

Lease Term Extension Application

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Getting Started

Step 1

Log onto Mineral Titles Online (MTO).

Step 2

Depending on the type of title, click on the **Mining Lease** or **Placer Lease** tab.

Step 3

Click on the **Lease Term Extension Application** option.

Select Input Method

Step 4

Select from the following two options to select the titles on which you wish to apply for a term extension:

- **Using Online Map Selection:** This option allows you to select titles from the online MTO Map Viewer. [More information...](#)
- **Input Title Number(s):** If you choose this option, you need to know the title numbers for your titles. [More information...](#)

Step 5

Click **Next**.

Step 6

Depending how you wish to indicate your title numbers, follow the respective instructions below for [Online Map Selection](#) or [Input Title Numbers](#):

Online Map Selection

The Map Viewer will load after selecting **Using Online Map Selection** from the **Select Titles Input Method** page.

Select the title for which you would like to apply for a lease extension:

1. Clicking on the **Find Mineral Titles** link on the right-hand frame where the Map Viewer will take you to the geographic location of the found title
2. Navigating to the area of interest using the **Zoom tool** , **Pan tool** , or the **Find**



- after locating the title(s) of interest, use the **Select by box tool**  to click on, or draw a box over, the title(s) alternatively, you can use the **Select by polygon tool**  to draw a shape on the map to select the title(s), double click to complete the shape.
- for multiple selections, use the **Select by box or polygon tools** to click on, or draw a box or polygon over, the title(s)
- after selecting the last title, click on the **Click here to continue** link that appears after making a selection

Selection Set

Layer:
Title (current)

Selection:
1 features selected
515307

[Click here to continue](#)

[Back](#)

- review the selection, click **Next** if you wish to continue or **Back** if you need to make a change.

Input Title Number

1. Enter the title number in the appropriate text field.
2. Click **Next**.

Input Title

Enter title Number:

Term Years Extension

Step 7

On the next screen, you will see the Current Title Data summary information for your Lease. Under the Application Data section, enter the **number of years** you would like to apply to advance the term of the lease:

- A **Mining Lease** may be extended up to 30 years or less
- A **Placer Lease** may be extended up to 10 years or less

Step 8

Click **Next**.

Review

Step 9

Along with the Current Title Data lease summary information, the number of years you are applying for to extend the term of the lease will be displayed.

Step 10

Click **Next** or **Back** to update the input title number.

Step 11

Review the information presented.

Step 12

Click **Next** to continue or **Back** to update any information.

Confirmation

Step 13

This event registration has now been completed. A confirmation page is shown with an [event number](#). It is advised that you make a note of the Event Number and/or print this page for your records.

Step 14

Click **here** to return to the Main Menu.
