



This checklist may assist you when lodging applications in the Sasine and Land Registers. This should be read in conjunction with the leaflet entitled "A well planned registration".

A ready reference to help solicitors and their staff correctly prepare and lodge applications.

Stamp Duty Land Tax (SDLT)

- Does the deed require a Land Transaction Return to the Inland Revenue? If so, has the relevant SDLT Certificate been returned correctly completed?
- Does the deed require a Self Certificate? If so has this been completed and signed by the purchasers?

Deeds being recorded/registered

- ✓ Are all parties to the deed including consenters correctly named and designed?
- ✓ Have any changes of name occurred and if so has reference to the change been made?
- ✓ Does the deed contain appropriate operative wording such as DISPONE, CONVEY, GRANT, AGREE, DISCHARGE etc?
- ✓ If the deed is a discharge or one affecting a Standard Security, is the security identified precisely?
- ✓ Is the heritable property correctly described?
- ✓ If the deed is for registration in the Land Register and affecting an already registered property, has the title number been included?

- ✓ Is a deduction of the title necessary? If so, does it specify details of the last recorded title and all subsequent links?
- ✓ Have the witnesses been named and designated in the testing clause. Are their designations added below their signatures?
- ✓ Have the appropriate parties signed or otherwise executed the deed and any schedules, plans etc?

Sasine Register

- ✓ Has a Sasine Application Form (SAF) been completed for each deed?
- ✓ Do any electronic forms have Unique Identifier Numbers?
- ✓ Are all applicants named on the Form?
- ✓ Are all counties to which the deed relates stated on the Form?
- ✓ Is the Form signed?
- ✓ If a SDLT certificate is required is it attached to the deed?

Please note: It is important that all reports and applications for the Land and Sasine Registers quote the correct county/counties otherwise they can be directed to the wrong office and subsequently delayed.

Note: The counties dealt with at the offices are subject to change. Up-to-date information can be obtained from our website or by calling our **Customer Services** on **0845 607 0161**

Land Register

- ✓ Have the correct Forms 1, 2 & 3 etc. been enclosed?
- ✓ Do any electronic forms have Unique Identifier Numbers?
- ✓ Are all documents and forms signed and dated?
- ✓ Has the Form 4 been completed in duplicate?
- ✓ Have all the questions on pages 2, 3 & 4 of the registration forms been completed?
- ✓ If the transaction is dealing with a property that could be a matrimonial home, or a family home in terms of the Civil Partnership Act 2004, has all the evidence (eg affidavits etc.) been submitted with the application?
- ✓ If the application is for first registration have all relevant prior titles been included?
- ✓ If the application is over already registered subjects, have the appropriate Land/Charge Certificates been enclosed?
- ✓ Has all necessary evidence of change of name or of death been included?
- ✓ If a SDLT certificate is required is it included with the application?

REMEMBER

Have you addressed your application to the correct address?

Registers of Scotland Executive Agency
Meadowbank House
153 London Road, Edinburgh EH8 7AU
Tel: 0131 659 6111 Fax: 0131 479 3688
LP54, EDINBURGH 5
DX 555400, EDINBURGH 15

Reports

FORM 10

- ✓ Are your Account number and FAX number included?
- ✓ Has reference been made to a deed already recorded in the Sasine Register?
- ✓ Have the names of all parties who were last infeft been completed in full?

FORM 11

- ✓ Have the previous report number and Search Sheet number been entered correctly in the report? (These are available from the Form 10)
- ✓ Has the date the Form 10 was certified to been entered in the report?
- ✓ Have all additional parties that are to be searched against been shown in full?

FORM 12

- ✓ Has the correct Title number been entered and box (a), (b) or (c) been ticked?

FORM 13

- ✓ Has the correct previous report number been shown?

Registers of Scotland Executive Agency
150 St. Vincent Street, Glasgow G2 5UU
Tel: 0141 306 4400 Fax: 0141 306 4419
LP70, GLASGOW 5
DX 501749, GLASGOW 9



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