

APPLICATION FOR TRANSMISSION TO PERSONAL REPRESENTATIVE*

NOTE: Documents submitted for registration must be accompanied by an electronic on-line Document Registration Request (DRR) form. To Create a DRR, logon to SPIN 2, www.spin.gov.ab.ca, click the DRR button on the SPIN 2 Menu Bar then select Create DRR, see Create DRR Help files for additional information.

Before submitting documents to the Land Titles Office, please enclose the following:

- An Application for Transmission to Personal Representative completed and signed by the personal representative or his/her solicitor.

and

- An original or a court certified copy of the Grant of Probate or Letters of Administration under **seal** of the Surrogate Court of Alberta (the original Grant or Letters will be returned).

NOTE: A notarized copy of official documentation is **not** acceptable.

The legal description(s) must be provided.

Registration Fees

Application for transmission	\$15.00
Extra title(s) affected	\$15.00 per title
Certified copy of title(s)	\$10.00 per title

Please enclose a cheque or money order payable to the **Minister of Finance**. The completed affidavit, certificate(s) and appropriate fees can be mailed to either address:

Land Titles Office
Box 7575
Calgary AB T2P 2R4

or

Land Titles Office
Box 2380
Edmonton AB T5J 2T3

If you have any further questions, please call or visit at:

Alberta Government Services Bldg.
2nd Floor, 710-4th Avenue SW
Calgary AB T2P 0K3

or

John E. Brownlee Building
10365-97th Street
Edmonton AB T5J 3W7

(403) 297-6511

(780) 427-2742

*** The above information is only a guideline and is not intended as an exhaustive listing**

