

Application Checklist

Forms 1, 2 and 3

- Use the correct application form
 - For transactions inducing registration in the Land Register for the first time use a form 1
 - For transactions where the whole subjects are already registered in the Land Register use a form 2
 - For transactions where part of subjects are already registered in the Land Register use a form 3;
- Sign and date;
- Answer all the questions and provide additional information if required;
- Include a unique identifier on each page;
- Type all text in UPPER CASE only. All characters must fit within the confines of the text boxes. The use of £ signs and commas in monetary fields is not allowed. The correct font must be used to populate the forms. The permitted fonts are OCR-B 9pt (available for download from website abode.com), Courier 12pt and Arial 10pt;
- Include the title number of the already registered subjects when using a form 2 or form 3;
- Check the parties and subjects match that in the deed inducing registration.

Form 4

- Include a single inventory form 4.

Registration Fee

- Include a cheque for the correct fee or the direct debit reference.

Title Deeds

- Include the deed inducing registration;
- Ensure parties to the deed are designed;

- Ensure subjects in a transfer of part or dealing application are described by reference to the title number;
- Ensure the description of subjects in a first registration or transfer of part application is sufficient to identify on the Ordnance Survey map. A fresh plan may be necessary;
- Include prescriptive progress deeds, including breakaway deeds and unrecorded links in title;
- Include deeds referred to for burdens unless deeds contain common burdens which have previously been examined by the Keeper.

Stamp Duty Land Tax

- Include a SDLT certificate if required.

Competing Titles and a Non Domino Titles

- Enclose evidence of investigations. Further enquiry may be required depending on circumstances of the individual case.

