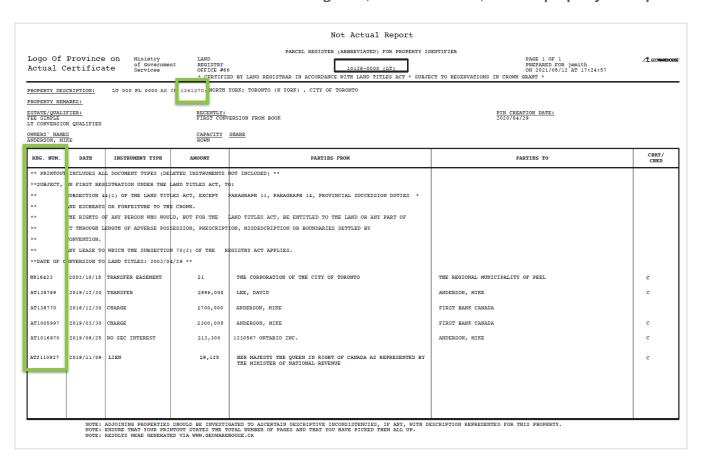


Tips For Success

How to Request an Instrument Image

An **instrument** refers to an image of a registered document within Ontario's Land Registration System. These documents may include a variety of legal records, such as liens, mortgages, transfers, condominium declarations, and more.

To request a copy of an instrument image, you will need the **instrument registration number**. This number can be found in the **first column of the Parcel Register** (under **REG. NUM.**) or in the **property description**.



TIPS FOR SUCCESS 1



In GeoWarehouse, an instrument registration number may be found in the Property Details section of the property report.



To Request a Copy of an Instrument Image:

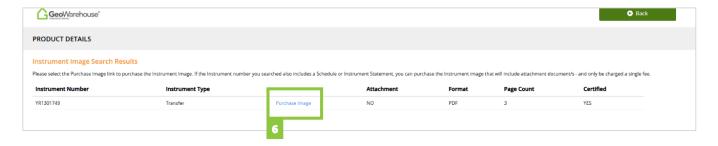
- 1. In the "Search By" dropdown menu, select "INSTRUMENT/PLAN" as the search criteria.
- **2.** Type the instrument registration number in the Search Bar to locate the record.
- **3.** Ensure that you are searching within the appropriate **Land Registry Office** for the instrument.
- **4.** Select the **Search button** to begin the search process.



5. Select the View Details button to purchase the instrument image.



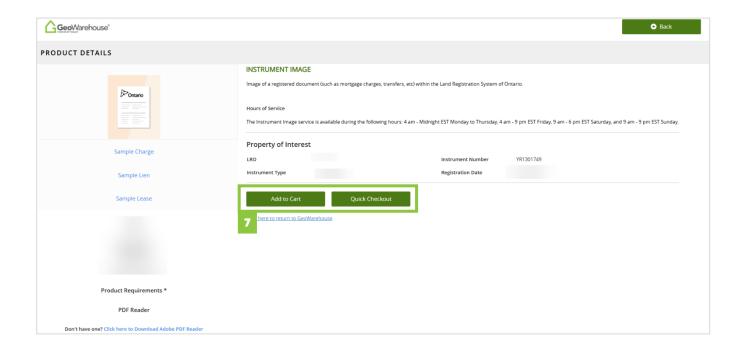
6. Select Purchase Image from the Product Details window.



TIPS FOR SUCCESS 2



7. Select Add to Cart or Quick Checkout from the Product Details screen.



- **8.** If you select **Quick Checkout** you will be directed to the checkout page where you can enter the payment information.
- **9.** Select **Finalize Order** and you will be directed to the transaction confirmation page where you can view the instrument image by selecting Download Products.
- **10.** A copy of the instrument image will be available in the Downloads section in your Account.

If you have any questions, please connect with us.

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TIPS FOR SUCCESS 3