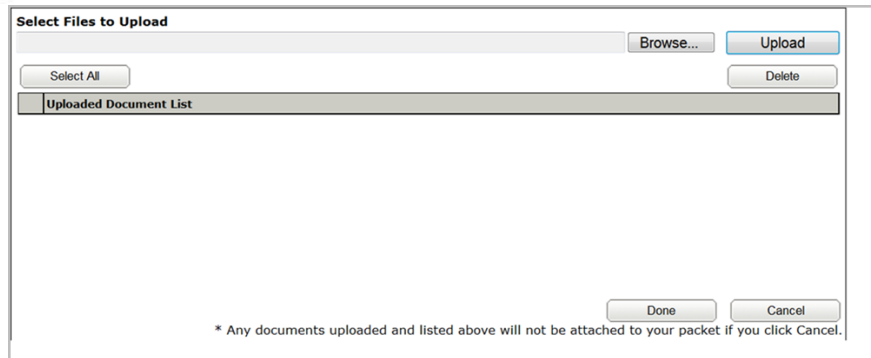
7. Click the **Browse** button. This allows you to access the file where **Form F.1** is saved.

8. Double click the correct document (or click it once and then choose the **Open** button). The **Select Files to Upload** screen will display again, showing the path to the document.

9. Click the **Upload** button. The blue progress bar will show you the time remaining in the upload.
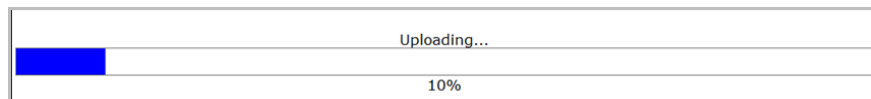
10. Once the file has been uploaded, the file will display in the **Uploaded Document List**.
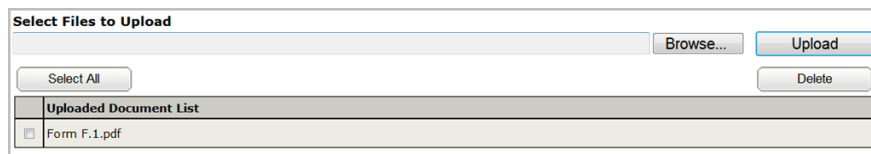
11. Click the **Done** button. This will place your document in the **Uploaded Documents** section of the **Manage Authorizations and Attachments** screen. Both the condominium transform authorization and **Form F.1** will display in the **Uploaded Document** grid.

12. Select the **Attachment** checkbox to link **Form F.1** to the interest registration.

The business rules require an attachment for this interest type. Therefore, when the system validates the application, it will look for an attachment to be linked to your transaction. If it does not find an attachment, it will generate an error message to alert you.

Do <u>not</u> select any documents that relate to the authorizations for the condominium transform. They will display in the grid but should not be linked to the parking designation interest. Only **Form F.1** should be linked to the parking designation interest.

13. Scroll down and click the **Validate** button. This will only validate this particular application against the business rules of the transaction you are currently in. When there are multiple applications in one packet, you should validate them on an application-by-application basis.

14. If the business rules are met and the system does not locate any errors, a pop-up window will display, telling you no errors or warnings were encountered. Click the **OK** button. You can continue to complete the application.
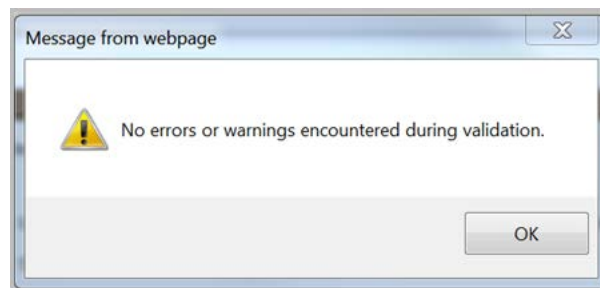
15. If errors are found, a pop-up window will display, alerting you to that fact. Click the **OK** button to see the errors in the application. Red error messages will display in the **Validation Errors** section of the application.

Message from webpage

⚠ Errors or warnings encountered during validation.

OK
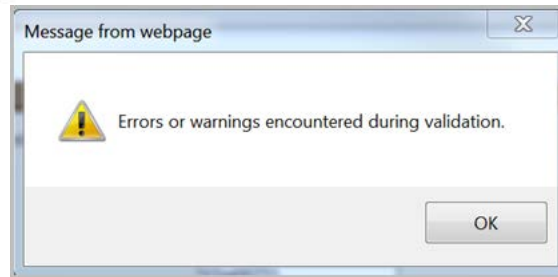
Application #1 - Int Registration
Errors:

- A condition has not been identified for the interest registration. Please select a condition for registration and try again.
- An attachment or description is required for interest type Parking Interest (subject to business). Please provide an attachment or description of the interest.
- Interest description must begin with a 'P' followed by one or more digits

It is best to correct one error at a time and revalidate after correcting each one. If you try to fix multiple errors at the same time, and the packet still has errors even after you have revalidated it, 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 the application. Only the title processors can review documentation, such as authorizations, for completeness.

How to Add an Additional Interest(s) to the Same Packet

Once you have validated the first parking designation interest, you can add another one to the same packet. To do so:

1. Click the **Add Interest** button at the bottom of the **Interest Transactions** screen.

2. A new **Interest Transactions** screen will display. Complete the next parking designation interest by following the steps outlined previously. Keep adding an interest until each parking space has been attached to the appropriate condominium unit.
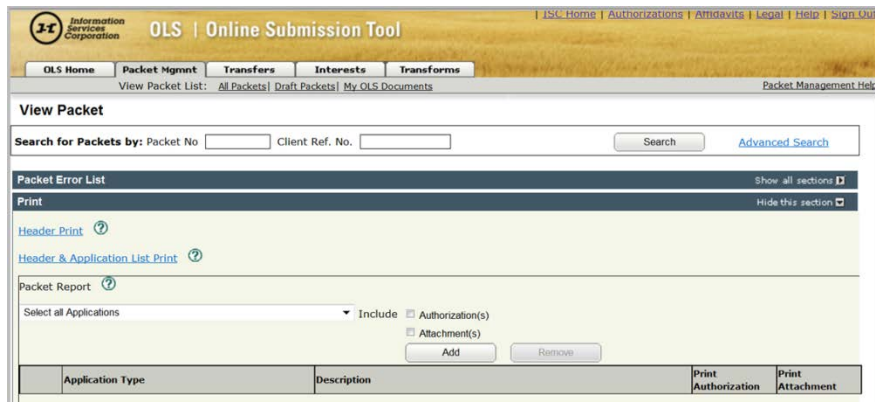
How to Create a Summary Report

A **summary report** is a report that shows you the work completed in one application or multiple applications with a particular packet. It is not mandatory to create a summary report but many customers find it beneficial because it allows them to review a packet and get confirmation of what is included in the packet.
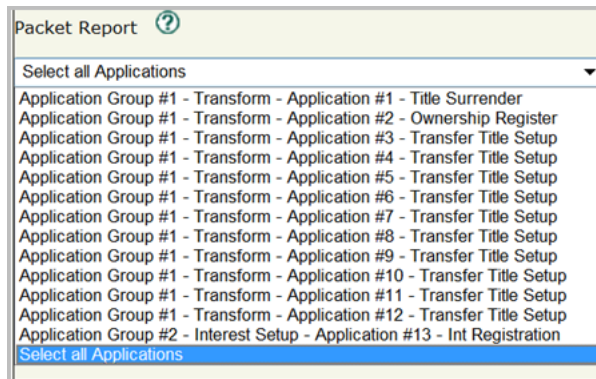
You can only request a summary report <u>prior</u> to submission of the packet. The report cannot be requested once the packet is submitted.

Take the following steps to create a summary report for a multi-application packet:

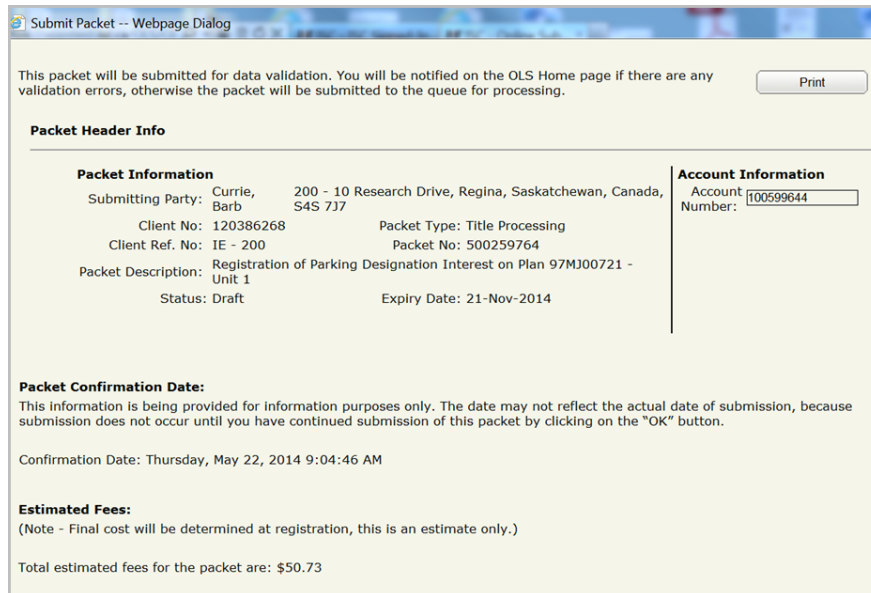1. Click the **View Packet Content** button. The **View Packet** screen will display.

2. Make sure **Select all Applications** is shown in the **Packet Report** field. Click the **Add** button. All applications contained in the packet will display.

![Information Services Corporation logo]

How to Submit the Packet

Once the packet has been validated and there are no errors, you can submit the packet. To do so:

1. Select the **Submit Packet** button at the bottom of the **OLS** application screen. The **Submit Packet** confirmation screen will display. This page contains information from the packet header. It also shows the packet confirmation date and the estimated fees for this packet.

2. Continue or cancel your submission by clicking one of the buttons at the bottom of the screen.

3. Only click the **Cancel** button if you want to cancel the submission of the packet. This will <u>not</u> cancel your packet, only the submission of it. The packet will continue to be in draft status until it is submitted.

4. Click the **OK** button to continue with the submission of the packet. 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.