

**Purpose:**

The purpose of this policy is to establish guidelines and fees for the provision of information and administrative services to ratepayers of the municipality in regard to land titles.

**Requests:**

The Rural Municipality of The Gap No. 39 may provide the following information and administrative services in regard to land titles:

1. Printed copies of Information Service Corporation (ISC) Title Transfer Forms or Surviving Joint Tenant Transfer Forms and applicable instructional information may be provided to ratepayers for an administrative service fee of ten dollars (\$10.00) per packet.
2. Printed copies of Land Titles from ISC may be provided to the registered land owner at a cost of twenty dollars (\$20.00) per title which includes eight dollars (\$8.00) for administrative service fees and twelve dollars (\$12.00) for ISC fees.
3. Printed copies of online land registry quick searches, map searches, or parcel pictures may be provided to registered land owners free of charge.
4. Printed copies of Saskatchewan Assessment Management Agency (SAMA) detailed property profiles may be provided to registered land owners free of charge.
5. Administrative staff may notarize documents for ratepayers at their discretion.
6. Administrative staff shall not utilize the municipality's ISC account to submit Information Service Corporation packets on behalf of a private land owner.

**Invoicing:**

The Rural Municipality of The Gap No. 39 shall invoice for all administrative service fees and costs and payment shall be received upon provision of requested documents.