



The Property Registry Online Services

Application for a Deposit Account

Name of Business/
Applicant:

Mailing Address:

City:

Province:

Postal Code:

Country:

Telephone:

Email:

Deposit Account Administrators

The administrators are authorized to print/download the deposit account statements and it's their responsibility to maintain the list of users that can make use of the deposit account to pay for online services.

Administrator

First Name:

Last Name:

Business

Services Id:

Backup Administrator (Optional)

First Name:

Last Name:

Business

Services Id:

The applicant hereby applies for an online deposit account and agrees to the TERMS AND CONDITIONS set out on the attached page.

Name of Authorized Signatory (Print)

Title (Print)

Authorized Signature

Date

Mail completed form along with initial deposit to:
The Property Registry, ATTN: Revenue Supervisor, 276 Portage Avenue Winnipeg MB R3C 0B6



The Property Registry Online Services

Deposit Account - Terms and Conditions

INTRODUCTION

A deposit account is a special account which can be established with the District Registrar by a regular user of The Property Registry Online Services. The account permits the user to deposit monies in advance against which fees for service can be debited. The account can be used to charge all The Property Registry Online Services fees when accessing information through The Property Registry Online Services website via the internet.

For more information about Internet access to The Property Registry Online Services, contact The Property Registry at (204) 945-2042, or email us at tpr@gov.mb.ca.

AN ACCOUNT IS ESTABLISHED UPON THE FOLLOWING CONDITIONS.

1. The account holder assumes financial responsibility for all The Property Registry Online Services made in the name of the account by any person who properly identifies the account, whether the person who identifies the account has or does not have authority to use the account.
2. The account holder is responsible to maintain sufficient funds in the account at all times to meet the fees for services charged to the account. If the account is depleted so that the proper fee for any service cannot be debited, no further requests will be processed until a deposit is made.
3. The account is subject to cancellation at the discretion of the District Registrar where there is insufficient use of the account to warrant its continuance or where the service is abused by permitting the account to be depleted fully.

HOW IS A DEPOSIT ACCOUNT ESTABLISHED?

A deposit account is established by sending a completed online deposit account application form to The Property Registry enclosing a cheque or money order payable to The Property Registry in an amount sufficient to cover the cost of all services that may be placed against the account within a one-month period from the date of deposit. Initially, a minimum deposit of \$100.00 is required.

Once a deposit account has been established, deposits by cheque or money order made payable to The Property Registry can be dropped off or mailed to;

**The Property Registry
ATTN: Revenue Supervisor
276 Portage Avenue
Winnipeg MB R3C 0B6**

As well, deposits can be made by electronic bill payment through your financial institution.



The Property Registry Online Services

WHAT DO YOU DO IF UNAUTHORIZED THE PROPERTY REGISTRY ONLINE SERVICES ARE MADE AGAINST THE ACCOUNT?

As soon as an account holder discovers that unauthorized charges are being made against the account, the account holder should request that the account number be changed.

Financial responsibility for the unauthorized use remains with the account holder.

In an emergency, the Revenue Supervisor at the registry office will accept a telephone request to change an account number. The telephone request must be made by an authorized representative. The Revenue Supervisor will verify the request by a return call to the contact person at the telephone number given in the letter of application for the deposit account. The telephone request must be confirmed in writing to the Registrar.

HOW IS AN ACCOUNT CANCELLED?

When an account is no longer required, it can be cancelled.

A letter for cancelling an account should authorize the District Registrar to close out the account and request that any balance be refunded.

ACCOUNT SERVICES

1. The account administrator or backup identified in the account application form will be responsible for adding, changing and deleting authorized users of the account.
2. The account administrator or backup will be responsible to maintain up to date account information (e.g. address, telephone number)
3. The account administrator, backup or designate will be able to view or download account statements. The Property Registry recommends that statements are produced at minimum monthly as reconciliation of transactions is required within 30 days. (No paper statements will be issued)
4. No refund cheque will be issued to the applicant unless a request for refund has been provided on company letterhead signed by an authorized officer.
5. The Property Registry will not pay interest or charge interest on Deposit Accounts.