



Finance, Energy and  
Municipal Affairs  
Taxation and  
Property Records

# *Registering for a GeoLinc<sup>Plus</sup> Account*





CANADA

Finance, Energy and Municipal Affairs  
Taxation and Property Records

# Registering for a GeoLinc<sup>Plus</sup> Account

### Freedom of Information and Protection of Privacy

Personal information on this form is collected under the authority of Section 31(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to register for and access GeoLinc Plus. Questions on the collection and use of this information can be directed to the Manager, Corporate and Tax Administration Services, PO Box 2000, Charlottetown, PE C1A 7N8 (902) 368-5137.

## Section A – Client Information (Individual or Business)

Client (Individual or Business)

Mailing Address \_\_\_\_\_ City, Town, Village \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

## Section B – User Profiles

List below the people in your organization (including the contact person if he/she is a user) who will access GeoLinc<sup>Plus</sup> through the Client's account (if space is insufficient, attach a separate sheet). The contact person (in Section A) will receive by e-mail the usernames and temporary passwords for all users listed, and will distribute them accordingly. For security purposes, users must change their temporary passwords once they have access to GeoLinc<sup>Plus</sup>. **Please contact Taxation and Property Records immediately with any changes in users. See Schedule A, item 3.**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Section C – Financial Agreement

A GeoLinc<sup>Plus</sup> account is opened with an initial deposit of \$25. The account is then debited on a transactional basis. When the account balance is low, the users of the account will receive a low balance alert. Subsequent payments will be based on the anticipated volume of transactions.

## Section D – Certification

I certify that the information is correct to the best of my knowledge and belief. I agree to all conditions set out in Schedule A (see attached) and agree to pay all transaction costs outlined in Schedule B (see attached), which apply upon acceptance of this application by Taxation and Property Records.

Name of Client or Client Representative \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: Please allow up to five days for processing**

<b>Office Use Only</b>	
Payment Amount \$ _____	Application Status: Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Method of Payment: Cash <input type="checkbox"/> Debit <input type="checkbox"/> Chq <input type="checkbox"/> Chq No. _____	Account # _____ Verification of Account <input type="checkbox"/>
Received by: _____	Client Contacted <input type="checkbox"/>
Date Received: _____	Activation Date _____



## *Instructions on Registering for a GeoLinc<sup>Plus</sup> Account*

### **How to Open a GeoLinc<sup>Plus</sup> Account**

**Opening a GeoLinc<sup>Plus</sup> account is easy!** Carefully review the terms and conditions in Schedule A and transaction fees in Schedule B and sign the *Registering for a GeoLinc<sup>Plus</sup> Account* form. **After submitting your completed registration form and initial deposit (minimum \$25), please allow up to five business days for processing.**

Upon approval of your completed application form and receipt of an initial deposit, Taxation and Property Records will create usernames and temporary passwords for those you have identified, and will provide them to your organization's contact person by e-mail for distribution to your users. All persons who receive a username and password are bound by the terms and conditions in Schedule A and Schedule B (see attached).

### **System Requirements for GeoLinc<sup>Plus</sup>**

The system requirements for GeoLinc<sup>Plus</sup> are:

- A personal computer with a Pentium Processor
- Netscape 4.76 or Internet Explorer 5.5
- Sun Java Virtual Machine (Java 1.4.1)
- Adobe Acrobat Reader 4.0 or higher, and
- An Internet connection of 56K or better.\* For best results, use a high speed Internet connection.

*\*Check with your Internet service provider for more information.*

### **How to Complete the Registration Form**

#### **Section A – Client Information**

Print or type your organization's name, mailing address, phone number, fax and e-mail address where indicated.

Please identify a **contact person** in your organization who Taxation and Property Records can contact about business or financial matters regarding your GeoLinc<sup>Plus</sup> account.

#### **Section B – User Profiles**

In order to establish access to GeoLinc<sup>Plus</sup>, each user needs to have a user profile, which consists of a username and a temporary password. We require a listing of those individuals from your organization (including the contact person if he/she is a user) whom you wish to have access to GeoLinc<sup>Plus</sup> through your account.

#### **Information Required to Establish a User Profile**

In order to establish a username and password, Taxation and Property Records needs to know the names and e-mail addresses of those you wish to have access to GeoLinc<sup>Plus</sup>. **Please contact Taxation and Property Records immediately with any changes to users. See Schedule A, item 3.**

#### **Temporary Password**

When a user logs onto GeoLinc<sup>Plus</sup>, a unique username identifies the user. Each username has a secret temporary password linked to it, which prevents unauthorized individuals from logging in. The first time a user logs on, he/she will enter this temporary password at the password prompt. The user should then change this password to his or her own unique password by choosing "User Account" and then "Change Password."

## **Section C – Financial Agreement**

### **Initial Deposit Amount**

An initial deposit (\$25 minimum) is required to establish a GeoLinc<sup>Plus</sup> account. You can pay by cash, debit card, money order or cheque made payable to the Minister of Finance, Energy and Municipal Affairs of Prince Edward Island.

Subsequent payments will be based on your anticipated volume of transactions.

### **Payment Remittance Form**

A payment remittance form **must** be sent with the initial and subsequent payments. It will ensure that the payments are applied to your account. You can view and print this form from GeoLinc<sup>Plus</sup>.

### **Transaction Costs**

The Client (business or individual) will be responsible to pay transaction costs that are outlined in *Schedule B - GeoLinc<sup>Plus</sup> Transaction Fees*.

### **Invoices**

GeoLinc<sup>Plus</sup> provides an invoice after each session. Once a user logs-on, GeoLinc<sup>Plus</sup> recognizes who the user is and a session begins. During the session, the system records all the transactions the user performs. When he or she logs-out of the session, an invoice is prepared and sent to the user's e-mail account and the contact person's e-mail account. Then the invoice amount (fees, GST and PST) is debited from the Client's account balance.

At any time, a user can review copies online of his or her transactions for each session in GeoLinc<sup>Plus</sup>.

### **Low Balance Alert**

Low Balance Alert is used by the system to help you keep your GeoLinc<sup>Plus</sup> account in positive balance. The system will alert you when your GeoLinc<sup>Plus</sup> account falls to a low balance. The alert message is a warning to you that the funds in your GeoLinc<sup>Plus</sup> account are low and that you should take steps to deposit further funds in your account.

## **Section D – Certification**

Return your registration form and initial deposit (minimum \$25) payable to the Minister of Finance, Energy and Municipal Affairs of PEI:

#### **Mail to:**

Finance, Energy and Municipal Affairs,  
Taxation and Property Records  
PO Box 1150  
Charlottetown, PE C1A 7M8

#### **Deliver to:**

95 Rochford Street  
Shaw Building, 1<sup>st</sup> Floor, South  
Charlottetown, PE C1A 3T6

We are looking forward to providing you with our service. Remember, if you have any questions, please call our Program Application Coordinator at (902) 368-4148.

**Thank you for your interest in GeoLinc<sup>Plus</sup>!**

# *Schedule A*

## *GeoLinc<sup>Plus</sup> Terms and Conditions of Agreement*

### **1. Deemed Acceptance of Agreement**

The Client, as named in Section A of *Registering for a GeoLinc<sup>Plus</sup> Account*, is deemed to have accepted the terms and conditions set out herein, which form the contract between Taxation and Property Records Division of Finance, Energy and Municipal Affairs (hereafter Taxation and Property Records) and the Client in respect to the services offered if, after notification of or receipt of these terms and conditions:

- i) the Client has submitted an application for access to GeoLinc<sup>Plus</sup>; and
- ii) Taxation and Property Records has accepted the application and payment, and has provided access to the Client.

### **2. Description of the Service**

Taxation and Property Records provides access to information on a land parcel basis. In general, GeoLinc<sup>Plus</sup> contains the following information:

- **Assessment Details** contains information about the use and assessed value of real property.
- **Registry Summary** contains information about registered documents and survey plans, as well as, a registry index (1995 to present) and scanned images of legal documents within the Computer Hosted Registry Indexing System (CHRIS) online index (April 2003 to present).
- **Assessment – Tax Values** contains information about assessment values, tax rates, and the current annual taxes for real property.
- **Property Map** contains a graphical representation of all land parcels in the province, base maps and orthophotos.

### **3. Access to GeoLinc<sup>Plus</sup>**

- 3.1 The Client, subject to Section 1 of Schedule A, will be provided with username and password codes for each user profile for the purposes of accessing the information described in Section 2 of Schedule A.
- 3.2 The Client is responsible for use and maintenance of the account. All correspondence from Taxation and Property Records pertaining to the account and use will be addressed to the Client at the address on the Client's application.
- 3.3 The Client is the sole recipient of the username and password codes, which provide access to the account. The Client is responsible for the security of the account.
- 3.4 The Client is responsible for informing Taxation and Property Records of users who have access to the account.
- 3.5 At its own expense, the Client will provide, operate and maintain its own computer hardware and communications software for the purposes of accessing this account.
- 3.6 The Client may request a change in the designation of the user(s) of its account and username and password codes to its account in writing to Taxation and Property Records.
- 3.7 Taxation and Property Records will suspend privileges if the Client has breached any terms or conditions of this agreement.

### **4. Payment of Use of Service**

- 4.1 Taxation and Property Records will provide the Client with a GeoLinc<sup>Plus</sup> account and username and password codes to the account upon approval of the Client's application.
- 4.2 The Client will prepay for the use of GeoLinc<sup>Plus</sup>. An account is established with an initial minimum deposit of \$25. As transactions are completed, fees are deducted from the account. When the remaining balance is low, the user will receive a low balance alert. The Client can replenish the account by providing payment to Taxation and Property Records.
- 4.3 Prior to fulfilling a transaction request, a positive account balance must be available. If the account balance is insufficient, the transaction will not be completed.
- 4.4 The Client will agree to pay the transaction fees for GeoLinc<sup>Plus</sup> as outlined in Schedule B – GeoLinc<sup>Plus</sup> Transaction Fees.
- 4.5 Taxation and Property Records will provide a minimum of 60 days' notice by mail of any changes to the fees for use of GeoLinc<sup>Plus</sup>. Continued use of the service after the notification period constitutes acceptance of the changes.
- 4.6 The Client will be charged a service charge for returned cheques or other dishonoured payments. Taxation and Property Records will set the service charge and may change the service charge from time to time without specific notice to the Client.
- 4.7 The liability of Taxation and Property Records, in respect of holding, management and administration of the account, shall be limited to the balance of the account at any time, less applicable fees and charges.

## **5. Ownership**

- 5.1 Taxation and Property Records will retain sole ownership rights to the real property information made available to the Client through this account.
- 5.2 The Client may not give, loan, lease, sell or otherwise make available to any other party GeoLinc<sup>Plus</sup>.
- 5.3 Access to this account, directly or indirectly, shall not extend to affiliates of the Client.

## **6. Warranty, Limitation and Indemnity**

- 6.1 Taxation and Property Records makes no representations or warranties, either express or implied as to the accuracy of the information made available through GeoLinc<sup>Plus</sup> and the Client assumes the entire risk as to the use of all and any information.
- 6.2 The Client will indemnify and save harmless Taxation and Property Records from and against any losses, claims, damages, actions, cause of action, fees and expenses that result from:
  - a) use of, or the inability to use GeoLinc<sup>Plus</sup>;
  - b) errors, omissions or inconsistencies to the information contained in the databases made available to the Client through this account.

## **7. Amendments**

The Client acknowledges that Taxation and Property Records may amend the terms and conditions of this agreement from time to time to accommodate changes in the services provided or for other reasons. In this event, a letter will be sent to the attention of the Client at the mailing address of the Client (as outlined in Section A of *Registering for a GeoLinc<sup>Plus</sup> Account*). Continued use of the account after notification of such amendment constitutes acceptance by the Client of these new terms and conditions.

## **8. Assignment**

This agreement or any portion thereof shall not be assigned by the Client without the prior written consent of Taxation and Property Records.

## **9. Entire Agreement**

This agreement is the entire agreement between the parties and supersedes all previous agreements, arrangements, or understandings between the parties hereto whether written or oral, in connection with or incidental to the aforementioned GeoLinc<sup>Plus</sup>.

## **10. Law of Contract**

- 10.1 This agreement shall be governed by and construed in accordance with the laws of the Province of Prince Edward Island and the laws of Canada applicable in the Province of Prince Edward Island and the parties hereto irrevocably defer to the jurisdiction of the courts of Prince Edward Island as the sole forum for the determination of any disputes arising hereunder.
- 10.2 Taxation and Property Records shall not be liable for any loss, damage of any kind or fees incurred by the Client should legislation of the Province of Prince Edward Island restrict or prohibit the distribution of all or any of the information made available through this account.

## **11. Termination of Contract**

- 11.1 The Client may request the balance of the account and terminate this agreement by giving notice in writing to Taxation and Property Records.
- 11.2 Taxation and Property Records will immediately suspend the account if the Client breaches this agreement. At such time, Taxation and Property Records will provide written notice specifying the breach. The account will be reactivated if the Client can correct the breach to the satisfaction of Taxation and Property Records.

# *Schedule B*

## *GeoLinc<sup>Plus</sup> Transaction Fees*

Transactions are produced by activating buttons in GeoLinc<sup>Plus</sup>. Prior to activating a button, users should note whether a transaction fee is indicated on the button. Once a button is clicked, a transaction is completed, and the transaction fee (if any) is deducted from the account. Transaction histories and account balance can be reviewed anytime online.

The Client, as named in Section A of the Registering for a GeoLinc<sup>Plus</sup> Account form, agrees to pay the fees described below immediately upon completion of each GeoLinc<sup>Plus</sup> transaction:

**Note:** *A transaction denoted with an asterisk (\*) is recorded only once a day for each parcel. The transaction can then be repeated for the parcel at no additional charge prior to midnight that day. For example, a map for parcel number 123456 can be viewed in the morning for a fee, and can be reviewed again anytime until midnight that day at no charge, by that specific user.*

### **I. Search**

Click on the Search button from the main menu and then click on the Find button for \$0.25 to search for a parcel by:

Parcel Number	\$0.25
Owner's Name	\$0.25
Civic Address	\$0.25

### **II. Parcel Information**

Click on any of the following buttons to view property information. Once you have viewed the information, you can generate the corresponding report at no additional charge.

<b>*View Assessment button</b>	\$1.00
You can view and generate assessment information for a parcel by clicking on the View Assessment button, then click the Print Report button and choose Assessment Report from the list of available reports.	
<b>*View Registry button</b>	\$1.00
You can view and print the document registry index for a parcel by clicking on the View Registry button, then click Print Report button and choose Registry Report from the list of available reports.	
<b>*View Tax Values button</b>	\$1.00
You can view and print tax information for a parcel by clicking on the View Tax Values button, then click Print Report button and choose Tax Report from the list of available reports.	
<b>*View Map button</b>	\$2.00
You can view and print tax information for a parcel by clicking on the View Map button, then click Print Report button and choose Map Report from the list of available reports.	

### III. Document Searching

by book and page	\$1.00
by document number	\$1.00
by document type	\$1.00
by first and third	\$1.00
by name	\$1.00
by parcel number	\$1.00
by search survey	\$1.00

### IV. Mapping Functions

When you have a map displayed, you click on the following buttons and use these tools:

#### ***Navigation Tools – Explore the Island!***

Overview map button	Free
Zoom button	Free
Zoom Out button	Free
Pan button	Free
Zoom to PID drop down box	Free
Zoom to Community drop down box	Free
Zoom using x and y coordinates box	Free
Zoom map to scale	Free
Previous Draw button	Free
Refresh Map button	Free

#### ***Ownership Information***

Lasso Select (multiple properties)	\$0.50
*Whose Is It? button (one property)	\$0.25
Find Neighbours button (neighbouring properties)	\$0.50

#### ***Selection and Calculation Tools***

Select Community button	Free
*Select Parcel button	\$0.25
Clear Selection button	Free
Select Property Line button	Free
Select Monument button	Free
Change Measurement Units box	Free
Calculate Area button	Free

### V. Reports

If you know the number of the parcel you are looking for, you can quickly generate a report.

From the Main Menu, click on the Reports button to generate any one of several reports for a parcel. Once you have generated a report for a parcel, you can view the same information at no additional charge.

*Assessment Report	\$1.00
*Lease Code Report	Free
*Map Report	\$2.00
*Neighbours Report	\$0.50
*Registry Report	\$1.00
*Tax Report	\$1.00