


<div>Real Estate Services Branch</div> <div>Application for Renewal</div> <div>(under The Crown Lands Act c.C340)</div>		
<div>Please check one (✓)</div> <div><input type="checkbox"/> Lease</div> <div><input type="checkbox"/> Licence of Occupation</div>	<div>Manitoba</div> <div></div>	
<div>1(a) PRIMARY HOLDER (Go to 1(c) if a Corporation or Government Department/Agency)</div> <div>Legal Name: LAST (Please Print) FIRST MIDDLE (No Initials)</div> <div>Mailing Address: Postal Code:</div> <div>Phone No. (Work): (Home): Date of Birth: Year/Month/Day</div> <div>E-mail address: Name of Employer:</div> <div>Are you a resident of Manitoba? Yes No Canada?: Yes No</div>		
<div>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)</div> <div>Legal Name: LAST (Please Print) FIRST MIDDLE (No Initials)</div> <div>Mailing Address (if different from above): Postal Code:</div> <div>Phone No. (Work): (Home): Date of Birth: Year/Month/Day</div> <div>E-mail address: Name of Employer:</div> <div>Are you a resident of Manitoba? Yes No Canada?: Yes No</div>		
<div>If two applicants – Please Specify:</div> <div>Specify: <input type="checkbox"/> 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.</div> <div><input type="checkbox"/> 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.</div>		
<div>1(c) CORPORATE OR GOVERNMENT APPLICANT –</div> <div>(please provide current file summary from Corporations Branch)</div> <div>Registered Name: Phone No.:</div> <div>Mailing Address:</div> <div>Authorized Signing Officers: (Please print) (Include Current Copy of Certificate of Status (if applicable).)</div> <div>Type of Organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Government Department <input type="checkbox"/> Government Agency <input type="checkbox"/> Other</div>		
<div>2 LOCATION AND LEGAL DESCRIPTION OF LAND:</div> <div>Please provide a General Legal Description: (i.e. Lot/Block/Plan; Section/Township/Range, etc.)</div> <div></div> <div></div> <div></div>		
<div>GO TO PAGE 2</div>		
<div>FOR LANDS BRANCH USE ONLY:</div> <div>CQ/MO/CA\$ MRO</div> <div>CD: CN:</div> <div>Rev Code:</div> <div>Signature:</div> <div>Parcel ID #</div> <div>Replaced by MISC/VHL/OCC No.</div>	<div>FOR CASHIER USE ONLY: (Rev Code: 8-15-10)</div>	

**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.**

**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, 17<sup>th</sup> Floor, 215 Garry Street, Winnipeg MB R3C 3Z1, Phone: (204) 945-3881.

**6 APPLICANT'S DECLARATION**

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

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Primary Holder

\_\_\_\_\_

Signature of Secondary Holder (if applicable)

**Forms that are not completed in full will be returned.**

**GO TO PAGE 3**

### Definitions:

***“Immediate Family Member”*** of an Employee or Officer means his or her mother, father, brother, sister, son, daughter, spouse, common-law partner, ward, or relative permanently living in the Employee’s or Officer’s household.

**“Officer”** means a person who holds an office under *The Crown Lands Act*.

**7(a) DECLARATION PRIMARY APPLICANT – please complete this section**

**Individual applicants** (this includes any unincorporated business entity) must answer the following questions:

Are you:

- An Employee of Manitoba Natural Resources and Northern Development? ☐ Yes ☐ No
- An Employee of Manitoba Consumer Protection and Government Services? ☐ Yes ☐ No
- An Employee of Manitoba Agriculture? ☐ Yes ☐ No
- An Employee of Manitoba Environment, Climate and Parks? ☐ Yes ☐ No

Do you:      Hold an office under *The Crown Lands Act*?      ☐ Yes    ☐ No

Are you:

- An Immediate Family Member of an Employee  
or Officer of Manitoba Natural Resources and Northern Development? ☐ Yes ☐ No
- An Immediate Family Member of an Employee  
or Officer of Manitoba Consumer Protection and Government Services? ☐ Yes ☐ No
- An Immediate Family Member of an Employee  
or Officer of Manitoba Agriculture? ☐ Yes ☐ No
- An Immediate Family Member of an Employee  
or Officer of Manitoba Environment, Climate and Parks? ☐ Yes ☐ No

**If yes:** Name of Employee \_\_\_\_\_  
Relationship to Primary Applicant: \_\_\_\_\_

**(A separate form of declaration may be required to be completed by the Employee).**

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, and that I will not commence any construction development on the site until I have received written approval of this application.

\_\_\_\_\_  
Witness Signature

Signature of Primary Applicant

Witness Name (PRINTED)

Date \_\_\_\_\_

**7(b) DECLARATION – SECONDARY APPLICANT (if applicable)**

**Individual applicants** (this includes any unincorporated business entity) must answer the following questions:

Are you:

- An Employee of Manitoba Natural Resources and Northern Development?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
- An Employee of Manitoba Consumer Protection and Government Services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
- An Employee of Manitoba Agriculture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
- An Employee of Manitoba Environment, Climate and Parks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Do you:      Hold an office under *The Crown Lands Act*?      ☐ Yes    ☐ No

Are you:

- An Immediate Family Member of an Employee or Officer of Manitoba Natural Resources and Northern Development? ☐ Yes ☐ No
- An Immediate Family Member of an Employee or Officer of Manitoba Consumer Protection and Government Services? ☐ Yes ☐ No
- An Immediate Family Member of an Employee or Officer of Manitoba Agriculture? ☐ Yes ☐ No
- An Immediate Family Member of an Employee or Officer of Manitoba Environment, Climate and Parks? ☐ Yes ☐ No

**If yes:** Name of Employee \_\_\_\_\_  
Relationship to Primary Applicant: \_\_\_\_\_

(A separate form of declaration may be required to be completed by the Employee).

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, and that I will not commence any construction development on the site until I have received written approval of this application.

\_\_\_\_\_  
Witness Signature

Signature of Secondary Applicant

Witness Name (PRINTED)

Date \_\_\_\_\_

**GO TO PAGE 4**

**7 (c) DECLARATION - PRIVATE CORPORATE APPLICANTS must answer the following questions:**

Is any shareholder of the applicant corporation:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| - An Employee of Manitoba Natural Resources and Northern Development?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - An Employee of Manitoba Consumer Protection and Government Services? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - An Employee of Manitoba Agriculture?                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - An Employee of Manitoba Environment, Climate and Parks?              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - An Officer under <i>The Crown Lands Act</i>                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Is any shareholder of the applicant corporation:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| - An Immediate Family Member of an Employee or Officer of Manitoba Natural Resources and Northern Development?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - An Immediate Family Member of an Employee or Officer of Manitoba Consumer Protection and Government Services? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - An Immediate Family Member of an Employee or Officer of Manitoba Agriculture?                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - An Immediate Family Member of an Employee or Officer of Environment, Climate and Parks?                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**If yes:** Name of Employee \_\_\_\_\_ Relationship to Shareholder: \_\_\_\_\_

**(A separate form of declaration may be required to be completed by the Employee).**

**If the answer to any questions under 7(c) is “No”, the following undertaking is applicable and the applicant corporation agrees to comply with it: The applicant 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.**

**Please include a current Corporation Status Report verifying that your company is in valid status.**

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, and that I will not commence any construction development on the site until I have received written approval of this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Signing Authority

**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) 641-1176
- Eastern Region - (204) 945-7781
- Western Region - (431) 351-1401
- Northwest Region - (204) 679-0987
- Northeast Region - (204) 679-0987