

SAF Guidance Notes

The Sasine Application Form ('the form') is to be used for each deed to be recorded in the Register of Sasines. Please complete the boxes provided
Do not staple or pin other documents to the Sasine Application Form
Care should be taken that the Sasine Application form is not torn, crumpled or excessively folded.

Note 1

Presented by

The name and address of the presenting agent should be inserted in the space numbered 1 on the form.

Note 2

FAS Number

Insert four digits only in space numbered 2

Note 3

County

- I. The county in which you require the deed to be recorded should be ticked in part numbered 6. Should the deed require to be recorded in more than one county each county should be ticked. It should be noted that the deed will only be recorded in the county(s) specified on the form
- II. Deeds that are to be registered in the Land Register will require the appropriate Land Register application form

Note 4

Deed Type

Insert the type of deed that is to be recorded.

Note 5

Preservation/ Preservation and Execution

Indicate where the deed is required to be recorded in the Books of Council and Session for the purposes of Preservation and/or Preservation and Execution. Should the Yes box be ticked for either of these options indicate how many extracts are required in box numbered 10.

Note 6

Granters

- I. Insert the full names and designation of the granters of the deed in box numbered 11.
- II. Should additional space be required to incorporate additional granters a tick should be placed in the box provided and additional granters should be added to the additional Granters Sasine Application Form.
- III. Where the granters are trustees of a firm the names and addresses of the trustees should be inserted as if they were individuals and the name and designation of the firm inserted in the appropriate space as well. If there are more than two trustees the names and addresses of the additional ones should be inserted on the additional granters(s) form.
- IV. Where the granter is acting in a fiduciary or other capacity, the information required is the name and address of the party for whom they are acting and the capacity in which he is acting , e.g. where the applicant is George Campbell, Trustee of Robert Campbell late of 27 Princes Avenue, Girvan the insertion should be:

Surname

Forename

CAMBELL

ROBERT GORDON TR. OF

Designation

27 PRINCES AVENUE, GIRVAN

This applies to when the relationship results from a deed of trust, testamentary deed or court appointment etc. Where the applicants are the trustees of a club etc. the name and address of the club is required and should be inserted in the space for 'firm, company, council etc'

The names of *ex officio* trustees or executors should not be inserted in the granter's response box.

- V. Should additional space be required to incorporate additional trustees and partners of an additional firm a tick should be placed in the box provided and additional trustees and partners should be added to the additional Granter's Sasine Application Form.
- VI. The name and addresses of companies, councils should be inserted in the space for ' Firm, Company, Council etc'
- VII. The names of *ex officio* trustees or executors should not be inserted in the granter's response box.

Note 7

Applicants

- I. Insert the full names and designation of the applicants of the deed in box numbered 12. This box must contain the names and designations of all the grantees in the deed.
Should additional space be required to incorporate additional applicants a tick should be placed in the box provided and additional applicants should be added to the additional Applicants Sasine Application Form.
- II. The names and designation of the trustees or partners of a firm should be inserted as if they were individuals as well as the name and designation of the firm. If there are more than two trustees the names and addresses of the additional ones should be inserted on the additional applicant(s) form.
- III. Where the granter is acting in a fiduciary or other capacity, the information required is the name and address of the party for whom they are acting and the capacity in which he is acting, e.g. where the applicant is George Campbell, Trustee of Robert Campbell late of 27 Princes Avenue, Girvan the insertion should be:

Surname

CAMBELL

Forename

ROBERT GORDON TR. OF

Designation

27 PRINCES AVENUE, GIRVAN

This applies to when the relationship results from a deed of trust, testamentary deed or court appointment etc. Where the applicants are the trustees of a club etc. only the name and address of the club is required and should be inserted in the space for 'firm, company, council etc'

The names of *ex officio* trustees or executors should not be inserted in the applicant's response box.

IV. Should additional space be required to incorporate additional trustees and partners of an additional firm a tick should be placed in the box provided and additional trustees and partners should be added to the additional Applicants Sasine Application Form.

V. Where the applicant(s) are acting in a executory capacity the names and designations of the executor(s) should be included in the following format: as well as the party form whom they are acting which should be added:

Surname

CAMBELL

Forename

ROBERT GORDON Exec.
OF

Designation

27 PRINCES AVENUE, GIRVAN

The name and designation of the party that they are acting for should also be included. In order to clarify it is required to add 'deceased ' after this parties name.

VI. Only the main parties of granter and grantee in the deed should be narrated in the applications form e.g the third party of the mortgage lender in a discharge of a Standard Security should not be included on the form.

VII. The name and addresses of companies , councils should be inserted in the space for ' Firm, Company , Council etc'

VIII. Where the applicants are trustees of a firm the names and addresses of the trustees should be inserted as if they were individuals and the name and designation of the firm inserted in the appropriate space as well. If there are more than two trustees the names and addresses of the additional ones should be inserted on the additional applicants(s) form.

Note 8

Subjects

I. Insert the full postal address of all the subjects including the postcode using the boxes in section 13.
e.g. for Flat A, 'Hill Court', 53 Eastside, Kirrkintilloch, Glasgow G66 1GH insert:

House Name	Hill Court
Sub-building/plot number	Flat A
Street No	53
Street Name/ Name of subjects	Eastside
Locality	Kirrkintilloch
Town	Glasgow
Postcode	G66 1GH

e.g for Farm and Lands of Shawend Farm, Kirkton, Dumfries, DG1 1SU

House Name	
Sub-building/plot number	
Street No	
Street Name/ Name of subjects	SHAWEND FARM
Locality	KIRKTON
Town	DUMFRIES
Postcode	DG1 1SU

II. Additional information assisting identification of the subjects (e.g. the location of a house within a tenement, or a plot number) should be inserted in the ' Sub building Plot number' box.

- III. Where a property does not have a postal address as full a description as is necessary to identify the subjects should be inserted in the 'Street Name/ Name of subjects' box (see example for Shawend Farm in III above).
- IV. If there are more than two subjects in the deed the box 'Any Additional subjects?' should be ticked and the additional subjects should be inserted on the Additional Subjects form

Note 9

Consideration/ Amount of Loan

Insert the consideration in figures in the format £x.xx. If there is a non-monetary, abbreviate it to fit e.g. love, favor and affection should be inserted as LF & A. If the latter is the case the value of the subjects should be inserted in box numbered 15.

Note 10

Value

Where the consideration is less than the true value of the subjects or not expressed in monetary terms, then the true value should be inserted in box numbered 15 (in figures in the format £x.xx)

Note 11

Fees

Please insert the amount due for this recording (in figures in the format £x.xx)

Note 12

Method of payment

Insert the method of payment e.g. cheque, cash, credit card, direct debit in the box numbered 17

Note 13

Payment Additional information

If there is additional information relating to the payment this should be included in box numbered 18.

Note 14

Search sheet

Previously recorded deeds may include information regarding the Search Sheet number of the subjects. This may be on the backing of prior deeds. Any Search sheet information should be included in boxes numbered 19. If there are more than three Search Sheets affected further information can be included in the additional information space on page 3 of the form.

Note 15

UID Number

Insert a unique number, ie use your FAS number, the date and time (1234011220041015). The same number should be added to all pages of the form including any additional pages.

Note 16

Page number

Insert the page number and the total pages contained in the completed form.

Note 17

Additional Information

Any additional information pertaining to the application and /or if the space provided in the boxes is not large enough for the information should be included in the Additional Information box on page 3 of the form.