

**Real Estate Services Branch
Application for Renewal
(under *The Crown Lands Act c.C340*)**

Please check one (✓)
 Lease _____
 Licence of Occupation _____



1(a) PRIMARY HOLDER
(Go to 1(c) if a Corporation or Government Department/Agency)

Name: _____
LAST (Please Print) FIRST MIDDLE (no initials)

Mailing Address: _____ Postal Code: _____

Phone No. (Work): _____ (Home): _____ Date of Birth: _____
Year/Month/Day

E-mail address: _____

Are you a resident of Manitoba? Yes No Canada? Yes No

1(b) SECONDARY HOLDER - (If applicable)
 (Note: A maximum of two (2) individuals are permitted to be named as holders of a lease or licence)

Name: _____
LAST (Please Print) FIRST MIDDLE (no initials)

Mailing Address (if different from above): _____ Postal Code: _____

Phone No. (Work): _____ (Home): _____ Date of Birth: _____
Year/Month/Day

E-mail address: _____

Are you a resident of Manitoba? Yes No Canada? Yes No

If two applicants – Please Specify:

Specify: As Joint Tenants – Referred to as the Law of Survivorship - Upon the death of one, the remaining Tenant acquires ownership. Property does not form part of the Estate of the Deceased.

As Tenants in Common – Law of Survivorship does not apply. Upon the death of one, the property does not automatically go to the remaining Tenant.

1(c) CORPORATE OR GOVERNMENT APPLICANT

Registered Name: _____ Phone No.: _____

Mailing Address: _____

Authorized Signing Officers: _____
(Please print)

Type of Organization: Corporation Government Department Government Agency Other _____

Include Current Copy of Certificate of Status (if applicable).

2 LOCATION AND LEGAL DESCRIPTION OF LAND:

Please provide a General Legal Description: (i.e.: Lot/Block/Plan; Section/Township/Range, etc.)

FOR LANDS BRANCH USE ONLY:

CQ/MO/CA\$ _____ MRO _____

CD: _____ CN: _____

Rev Code: _____

Signature: _____

Parcel ID # _____

Replaced by MISC/VHL/OCC No. _____

FOR CASHIER USE ONLY: (Rev Code: 8-15-10)

3 LAND USE (Check appropriate boxes and describe as indicated)

a) What is the parcel of land **presently** used for?

- Agriculture Residential Seasonal Recreation (Cottage)
 Commercial Industrial Other _____

Describe present use in more detail: _____

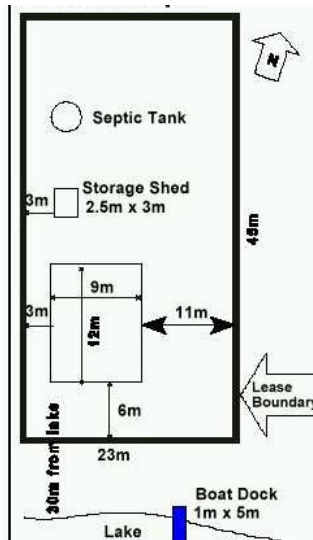
b) Are there any existing buildings on the land? Yes No Describe: (Year Built/No. of Bldgs/Total Area of Bldgs):

c) Has any part of this land ever been flooded (if known)? Yes No Unknown

If yes, describe & year: _____

- Please provide our office with a **sketch** of your existing site showing all buildings, distances to shorelines/boundaries of lot/roads, etc.

Example:



4 SERVICES (Check appropriate boxes and describe as indicated)

a) **SEWAGE DISPOSAL** Present: Municipal Sewer Holding Tank Septic Field Ejector Other

b) **WATER SUPPLY** Present: Piped Water Community Well Individual Well Cistern Other

c) **Not Applicable**
If you answered "Other" to any of the above, please describe _____

d) **ROADS** Is there public road access to the parcel Yes No
Is there any existing driveway to the parcel Yes No

5 PERSONAL INFORMATION PROVISIONS

This personal information is being collected under the authority of *The Crown Lands Act* and will be used for future communications and establishing a client account.

This information is protected by the privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information, contact the Access & Privacy Coordinator, 17th Floor, 215 Garry Street, Winnipeg MB R3C 3Z1, Phone: (204) 945-3881.

6 DECLARATION FOR HOLDERS

Definitions:

Employee - is a person employed in the departments (as listed below) and includes seasonal, casual, departmental, part-time, term, and regular employees.

Immediate Family Member - is an employee's parent, sibling, offspring, spouse, common-law partner, ward, or relative permanently living in the employee's household.

Senior Public Executive - is a person employed as:

- a) the Clerk of the Executive Council;
- b) a deputy minister;
- c) an assistant deputy minister;
- d) a person in a prescribed senior executive position, this includes:
 - i. an associate deputy minister;
 - ii. the Provincial Comptroller appointed under subsection 13(1) of *The Financial Administration Act*;
 - iii. any other position classified in the executive officer series; or
- e) in respect of a prescribed reporting organization, a chairperson, president, vice-president, chief executive officer or deputy chief executive officer or other person in a prescribed senior executive position, in the organization, including:
 - i. Manitoba Hydro;
 - ii. the Manitoba Liquor and Lotteries Corporation;
 - iii. the Manitoba Public Insurance Corporation;
 - iv. Efficiency Manitoba.

6(a) DECLARATION PRIMARY HOLDER – please complete this section

(including any unincorporated business entity).

I am an employee or an immediate family member of an employee, in the following parts of the Government of Manitoba:

Name of Branch/Department:	Employee in:	Immediate Family Member of an Employee in:
Real Estate Services Branch Public Service Delivery	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conservation Officers Service Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parks Branch Environment and Climate Change	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Land Use and Ecosystem Resilience Branch Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lands and Planning Branch Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minister Government of Manitoba	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Senior Public Executive (as described above in Section 8)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered “**Yes**” in the Immediate Family Member of an Employee column above, please provide the following:

Name of the Employee: _____ Relationship to Primary Holder: _____

I hereby certify that all information given in this renewal application is true in substance and in fact; that I am over the age of eighteen years.

Witness Signature

Signature of Primary Holder

Witness Name (PRINTED)

Date

6(b) DECLARATION SECONDARY HOLDER (if applicable) – please complete this section

(including any unincorporated business entity)

I am an employee or an immediate family member of an employee, in the following parts of the Government of Manitoba:

Name of Branch/Department:	Employee in:	Immediate Family Member of an Employee in:
Real Estate Services Branch Public Service Delivery	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conservation Officers Service Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parks Branch Environment and Climate Change	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Land Use and Ecosystem Resilience Branch Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lands and Planning Branch Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minister Government of Manitoba	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Senior Public Executive <i>(as described above in Section 8)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered “**Yes**” in the Immediate Family Member of an Employee column above, please provide the following:

Name of the Employee: _____ Relationship to Secondary Holder: _____

I hereby certify that all information given in this renewal application is true in substance and in fact; that I am over the age of eighteen years.

Witness Signature

Signature of Secondary Holder

Witness Name (PRINTED)

Date

6(c) DECLARATION - PRIVATE CORPORATE HOLDER (if applicable) – please complete this section

Is any shareholder of the Holder Corporation an employee of, or an immediate family member of an employee, in the following parts of the Government of Manitoba:

Name of Branch/Department:	Employee in:	Immediate Family Member of an Employee in:
Real Estate Services Branch Public Service Delivery	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conservation Officers Service Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parks Branch Environment and Climate Change	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Land Use and Ecosystem Resilience Branch Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lands and Planning Branch Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minister Government of Manitoba	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Senior Public Executive (as described above in Section 8)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered “**Yes**” in the Immediate Family Member of an Employee column above, please provide the following:

Name of the Employee: _____ Relationship to Holder: _____

A separate form of declaration may be required to be completed by the holder’s corporate secretary and by one or more if its shareholders.

If the answer to any questions under 7(c) is “No”, the following undertaking is applicable and the holder corporation agrees to comply with it: The holder corporation hereby undertakes not to permit any of its shares to be issued or transferred to an Employee or Officer or Immediate Family Member, as defined herein, without first obtaining the approval of Manitoba.

I hereby certify that all information given in this application is true in substance and in fact; that I am over the age of eighteen years. “Witness” is to be over 18 years of age.

Date

Signature of Authorized Signing Authority

Date

Witness (Not required if Sealed)

Please note:

- Forms that have not been completed in full will be *returned*.
- A maximum of two (2) individuals are permitted to be named as holders of a permit, lease, or licence.

Application fee for Renewal of Lease or Licence of Occupation:
\$52.50 (includes 5% GST)

Submit application, sketch and fees to:

Real Estate Services Branch
308 – 25 Tupper Street North
Portage la Prairie MB R1N 3K1

Please do not send cash.
Cheque or money order should be made payable to:
The Minister of Finance of Manitoba

Inquiries/Assistance:

Real Estate Services Branch
308 – 25 Tupper Street North
Portage la Prairie MB R1N 3K1
Phone: (204) 239-3510 Fax: (204) 239-3560

Crown Land Management Specialists:

- Central Region - (204) 671-0382
- Eastern Region - (204) 945-7781
- Western Region - (204) 476-7520
- Northwest Region - (431) 351-1285
- Northeast Region - (204) 679-0987