Search Name Cheat Sheet

Search Name is a service that allows you to generate a report that can contain up to 20 names of a property holder in the Province of Ontario. The purpose of this report is to allow people who do not necessarily require a Parcel Register to access property information such as PIN (Property Identification Number), Address (if any), Status of the PIN, Registration Type and Legal Description.

The fee for this report is $10 plus HST. A credit of $10 plus HST will only be applied to the first[1] active Parcel Register (related to the Search Name Report) within 24 hours. Therefore, if you purchase a Parcel Register, the full cost of the Search Name Report will be credited back to you at that time.

In this document, you will learn to:

- Use Search Name
- Redeem the credit

How to use Search Name

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[1] "**First**" does not mean that the PIN has to be physically the first one on the report. It is rather referring to the first purchased Parcel Register that is related to the Search Name Report.

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1. Once you logged in, click on the **Search Name**
2. The search criteria screen displays
3. You will need to:

   - Choose your **LRO**
     - o To find the LRO that is associated with your city/town, use this link:
       https://www.teranetexpress.ca/content/tvuser/mgs/lroList.html
   - Provide a **Given Name** if any (optional)
   - Enter a **Surname or Company Name** (at least 2 characters are required)
   - Select a date range if you are looking for activity only during a specific time period
   - Fill in the **Requested By** field.

4. Select **Submit**

[5] **Search Name Report**

Select one or more of the following names:

[6]
- ☐ STATE CONSTRUCTION LTD.
- ☐ STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY
- ☐ STATE , STEPHEN

[7] **Submit**

5. The search results displays
6. Choose the name(s) that you want to apply on your report
7. Select **Submit**

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8 Price Summary

Includes fees for statutory services supplied on behalf of the Ontario Government under exclusive license, if applicable.

Fee for Search Name Report is a Teranet eXpress Fee, not an ELRSA Fee.

Description	Quantity	Statutory Fee	ELRSA Fee
LRO#33, STATE	1	$0.00	$10.00
HST:			$1.30

Total: $11.30

9 Add To Cart   Cancel

8. The **Price Summary** displays
9. Select **Add To Cart** to proceed

10 Shopping Cart

Product	Price	HST	Sub-total	Action
LRO#33, STATE	$10.00	$1.30	$11.30	Remove Product
Sub-total:	$10.00	$1.30	$11.30	

Total: $11.30

11 Checkout   Continue Shopping

10. The **Shopping Cart** displays
11. Select **Checkout**

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12 Payment Options

All prices are in Canadian Dollars. Credit card and *Interac*® Online payments are processed by Moneris. You will be directed to Moneris site in a new window. You have 30 minutes to complete the transaction.

* Indicates a required field

Product	Product Name	Quantity	Price	HST	Sub-total
1008	CSP Search Name Report	1	$10.00	$1.30	$11.30
Sub-total:		1	$10.00	$1.30	$11.30

Total: $11.30

Pay by Credit Card or *Interac*® Online

Select Credit Card
Select a Saved Credit Card...

Save a New Credit Card

Send Receipt to my email: *
rosiecalg@gmail.com

13 **Submit**   **Cancel**

12. Choose your method of payment
13. Select **Submit**

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| 14 | **Online Transaction Receipt** |

Your Transaction has been Approved
Print this receipt for your records

| **Print Receipt** | A |

Order Receipt

Customer ID: 115557

Transaction ID:	234283	Date/Time:	05/06/21 12:13 PM
Account No:	*************0007	Account Type:	Visa
Account Holder:	angie statevski	Amount:	$11.30
Auth No:	557454	Reference Code:	660183490010013140

Email Receipt Sent To: angie.statevski@teranet.ca

Item Information

Service ID	Product ID	Description	Quantity	Price	SNR Credit^	Subtotal
2095381	1008	CSP Search Name Report **LRO#33, STATE** B	1	$10.00	$0.00	$10.00

Sub Total: $10.00
HST: $1.30

| 15 | **Continue Shopping** |

14. The **Transaction Receipt** appears in a new window

    The screen includes:

    A. A button to print your receipt (**Note:** It has been emailed to you as well)
    B. A link for your report (**Note:** A separate email including the report has been sent to you)

15. Click **Continue Shopping** to go back to the home page.

o   If you want to purchase a Parcel Register afterwards, you can use either the address or PIN from the report and perform a Search by Address or PIN.

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How does the credit work?

There are some criteria that you have to meet first and foremost:

- You must have purchased a Search Name Report prior to buying a Parcel Register identified as part of that SNR
- The credit will only be applied to the **first[2]** Parcel Register that you buy after the purchase of the Search Name Report. A credit is not available on any subsequent Parcel Registers identified as part of the SNR.
- The purchase of an identified Parcel Register has to be **within 24 hours** after buying the Search Name Report
- The Parcel Register must be for one of the PINs listed on the Search Name Report
- The PIN on the Parcel Register must be **active**
- The Parcel Register is acquired using either **Search by PIN** or **Search by Address** options through Teranet eXpress®.

Example:

I have purchased a Search Name Report and I have found the PIN that belongs to the Parcel Register I want to purchase.

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[2] "**First**" does not mean that the PIN has to be physically the first one on the report. It is rather referring to the first purchased Parcel Register that is related to the Search Name Report.

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1. Select **Search Property**
2. The search criteria screen displays
3. Choose the **PIN** tab
4. You will need to:
   a) Choose your **LRO**
      o To find the LRO that is associated with your city/town, use this link:
        https://www.teranetexpress.ca/content/tvuser/mgs/lroList.html
   b) Enter the **PIN**
   c) Select a date range if you are looking for activity only during a specific time period
   d) Fill in the **Requested By** field.
5. Select **Submit**

6 Property Description

NOTE: If applicable, only the first 1000 instruments and/or 250 parties to/from will be printed on the property record.

☐ Select All

7	☑ Select Property	☐ Include Deleted ?
	LRO	33
	PIN	**08238-0089**
	Address	981 COLBORNE STREET LONDON
	Status	Active
	Registration Type	Land Titles
	Description	PART LOTS 10 AND 11, PLAN 198(E) AS IN 851928 LONDON

8 Submit

6. The **Property Description** displays
7. Choose the **Select** checkbox of the PIN(s) that you would like to purchase
8. Select **Submit**

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9 | Price Summary

Includes fees for statutory services supplied on behalf of the Ontario Government under exclusive license, if applicable.

Description	Quantity	Statutory Fee	ELRSA Fee
LRO#33, PIN#08238-0089	1	$8.70	$21.75
HST:			$2.83

Total: $33.28

10 | **Add To Cart**   **Cancel**

9. The **Price Summary** displays
10. Select **Add To Cart** to proceed

11 | Shopping Cart

Product	Price	HST	Sub-total	Action
LRO#33, PIN#08238-0089	$30.45	$2.83	$33.28	**Remove Product**
Search Name Report (SNR) Credit	($10.00)	($1.30)	($11.30)	**Remove Product**
Sub-total:	$20.45	$1.53	$21.98	

Total: $21.98

Checkout   **Continue Shopping**

11. The **Shopping Cart** displays including the credit and you can proceed with the transaction

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Scenario:

You purchased multiple PINs listed on the Search Name report and add them to your shopping cart, the credit will only be apply to the first PIN. Before proceeding to the payment screen, you realized that the first PIN (to which the credit is applied) is not the PIN you needed. I remove it and I get a message saying that it will remove the other related items to the Search Name Report.

What does that mean?

When you remove the first PIN associated with the Search Name Report, the system will automatically remove all the PINs associated with the SNR. Therefore, you will need to initiate the search again for the other PINs to purchase them.

For example:

You have a total of four (4) items in your Shopping Cart and they are as follows:

- LRO #33, PIN#09657-0038 (related to SNR)
    - Search Name Report (SNR)Credit
- LRO #33, PIN#08130-0539 (related to SNR)
- LRO #33, PIN#08343-0093 (related to SNR)
- LRO # 33, PIN #08180-0165 (**NOT** related to SNR)

If you remove the first PIN (that is associated with the credit), your shopping cart will look as follows:

- LRO # 33, PIN #08180-0165 (**NOT** related to SNR)

The system will automatically remove the first 3 items in the list leaving only the unrelated PIN (8180-0165) in the cart.