

Lease Term Extension

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Getting Started

Step 1

Log onto Mineral Titles Online (MTO).

Step 2

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

Step 3

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

Select Input Method

Step 4

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

- **Using Online Map Selection:** This option allows you to select tenures from the online MTO Map Viewer. [More information...](#)
- **Input Tenure Number(s):** If you choose this option, you need to know the tenure 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 Title(s) Input Method** page.

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

1. Clicking on the **Find Mineral Titles** link on the right hand frame when 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 Location tool  

- o after locating the title(s) of interest, use the **Select tool**  to click on, or draw a box over, the title(s)
- o for multiple selections, use the **Select tool** to click on, or draw a box over, the title(s)
- o 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](#)

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

Input Title Number

1. **Select number of titles** using the drop-down menu to indicate the number of titles to which you are applying for lease extension, and click on the **refresh** button.
2. Enter the title numbers in the appropriate text fields.
3. **Generate Sequence:** If you are extending multiple titles that are in numeric order, enter the first title number, and then click on **Generate Sequence**; this will automatically fill in the remaining title numbers.
4. Click **Next**.

Input Titles

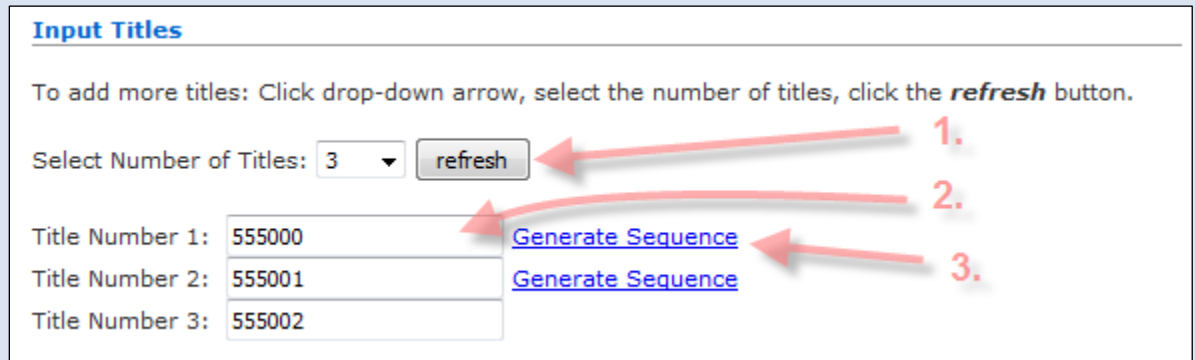
To add more titles: Click drop-down arrow, select the number of titles, click the **refresh** button.

Select Number of Titles: **1.**

Title Number 1: [Generate Sequence](#) **2.**

Title Number 2: [Generate Sequence](#) **3.**

Title Number 3:



Term Years Extension

Step 7

On the next screen, you will see summary information for your Lease. The last item is a field in which you enter the **number of years** you would like 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 lease summary information, you will now be shown the number of years you want to extend the term of the lease and the new term expiry date.

Step 10

Click **Next**.

Confirmation

Step 11

This event 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.
