



Personal Property Registry Review Guidelines

*Working document only. Findings should be added to the GA history comments.
Not intended for use as a file document.*

Purpose of the Personal Property Registry Review

The Personal Property Registry shows charges such as liens, security interests and encumbrances filed against personal property. This information will include

- Name of the person(s) who took out the loan.
- When the loan was registered (date and time)
- The period of time loan is registered for.
- Date loan should be paid off by.
- Name of lending institution (usually a bank or finance company)
- Collateral used to secure the debt.

This will be useful for identifying:

- Assets (undeclared or otherwise.)
- Questions as to how loan payments are being met.
- Potential dependency issues may be raised if loan(s) are taken out jointly.
- Existence of businesses.
- Other banking or lending institutions, which are not listed on application.
- When the loan was taken out and when it should be paid off.
- Details what collateral was used to secure the loan.

What to look for:

Is there Property Ownership?

1. Is there any property listed to the applicant?	Yes (Continue to 2)	
	No. (stop)	
2. What property is listed?	Make note of the asset and the registration number.	
	(Continue to 3)	
3. Is the lien still active or has the property been registered recently?	Date of lien:	
	(Continue to 4)	
4. Does this appear to be a lien or a judgement?	Describe:	
	(Continue to 5)	
5. What company holds the lien?	Note the company/financial institution securing the property.	
	(Continue to 6)	



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<p>6. Current Status of Property. <i>Does the client still have this asset?</i></p>	<p>Yes</p> <ul style="list-style-type: none"> • <i>What is the value of this asset now?</i> • <i>How much is currently owed against this asset?</i> • <i>Applicant to provide confirmation of indebtedness and asset's value.</i> • <i>Does the equity in the property make the client ineligible for assistance?</i> • <i>Recommend referring to IO if client's explanation is not reasonable.</i> <p>No</p> <ul style="list-style-type: none"> • <i>What has happened to this asset?</i> • <i>If applicant indicates it is gone, specify where it went. Was it transferred to someone else? Sold? Seized? Written off? Etc</i> • <i>Can the applicant provide confirmation of the asset's disposal?</i> • <i>Would the equity of this asset made the applicant ineligible, if it were still in his/her possession?</i> • <i>Recommend referring to IO if explanation not reasonable.</i> <p>(Continue to 7)</p>
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Is there potential Self employment?

<p>7. Does the secured property/asset appear to be related to self-employment?</p>	<p>Yes</p> <ul style="list-style-type: none"> • <i>Request more information from client re: self-employment.</i> • <i>Note the name of the business that has secured loan.</i> • <i>Are there any other financial links between the client and the business?</i> • <i>What is the nature of the client's involvement in the business?</i> • <i>Has the client's role in the business changed?</i> • <i>Did the client ever help secure funds for this business?</i> • <i>Is the client the principle operator of the business?</i> • <i>What is the client's relationship to the principle operator of the business?</i> • <i>Is this business still operating?</i> • <i>Recommend referring to IO if explanation not reasonable.</i> <p>(Continue to 8)</p> <p>No (Continue to 8)</p>
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Is there a different address?

<p>8. Is the address used at the time the loan was secured different than at the time of application for assistance?</p>	<p>Yes Address: (Continue on to 8 (a))</p> <p>No. (Continue on to 9)</p>
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<p>8. (a) The address used at time of application is different than the one registered on the personal property registry.</p>	<p>Yes</p> <ul style="list-style-type: none"> • How recently was the client at this address according to the PPR? • According to the client, when did he/she leave this address? • Is there any indication that the client is still at that address? • Recommend referring to IO if explanation not reasonable <p>(Continue on to 9)</p> <p>(Continue with questions)</p>
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Is there any joint property?

<p>9. Was anyone else listed on the lien?</p>	<p>Yes (Continue to 10)</p> <p>No (Stop)</p>
<p>10. Name of the person or company who is listed as joint owner?</p>	<p>Name: (Continue to 11)</p>
<p>11. What was joint owner's address at the time the loan was secured?</p>	<p>Joint owner's address: (Continue with questions)</p>

Related joint Property Questions

- What is the relationship between the client and the person who jointly holds the property/asset?
- Do they reside together?
- Are they in a dependency relationship?
- Do they still have this asset?

Yes

- How much is currently owed against this asset?
- Provide confirmation of indebtedness and asset's value.
- Does the applicant's share of equity in this asset make the applicant ineligible?

No

- What happened to the asset?
- Did both parties sell the asset?
- How long ago was the asset sold?
- Would the applicant's share of equity in this asset make the applicant ineligible if it were still in his/her possession?

Recommend referring to IO if explanation is not reasonable.