



**DIRECTIVE**  
**Real Property Registry**

**SECTION: Applications for First Registration**

**NUMBER: 3900-008**

**SUBJECT: Mortgage Sales**

**PURPOSE** This directive defines the process to deal with how to reflect owners of a property subject to a Mortgage Sale on conversion.

**REFERENCE** N/A

**DIRECTIVE**

When a Power of Sale has been exercised by a mortgagee and there has been no conveyance registered in the Registry system:

- The Mortgagee, "In Trust" would sign Form 2.
- The Owners on the AFR shall be reflected as:
  - The Mortgagor(s) (Defaulters) enabled by their Deed
  - The Mortgagee, with the qualifier, **IN TRUST**, enabled by the Mortgage that empowered the sale
- The encumbrancers on the AFR shall also include:
  - The Mortgagee enabled by the Mortgage that empowered the sale

**OR**

- A written request for exemption, **in advance**, to the Registrar, may be made to register the "Mortgagee's Deed" in the Registry system, with an undertaking to convert the parcel to Land Titles within 30 days.

**Note:**

Please refer to Real Property Directive 1800 – 001 for required format of the Mortgagee's Deed/Transfer.