



## HOW TO SEARCH PROPERTY TITLES USING SPIN

This information is provided to help you use SPIN in your practice. While RECA has made every effort to ensure the accuracy of this information, it is subject to change at the discretion of the Government of Alberta. The search parameters chosen and/or how the information has been entered will affect the search results. Do not rely on previous searches for your current needs.

Before using SPIN, check the hours of availability and ensure your computer's internet browser is supported. Do not use **Back** or **Forward** on your internet toolbar. You will exit SPIN and need to restart your search. To go back to a previous screen, click on the appropriate link to the left of the current screen in the breadcrumbs bar. For help with using SPIN, contact the SPIN Help Desk by calling 780-422-7874, or dial 310-0000 then 422-7874 if outside the Edmonton area. The SPIN Help Desk can also be reached by emailing [spin2@gov.ab.ca](mailto:spin2@gov.ab.ca).

1. Go to the SPIN website ([www.spin.gov.ab.ca](http://www.spin.gov.ab.ca)). The homepage has information on the SPIN 2 Spatial Information System. You can access SPIN as a guest and pay online for each item you want.
2. Click **Guest Login**. After reading the disclaimer and legal notice, click **I Agree** to continue.
3. On the Welcome to SPIN 2 screen, click **Search** (top of screen).
4. Click **Title and Registered Documents** to search for a property title and the registered interests associated with it. You need the legal description for the property.
5. In the appropriate box, enter the Plan, Block, Lot or Condominium Plan and unit number, depending on the property type. Click **Search** to continue.
6. Click **View** next to the title or any of the registered interests that appear to preview a portion of the information in order to confirm you have the correct property.
7. Choose the item(s) you want to purchase by clicking the corresponding boxes or links.
8. Click **Add to Cart** (lower left on screen) to add the item(s) to your shopping cart.
9. Click **Shopping Cart** (top of screen) to see the item(s) you selected and their cost. Remove any item(s) you do not want and choose the delivery method for the item(s) – by email or fax.
10. Select **Checkout** (bottom right of screen). You will need your email address or fax number, depending on how you chose to have your item(s) delivered, and your credit card information.
11. Select **Finalize Checkout** to complete your purchase.

Once you have received the document(s), review them carefully for the information they contain about the property. If you have questions about any of the documents, seek clarification from your broker. Any previous title documents you have saved or printed may no longer be current. Search the current title and registered interests for any property that is the subject of a real estate transaction.