

**REGISTERS OF SCOTLAND**  
*Executive Agency*



*Information about Scotland's land & property*

# **General Notes for the Completion of Forms**

## **QUESTIONS ABOUT THE NEW LAND REGISTER APPLICATION FORMS 1, 2 AND 3**

### **1. When do the new forms take effect?**

**Registers Update 21**, issued in December 2006 advised that, from **22 January 2007** the look and content of land registration applications would be changing, as a result of the Land Registration (Scotland) Rules 2006. The changes introduced by the new Land Registration Rules were the subject of a **consultation**.

### **2. What's changed about the forms?**

- The forms require some new information in relation to the Register of Inhibitions and also an assurance that where appropriate applicants hold certain information in relation to the occupancy rights of the non-entitled spouses or civil partners of former proprietors of the subjects.
- Some questions have been reworded to be more logical, ensuring that the applicant never requires to state that a particular question is "Not Applicable".
- The new forms feature barcodes and special markers to assist in the electronic scanning process.
- The new forms provide for a choice between a paper and electronic format Certificates of Title (Land and Charge Certificates).

However, the electronic versions of the Certificates of Title will not be available until other changes are made to the Agency's computerised systems. More information on this will be published in future updates.

## **2. Completing the New Questions on the Land Register Application Forms**

### **2.1 Information about subsisting occupancy rights of spouses or civil partners of former proprietors**

The previous versions of the Forms 1, 2 and 3 in terms of the Land Registration (Scotland) Rules 1980 asked whether all the necessary consents renunciations or affidavits in terms of the Matrimonial Homes (Family Protection) (Scotland) Act 1981 ("MHA") were being submitted to the Keeper. The relevant section in the MHA relating to this issue is section 6.

The Keeper's previous policy was not to requisition evidence to show that there were no subsisting occupancy rights of spouses of former proprietors. The application and documentation as submitted were examined and the Keeper reached a view on the position notwithstanding that applicants were asked to certify that they had submitted *all* the *necessary* consents etc. If the evidence submitted was insufficient, then either no statement about occupancy rights of spouses of former proprietors was inserted in the title sheet, or the statement was qualified in some respect.

The question now takes account of the Civil Partnership Act 2004 (CPA) and the Family Law (Scotland) Act 2006. From 22 January 2007, no evidence in terms of the MHA or the CPA will require to be submitted with an application for registration.

Instead applicants are now required to answer an amended series of related questions (found at Q8 of Part B of the Form 1, and Q4 of Part B of both the Form 2 and Form 3). The Keeper's staff will utilise the information provided to decide whether or not to enter a statement that the Keeper is satisfied there are no

subsisting occupancy rights, or whether to enter a statement which is qualified to indicate that the Keeper is not satisfied in respect of the occupancy rights of spouses or civil partners of certain named persons. named persons

In consequence, applicants need not submit the evidence nor will the Keeper's staff examine documentation which is submitted. This "Tell Me Don't Show Me" principle is similar to the Keeper's existing policy in relation to compliance with the statutory procedures for the proper exercise of a power of sale under a heritable security (see question 10 on Form 1, and Question 6 on the Form 2 and Form 3). The Keeper's staff will utilise the information provided to decide whether or not to enter a statement that the Keeper is satisfied there are no subsisting occupancy rights, or whether to enter a statement which is qualified to indicate that the Keeper is not satisfied in respect of the occupancy rights of spouses or civil partners of certain named persons. named persons

In consequence, applicants need not submit the evidence nor will the Keeper's staff examine documentation which is submitted. This "Tell Me Don't Show Me" principle is similar to the Keeper's existing policy in relation to compliance with the statutory procedures for the proper exercise of a power of sale under a heritable security (see question 10 on Form 1, and Question 6 on the Form 2 and Form 3).

The main question to be answered is:

***Is the application for registration a dealing within the meaning of the Matrimonial Homes (Family Protection) (Scotland) Act 1981 etc?***

It is not appropriate to state on the application form that this question or part thereof is "Not Applicable".

The term "dealing" is not defined exhaustively in either Act. However, the Keeper is only required to consider entering a statement in relation to the occupancy rights of spouses or civil partners of former *proprietors*. Therefore, he is concerned with voluntary transfers of title, by disposition or otherwise, but NOT with dealings which are standard securities.

The Keeper considers that "dealing" in the context of this question does not include a disposition or conveyance which is not a voluntary act of the entitled spouse (including a schedule conveyance or disposition by a trustee in bankruptcy but not including a disposition by a creditor in exercise of a power of sale) or where a property is owned in common and the disposition or conveyance granted by those proprietors.

The question may be answered NO in such circumstances, but if the property is clearly residential in nature, and the application is otherwise acceptable, the Keeper will enter a statement to the effect that he is satisfied there are no subsisting occupancy rights of spouses or civil partners of former proprietors in the Proprietorship Section of the title sheet. In any other case, it is likely that no statement will be inserted.

If this question is answered YES, the remaining questions must also be answered. Where any response indicates that not all necessary consents etc exist, then further information should be provided in the Additional Information sheet, and the Keeper will enter a statement, which is qualified to the extent appropriate, for example

***"The Keeper is satisfied that there are in respect of the subjects in this title no occupancy rights in terms of the Matrimonial Homes (Family Protection) (Scotland) Act 1981, of spouses of persons who were formerly entitled to the said subjects, except AB.....who ceased to be entitled on ... "***

## **2.2 Information about reports or searches in the Register of Inhibitions and Adjudications**

The five year search in the Register of Inhibitions of Personal Register carried out by the Keeper's staff (see paragraph 6.18 of the Registration of Title Practice Book 2nd Edition) substantially duplicates work which has already been done. Land Register Reports produced by Registers of Scotland or their equivalents from private search firms will, in most cases, have been obtained and examined by the applicant's agent or the Personal Register may have been checked via Registers Direct.

Applicants are now required to answer Question 9 on the Form 1, and Question 5 on the Forms 2 and 3, in respect of land register reports or searches (whether obtained from Registers of Scotland or a private searching firm or via Registers Direct) which included a check of the Register of Inhibitions and Adjudications. Whether it is appropriate to obtain a search in the Personal Register is always a matter for an agent and their clients to decide.

### ***Does the deed inducing registration grant, transfer, create, vary or discharge an interest in land?***

Where an application relates to a transaction or event which does not constitute an alienation of heritable property, such as the appointment of a guardian or authorised person in respect of an incapacitated adult, then it is appropriate to answer the first part of the question NO.

Where the transaction or event is one which would not be prejudiced by the effect of an entry in the Personal Register, because it is not a voluntary act on the part of the registered proprietor, such as a Compulsory Purchaser Order, General Vesting Declaration, Notice of Payment of Repairs or Improvement Grant etc, then the Keeper also takes the view that it would be acceptable to answer the first part of the question NO.

In all other instances the question should be answered YES and an applicant should proceed to answer the questions pertaining to whether a search in the Personal Register was obtained or carried out.

If no search in the Personal Register was obtained by or exhibited to the applicant, whether as part of a Land Register report or carried out using Registers Direct, then the following questions may be answered NO. This has no adverse consequences for the application. Registers of Scotland will then carry out a five year search back from the date of registration, where appropriate.

If a report was obtained or a search carried out then applicants should provide the date to which the report or search in the Personal Register was certified correct in the appropriate box. Registers of Scotland will search only the period between the date given for the report or search and the date of registration.

In the unlikely event that the report or search has brought to light a relevant entry in the Personal Register which would render the title of the grantee

voidable, but this is not remedied prior to the application for registration, full details of the entry should be entered in the box provided.

## **GENERAL NOTES FOR THE COMPLETION OF FORMS**

- All forms, whether electronic or handwritten, must contain a Unique Identifier inserted in the **UID Number** field at the bottom of every page (including any **Additional Information Sheets** used for additional applicants etc). While the UID will be inserted automatically in the case of electronic forms, in the case of paper forms, ensure that the UID is inserted on every page. The same identifier must be inserted on every page of a particular form but a different identifier must be used for each separate form submitted.
- Do not staple or pin other documents to the form. Care should be taken to ensure that the form is not torn, crumpled or excessively folded.
- The information contained in each application form will be machine scanned in the Land Register: the form should be completed in BLACK CAPITAL TYPE preferably font OCR-B font (9pt) - available for download from website [adobe.com](http://adobe.com), Courier 12pt, Arial 10pt or in CAPITAL letters in black ink. Please use the white response areas only.
- No covering note is required.

**NOTES AND DIRECTIONS FOR COMPLETION OF FORM 1**  
**APPLICATION FOR FIRST REGISTRATION**

**Part A-The Notes 1 to 13 referred to on Form 1**

**Note 1 From**

The full name and address of the presenting party should be inserted in all cases.

**Note 2 FAS No**

Insert figures only. Only those who have a registered account with the Registers of Scotland should complete this field.

**Note 3 Agent's Tel No**

The full telephone number (a direct dial number if possible) of the presenting party should be inserted.

**Note 4 Search Sheet Number**

The number of the relevant Search Sheet should be inserted, where known.

**Note 5 County**

Insert the name of the county within which the subjects to be registered are principally situated. Place an X in the field provided if the subjects fall within more than one county and all the additional counties should be given on the **Additional Information Sheet**.

**Note 6 Monetary Consideration**

Insert the consideration, where monetary, in figures. This will include any premium in the grant of a long lease or an assignation.

If the consideration in the deed is not in £ sterling, it must be converted into £ sterling and inserted here.

### **Note 7 Non-Monetary Consideration**

Specify the nature of a non-monetary consideration (e.g. Love Favour and Affection, Implementation of Agreement, etc). Abbreviations are acceptable, e.g. certain good and onerous causes could be inserted as CG&OC.

### **Note 8 Value**

Where the consideration is either less than the true value of the subjects, or not expressed in monetary terms, then the full value of the subjects should be inserted here. In the case of registration of the grant of a lease or of an assignation of a lease, please insert the annual rent.

### **Note 9 Fee**

Please insert the amount due for this registration, as determined by the current Fee Order.

### **Note 10 Payment Method**

Please indicate whether you are paying by direct debit or cheque etc.

### **Note 11 Subjects**

Insert the full postal address of the subjects including the postcode, e.g. enter "The Rowans", 22 Stoneybank Avenue, Paisley, PA12 IDV, as follows:

**House No/Name:** The Rowans, 22

**Postcode:** PA12 IDV

**Street Name & Town/City:** Stoneybank Avenue, Paisley

Where the property does not have a postal address, a brief description of the subjects should be entered in **Street Name and Town/City**, e.g. "3 acres of ground at Gight, by Methlick".

### **Note 12 Name and Address of Applicant**

Insert the full names and addresses of the applicants.

If there are more than two applicants, place an X in the field provided and enter the names and addresses of all the additional parties in the **Additional Information Sheet**.

Where the applicant is acting in a fiduciary or other capacity, the information required is the name and address of the party for whom he is acting and the capacity in which he is acting. This applies where the relationship results from a deed of trust, testamentary deed, or court appointment etc.

- Where the applicant is George MacDonald, *as Executor* of Robert Gordon Campbell, this should be entered as follows, with the address of the deceased:

**Surname:** CAMPBELL    **Forename(s):** ROBERT GORDON, EXECUTOR OF

- Where the applicants are the *Trustees for a Club* etc. the name and address of the club are what is required and should be inserted in **Company/Firm or Council**.

- Where the applicants are the *Trustees of a Firm*, the names and addresses of the trustees should be inserted, using the **Additional Information Sheet** where there are more than two trustees. The firm name and address should also be entered in **Company/Firm or Council**.
- Where a *Guardian, or Authorised Person*, is acquiring property on behalf of an incapacitated adult, the **Applicant** field should be completed with the name and address of the adult, e.g. where the applicant is the guardian of Agnes Margaret Alexander, enter:

**Surname:** ALEXANDER **Forename(s):** AGNES MARGARET, GUARDIAN OF

### **Note 13 Granter**

Insert the full names and addresses of all the granter(s) of the deed, using the **Additional Information Sheet** where necessary.

For information about entering the details of special types of granter, such as trustees, see Note 12.

### **Explanatory notes relevant to Part B**

**Adverse possession.** (Question 3) Rights of possession under a lease granted by any person entitled to grant the same are not to be regarded as adverse to the interest of the applicant.

**Overriding interests.** (Question 5(c)) Where an overriding interest, but not including the interest of a lessee tenant in a lease which is not a long lease, or the interest of a non-entitled spouse or civil partner, is constituted otherwise than by deed, details should be given as to how it was constituted. "Overriding interest" is defined in section 28(1) of the Land Registration (Scotland) Act 1979.

**The schedule of heritable securities.** List all existing heritable securities which may be specified by reference to the Form 4. Partial discharges and assignments need not be listed in the schedule but should be included in the Form 4.

**The schedule of burdens.** List all deeds containing burdens affecting the subjects which may be completed by reference to the Form 4.

**Electronic or paper certificate.** Where an electronic certificate is requested, the Keeper can only issue one if the **Agents' Email Address** has been completed.

## **NOTES AND DIRECTIONS FOR COMPLETION OF FORM 2**

### **APPLICATION FOR A DEALING WITH REGISTERED INTEREST(S)**

#### **(EXCLUDING DISPOSITION OR LONG LEASE OF PART OF THE PROPERTY OR A LONG LEASE OF THE WHOLE OF THE PROPERTY)**

The Form 2 is to be used in the case of an application for registration of a transaction or event which deals with or affects a registered interest or interests in land. This includes :-

- (a) standard security over part of the interest in a registered title;
- (b) deed of conditions affecting all or part of the interest in a registered title;
- (c) renunciation of a registered lease.

Do **not** use a Form 2 for a disposition of property forming part of a registered interest in land, or a long lease of the whole or part of the property.

#### **Part A-The Notes 1 to 13 referred to on Form 2**

##### **Note 1 From**

The full name and address of the presenting party should be inserted in all cases.

##### **Note 2 FAS No**

Insert figures only. Only those who have a registered account with the Registers of Scotland should complete this field.

##### **Note 3 Agent's Tel No**

The full telephone number (a direct dial number if possible) of the presenting party should be inserted.

##### **Note 4 County**

Insert the name of the county within which the subjects to be registered are principally situated. Place an X in the field provided if the subjects fall within more than one county and all the additional counties should be given on the **Additional Information Sheet**.

#### **Note 5 Title number**

If there are more than three Title Numbers affected, then insert an X in the box provided and list the additional Title Numbers on the **Additional Information Sheet**.

#### **Note 6 Monetary Consideration**

Insert the consideration, where monetary, in figures. This will include any premium in an assignation of a lease.

If the consideration in the deed is not in £ sterling, it must be converted into £ sterling and inserted here.

#### **Note 7 Non-Monetary Consideration**

Specify the nature of a non-monetary consideration (e.g. Love Favour and Affection, Implementation of Agreement, etc). Abbreviations are acceptable, e.g. certain good and onerous causes could be inserted as CG&OC.

#### **Note 8 Value**

Where the consideration is either less than the true value of the subjects, or not expressed in monetary terms, then the full value of the subjects should be inserted here. In the case of registration of an assignation of a lease, please insert the annual rent.

**Note 9 Fee**

Please insert the amount due for this registration, as determined by the current Fee Order.

**Note 10 Payment Method**

Please indicate whether you are paying by direct debit or cheque etc.

**Note 11 Subjects**

Insert the full postal address of the subjects including the postcode, e.g. enter "The Rowans", 22 Stoneybank Avenue, Paisley, PA12 IDV, as follows:

**House No/Name:** The Rowans 22                      **Postcode:** PA12 IDV

**Street Name & Town/City:** Stoneybank Avenue, Paisley

Where the property does not have a postal address, a brief description of the subjects should be entered in **Street Name and Town/City**, e.g. "3 acres of ground at Gight, by Methlick".

**Note 12 Name and Address of Applicant**

Insert the full names and addresses of the applicants.

If there are more than two applicants, place an X in the field provided and enter the names and addresses of all the additional parties in the **Additional Information Sheet**.

Where the applicant is acting in a fiduciary or other capacity, the information required is the name and address of the party for whom he is acting and the

capacity in which he is acting. This applies where the relationship results from a deed of trust, testamentary deed, or court appointment etc.

- Where the applicant is George MacDonald, *as Executor* of Robert Gordon Campbell, this should be entered as follows, with the address of the deceased:

**Surname:** CAMPBELL    **Forename(s):** ROBERT GORDON, EXECUTOR OF

- Where the applicants are the *Trustees for a Club* etc. the name and address of the club are what is required and should be inserted in **Company/Firm or Council**.
- Where the applicants are the *Trustees of a Firm*, the names and addresses of the trustees should be inserted, using the **Additional Information Sheet** where there are more than two trustees. The firm name and address should also be entered in **Company/Firm or Council**.
- Where a *Guardian, or Authorised Person*, is acquiring property on behalf of an incapacitated adult, the **Applicant** field should be completed with the name and address of the adult, e.g. where the applicant is the guardian of Agnes Margaret Alexander, enter:

**Surname:** ALEXANDER    **Forename(s):** AGNES MARGARET, GUARDIAN OF

### **Note 13 Granter**

Insert the full names and addresses of all the granter(s) of the deed, using the **Additional Information Sheet** where necessary.

For information about entering the details of special types of granter, such as trustees, see Note 12.

## **Explanatory notes relevant to Part B**

**Adverse possession.** (Question 1(a)) Rights of possession under a lease granted by any person entitled to grant the same are not to be regarded as adverse to the interest of the applicant.

**Overriding interests.** (Question 1(d)) Where an overriding interest, but not including the interest of a lessee tenant in a lease which is not a long lease, or the interest of a non-entitled spouse or civil partner, is constituted otherwise than by deed, details should be given as to how it was constituted. "Overriding interest" is defined in section 28(1) of the Act.

**Electronic or paper certificate.** Where an electronic certificate is requested, the Keeper can only issue one if the **Agents' Email Address** has been completed.

**NOTES AND DIRECTIONS FOR COMPLETION OF FORM 3**  
**APPLICATION FOR REGISTRATION OF A TRANSFER OF PART OF**  
**REGISTERED SUBJECTS**

The Form 3 is to be used in the case of an application for registration of a transfer of part of property comprised in one or more registered titles. This will include:-

- a) disposition of part of the property;
- b) long lease of part of the property;
- c) long lease of the whole of the property.

**Part A-The Notes 1 to 13 referred to on Form 3**

**Note 1 From**

The full name and address of the presenting party should be inserted in all cases.

**Note 2 FAS No**

Insert figures only. Only those who have a registered account with the Registers of Scotland should complete this field.

**Note 3 Agent's Tel No**

The full telephone number (a direct dial number if possible) of the presenting party should be inserted.

**Note 4 County**

Insert the name of the county within which the subjects to be registered are principally situated. Place an X in the field provided if the subjects fall within more

than one county and all the additional counties should be given on the **Additional Information Sheet**.

#### **Note 5 Title number**

If there are more than three Title Numbers affected, then insert an X in the box provided and list the additional Title Numbers on the **Additional Information Sheet**.

#### **Note 6 Monetary Consideration**

Insert the consideration, where monetary, in figures. This will include any premium in the grant of a long lease or a partial assignment.

If the consideration in the deed is not in £ sterling, it must be converted into £ sterling and inserted here.

#### **Note 7 Non-Monetary Consideration**

Specify the nature of a non-monetary consideration (e.g. Love Favour and Affection, Implementation of Agreement, etc). Abbreviations are acceptable, e.g. certain good and onerous causes could be inserted as CG&OC.

#### **Note 8 Value**

Where the consideration is either less than the true value of the subjects, or not expressed in monetary terms, then the full value of the subjects should be inserted here. In the case of registration of a lease or a partial assignment of a lease, please insert the annual rent.

#### **Note 9 Fee**

Please insert the amount due for this registration, as determined by the current Fee Order.

#### **Note 10 Payment Method**

Please indicate whether you are paying by direct debit or cheque etc.

#### **Note 11 Subjects**

Insert the full postal address of the subjects including the postcode, e.g. enter "The Rowans", 22 Stoneybank Avenue, Paisley, PA12 IDV, as follows:

**House No/Name:** The Rowans, 22                      **Postcode:** PA12 IDV

**Street Name & Town/City:** Stoneybank Avenue, Paisley

Where the property does not have a postal address, a brief description of the subjects should be entered in **Street Name and Town/City**, e.g. "3 acres of ground at Gight, by Methlick".

#### **Note 12 Name and Address of Applicant**

Insert the full names and addresses of the applicants.

If there are more than two applicants, place an X in the field provided and enter the names and addresses of all the additional parties in the **Additional Information Sheet**.

Where the applicant is acting in a fiduciary or other capacity, the information required is the name and address of the party for whom he is acting and the capacity in which he is acting. This applies where the relationship results from a deed of trust, testamentary deed, or court appointment etc.

- Where the applicant is George MacDonald, *as Executor* of Robert Gordon Campbell, this should be entered as follows, with the address of the deceased:

**Surname:** CAMPBELL    **Forename(s):** ROBERT GORDON, EXECUTOR OF

- Where the applicants are the *Trustees for a Club* etc. the name and address of the club are what is required and should be inserted in **Company/Firm or Council**.
- Where the applicants are the *Trustees of a Firm*, the names and addresses of the trustees should be inserted, using the **Additional Information Sheet** where there are more than two trustees. The firm name and address should also be entered in **Company/Firm or Council**.
- Where a *Guardian, or Authorised Person*, is acquiring property on behalf of an incapacitated adult, the **Applicant** field should be completed with the name and address of the adult, e.g. where the applicant is the guardian of Agnes Margaret Alexander, enter:

**Surname:** ALEXANDER    **Forename(s):** AGNES MARGARET, GUARDIAN OF

### **Note 13 Granter**

Insert the full names and addresses of all the granter(s) of the deed, using the **Additional Information Sheet** where necessary.

For information about entering the details of special types of granter, such as trustees, see Note 12.

### **Explanatory notes relevant to Part B**

**Adverse possession.** (Question 1(a)) Rights of possession under a lease granted by any person entitled to grant the same are not to be regarded as adverse to the interest of the applicant.

**Overriding interests.** (Question 1(d)) Where an overriding interest, but not including the interest of a lessee tenant in a lease which is not a long lease, or the interest of a non-entitled spouse or civil partner, is constituted otherwise than by deed, details should be given as to how it was constituted. "Overriding interest" is defined in section 28(1) of the Act.

**Electronic or paper certificate.** Where an electronic certificate is requested, the Keeper can only issue one if the **Agents' Email Address** has been completed.

## **NOTES AND DIRECTIONS FOR COMPLETION OF FORM 4**

### **INVENTORY OF WRITS RELEVANT TO APPLICATION FOR REGISTRATION**

#### **Part A - The Notes 1-5 referred to on Form 4**

##### **Note 1**

Each application for registration must be accompanied by a Form 4 listing all deeds and documents relevant to the application whether or not such are submitted with the application. In cases where effect is to be given to, for example, a disposition and two standard securities affecting the same interest, the application forms for which are all completed by one solicitor, it is sufficient to submit one Form 4 listing all the deeds and documents for the three applications. Where more than one presenting party is involved, each presenting party should complete a Form 4 for their own deeds.

##### **Note 2 From**

The full name and address of the presenting party should be inserted in all cases.

##### **Note 3 Title No(s)**

Insert the Title Number(s) where the application relates to a dealing affecting a registered interest. If there are more than three Title Numbers affected, then insert an X in the box provided and list the additional Title Numbers on the **Additional Information Sheet**.

##### **Note 4 Subjects**

Insert the full postal address of the subjects including the postcode, e.g. enter "The Rowans", 22 Stoneybank Avenue, Paisley, PA12 IDV, as follows:

**House No/Name:** The Rowans 22                      **Postcode:** PA12 IDV

**Street Name & Town/City:** Stoneybank Avenue, Paisley

Where the property does not have a postal address, a brief description of the subjects should be entered in **Street Name and Town/City**, e.g. "3 acres of ground at Gight, by Methlick".

#### **Note 5 County**

Insert the name of the county within which the subjects to be registered are principally situated.

#### **Part B - Note 6 Particulars of Writs**

(a) In the case of an application for **First Registration (Form 1)**, the relevant deeds and documents to be listed on the Form 4 are:

- (i) a sufficient progress of titles included the deed inducing registration and unrecorded links in title;
- (ii) all prior writs containing rights and burdens affecting the subjects;
- (iii) any document evidencing the extinction of an obligation to make a recurrent monetary payment, such as leasehold casualty;
- (iv) any existing heritable securities and deeds relating thereto;
- (v) where relevant, consents to leases and sub-leases and assignments of recorded or registered leases;

- (vi) Form P16, if obtained;
- (vii) any other relevant documents.

(b) In the case of an application for a **Dealing with a Registered Interest (Form 2)** or a **Transfer of Part (Form 3)**, the relevant deeds and documents to be listed on the Form 4 are:

- (i) all writs which affect the registration;
- (ii) where relevant, consents to leases and sub-leases and assignments of recorded or registered leases;
- (iii) Form P17, if obtained;
- (iv) all unregistered links in title.

- All the relevant documents should be submitted along with the application, but if any document is not available when the application is lodged, it should still be listed on the inventory and an X should be inserted in the **Writs not Submitted** box.
- The deed name can be abbreviated to fit the space. The briefest of details necessary to identify the grantee can be inserted, e.g. Mary Irene Wallis or Cameron can be shortened to MIW Cameron. Where there are two or more grantees, the first one can be inserted and the rest covered by 'and spouse' or 'and another' or 'and others'.
- The recording date (or the date of registration in the Books of Council and Session) should be inserted in the format '18 01 1961'.

## **NOTES AND DIRECTIONS FOR COMPLETION OF FORM 5**

### **APPLICATION FOR NOTING OR ENTERING ON THE REGISTER**

A Form 5 is to be used in the case of an application for noting the existence of, or freedom from, an overriding interest or for the entry of other information in terms of section 6(1)(g) of the Act (e.g. a change of street name). The interest of a lessee under a short term lease or the interest of a non-entitled spouse within the meaning of section 6 of the Matrimonial Homes (Family Protection)(Scotland) Act 1981 or a non-entitled civil partner within the meaning of section 106 of the Civil Partnership Act 2004 are excluded from the noting provision of the Act.

The information to be noted on, or deleted from, the Register should be set out in the Form. Such documents as are necessary to support the application should be submitted with the application, together with a Form 4.

A separate Form 5 is not necessary if an application on a Form 1, 2 or 3 is being submitted, as those forms include similar provision for noting of an overriding interest etc.

#### **Part A - The Notes 1-8 referred to on Form 5**

##### **Note 1 From**

The full name and address of the presenting party should be inserted in all cases.

##### **Note 2 FAS No**

Insert figures only. Only those who have a registered account with the Registers of Scotland should complete this field.

##### **Note 3 Agent's Telephone No**



Insert X in the relevant box depending on whether the application is to **note** information on the Title Sheet(s) quoted or whether the application is to **delete** information from the Title Sheet(s) quoted.

Insert full details of the information that is to be noted or deleted in the space provided.

### **Note 8 Fees**

Mark X in the box if the appropriate fee is enclosed, as determined by the current Fee Order.

### **Part B - Additional Information**

Use this for any additional information.

**NOTES AND DIRECTIONS FOR COMPLETION OF FORM 9  
APPLICATION FOR RECTIFICATION OF THE REGISTER**

A Form 9 is to be used in the case of an application requesting the Keeper to rectify an inaccuracy in the Register. This may include any incorrect or erroneous entry in or omission from the Register.

All relevant supporting deeds and documents should be listed on a Form 4 and submitted with the application.

**Part A - The Notes 1-8 referred to on Form 9**

**Note 1 From**

The full name and address of the presenting party should be inserted in all cases.

**Note 2 FAS No**

Insert figures only. Only those who have a registered account with the Registers of Scotland should complete this field.

**Note 3 Agent's Telephone No**

The full telephone number (a direct dial number if possible) of the presenting party should be inserted.

**Note 4 Title No**

Insert the Title Number in respect of which rectification is sought.

**Note 5 Subjects**



**NOTES AND DIRECTIONS FOR COMPLETION OF FORM 10  
APPLICATION FOR A REPORT PRIOR TO REGISTRATION OF THE  
SUBJECTS DESCRIBED BELOW**

**Part A - The Notes 1 to 7 referred to on Form 10**

**Note 1 From**

The full name and address of the presenting party should be inserted in all cases.

**Note 2 FAS No**

Insert figures only. Only those who have a registered account with the Registers of Scotland should complete this field. Please be aware that as the Reports service is post paid E-Payment FAS numbers should not be used.

**Note 3 Applicant's Telephone No**

The full telephone number ( a direct dial number if possible ) of the presenting party should be inserted.

**Note 4 County**

Place an X in the field provided to identify the county within which the subjects are principally situated.

**Note 5 Short Description of Subjects**

Insert the full postal address of the subjects including post code, e.g. enter "The Rowans", 22 Stoneybank Avenue, Paisley, PA12 1DV, as follows:

**House No/Name:** The Rowans, 22      **Postcode:** PA12 1DV

**Street Name & Town/City:** Stoneybank Avenue, Paisley

Where the property does not have a postal address, a brief description of the subjects should be entered in **Description of Subjects** box, e.g. "3 acres of ground at Gight, by Methlick"

**Note 6 Details of Subjects**

Place an X in the field provided. Please be aware that any applications with an accompanying plan cannot be submitted via e-forms.

**Note 7 Diary Service**

Please be aware the Keeper has a 72 hour turnaround time target for all Reports. Every effort will be made to at least ensure that a FAX or e-mail response will be available on the date stated

**NOTES AND DIRECTIONS FOR COMPLETION OF FORM 11  
APPLICATION FOR CONTINUATION OF REPORT PRIOR TO THE  
REGISTRATION OF THE SUBJECTS BELOW**

**Part A - The Notes 1 to 8 referred to on Form 11**

**Note 1 From**

The full name and address of the presenting party should be inserted in all cases.

**Note 2 FAS No**

Insert figures only. Only those who have a registered account with the Registers of Scotland should complete this field. Please be aware that as the Reports service is post paid E-Payment FAS numbers should not be used.

**Note 3 Previous Report No**

Please provide details of the previous report provided by the Keeper. This will be a 7 digit number followed by the county abbreviation, e.g. **0700123MID**

**Note 4 Search Sheet No**

Please provide details of the Sasine search sheet number as shown on the previous report.

**Note 5 Applicant's Telephone No**

The full telephone number ( a direct dial number if possible ) of the presenting party should be inserted.

**Note 6 County**

Place an X in the field provided to identify the county within which the subjects are principally situated.

**Note 7 Short Description of Subjects**

Insert the full postal address of the subjects including post code, e.g. enter "The Rowans", 22 Stoneybank Avenue, Paisley, PA12 1DV, as follows:

**House No/Name:** The Rowans, 22            **Postcode:** PA12 1DV

**Street Name & Town/City:** Stoneybank Avenue, Paisley

Where the property does not have a postal address, a brief description of the subjects should be entered in **Description of Subjects** box, e.g. "3 acres of ground at Gight, by Methlick"

### **Note 8 Diary Service**

Please be aware the Keeper has a 72 hour turnaround time target for all Reports. Every effort will be made to at least ensure that a FAX or e-mail response will be available on the date stated

## **NOTES AND DIRECTIONS FOR COMPLETION OF A FORM 12 APPLICATION FOR A REPORT OVER REGISTERED SUBJECTS**

### **Part A - The Notes 1 to 7 referred to on Form 12**

#### **Note 1 From**

The full name and address of the presenting party should be inserted in all cases.

#### **Note 2 FAS No**

Insert figures only. Only those who have a registered account with the Registers of Scotland should complete this field. Please be aware that as the Reports service is post paid E-Payment FAS numbers should not be used.

#### **Note 3 Applicant's Telephone No**

The full telephone number ( a direct dial number if possible ) of the presenting party should be inserted.

#### **Note 4 Title No**

If there are more than three Title numbers affected, then insert an X in the box provided and list the additional Title Numbers on the **Additional Information Sheet**

#### **Note 5 Short Description of Subjects**

Insert the full postal address of the subjects including post code, e.g. enter "The Rowans", 22 Stoneybank Avenue, Paisley, PA12 1DV, as follows:

**House No/Name:** The Rowans, 22      **Postcode:** PA12 1DV

**Street Name & Town/City:** Stoneybank Avenue, Paisley

Where the property does not have a postal address, a brief description of the subjects should be entered in **Street Name & Town/City** box, e.g. "3 acres of ground at Gight, by Methlick".

#### **Note 6 Mark X in the appropriate box**

Please note that if you mark Box B and a plan is attached this cannot be submitted via e-forms. If you mark Box C please **ensure** that the subjects are part of an Estate Plan approved by the Keeper.

**Note 7 Diary Service**

Please be aware the Keeper has a 72 hour turnaround time target for all Reports. Every effort will be made to at least ensure that a FAX or e-mail response will be available on the date stated.

**NOTES AND DIRECTIONS FOR COMPLETION OF FORM 13  
APPLICATION FOR CONTINUATION OF REPORT OVER REGISTERED  
SUBJECTS**

**Part A - The Notes 1 to 7 referred to on Form 13**

**Note 1 From**

The full name and address of the presenting party should be inserted in all cases.

**Note 2 FAS No**

Insert figures only. Only those who have a registered account with the Registers of Scotland should complete this field. Please be aware that as the Reports service is post paid E-Payment FAS numbers should not be used.

**Note 3 Applicant's Telephone No**

The full telephone number ( a direct dial number if possible ) of the presenting party should be inserted.

**Note 4 Previous Report No**

Please provide details of the previous report provided by the Keeper. This will be a 7 digit number followed by the county abbreviation, e.g. **0700123MID**

**Note 5 Title No**

If there are more than three Title numbers affected, then insert an X in the box provided and list the additional Title Numbers on the **Additional Information Sheet**

**Note 6 Short Description of Subjects**

Insert the full postal address of the subjects including post code, e.g. enter "The Rowans", 22 Stoneybank Avenue, Paisley, PA12 1DV, as follows:

**House No/Name:** The Rowans, 22      **Postcode:** PA12 1DV

**Street Name & Town/City:** Stoneybank Avenue, Paisley

Where the property does not have a postal address, a brief description of the subjects should be entered in **Street Name & Town/City** box, e.g. "3 acres of ground at Gight, by Methlick".

**Note 7 Diary Service**

Please be aware the Keeper has a 72 hour turnaround time target for all Reports. Every effort will be made to at least ensure that a FAX or e-mail response will be available on the date stated

**NOTES AND DIRECTIONS FOR COMPLETION OF FORM 14  
APPLICATION FOR A REPORT TO ASCERTAIN WHETHER OR NOT  
SUBJECTS HAVE BEEN REGISTERED**

**Part A - The Notes 1 to 7 referred to on Form 14**

**Note 1 From**

The full name and address of the presenting party should be inserted in all cases.

**Note 2 FAS No**

Insert figures only. Only those who have a registered account with the Registers of Scotland should complete this field. Please be aware that as the Reports service is post paid E-Payment FAS numbers should not be used.

**Note 3 Applicant's Telephone No**

The full telephone number ( a direct dial number if possible ) of the presenting party should be inserted.

**Note 4 County**

Place an X in the field provided to identify the county within which the subjects are principally situated.

**Note 5 Short Description of Subjects**

Insert the full postal address of the subjects including post code, e.g. enter "The Rowans", 22 Stoneybank Avenue, Paisley, PA12 1DV, as follows:

**House No/Name:** The Rowans, 22            **Postcode:** PA12 1DV

**Street Name & Town/City:** Stoneybank Avenue, Paisley

Where the property does not have a postal address, a brief description of the subjects should be entered in **Description of Subjects** box, e.g. "3 acres of ground at Gight, by Methlick"

**Note 6 Details of Subjects**

Place an X in the field provided. Please be aware that any applications with an accompanying plan cannot be submitted via e-forms.

**Note 7 Diary Service**

Please be aware the Keeper has a 72 hour turnaround time target for all Reports. Every effort will be made to at least ensure that a FAX or e-mail response will be available on the date stated

## **NOTES AND DIRECTIONS FOR COMPLETION OF FORM 15**

### **APPLICATION FOR AN OFFICE COPY**

A Form 15 is to be used in the case of an application requesting an office copy of any title sheet, or part of any title sheet, or of any document referred to in a title sheet.

#### **The Notes 1-5 referred to on Form 15**

##### **Note 1 From**

The full name and address of the presenting party should be inserted in all cases.

##### **Note 2 FAS No**

Insert figures only. Only those who have a registered account with the Registers of Scotland should complete this field.

##### **Note 3 Agent's Telephone No**

The full telephone number (a direct dial number if possible) of the presenting party should be inserted.

##### **Note 4 Title No**

It is essential that the correct title number is quoted.

##### **Note 5 Subjects**

Insert the full postal address of the subjects including the postcode, e.g. enter "The Rowans", 22 Stoneybank Avenue, Paisley, PA12 IDV, as follows:

**House No/Name:** The Rowans, 22

**Postcode:** PA12 IDV

**Street Name & Town/City:** Stoneybank Avenue, Paisley

Where the property does not have a postal address, a brief description of the subjects should be entered in **Street Name and Town/City**, e.g. "3 acres of ground at Gight, by Methlick".

**NOTES AND DIRECTIONS FOR COMPLETION OF FORM P16  
APPLICATION TO COMPARE A BOUNDING DESCRIPTION WITH THE  
O.S. MAP**

**Part A - The Notes 1 to 5 referred to on Form P16**

**Note 1 From**

The full name and address of the presenting party should be inserted in all cases.

**Note 2 FAS No**

Insert figures only. Only those who have a registered account with the Registers of Scotland should complete this field. Please be aware that as the Reports service is post paid E-Payment FAS numbers should not be used.

**Note 3 Applicant's Telephone No**

The full telephone number ( a direct dial number if possible ) of the presenting party should be inserted.

**Note 4 Short Description of Subjects**

Insert the full postal address of the subjects including post code, e.g. enter "The Rowans", 22 Stoneybank Avenue, Paisley, PA12 1DV, as follows:

**House No/Name:** The Rowans, 22      **Postcode:** PA12 1DV

**Street Name & Town/City:** Stoneybank Avenue, Paisley

Where the property does not have a postal address, a brief description of the subjects should be entered in **Street Name & Town/City** box, e.g. "3 acres of ground at Gight, by Methlick".

**Note 5 Diary Service**

Please be aware the Keeper has a 72 hour turnaround time target for all Reports. Every effort will be made to at least ensure that a FAX or e-mail response will be available on the date stated

**NOTES AND DIRECTIONS FOR COMPLETION OF FORM P17  
APPLICATION TO COMPARE BOUNDARIES ON THE TILTE PLAN WITH  
THE O.S. MAP**

**Part A - The Notes 1 to 6 referred to on Form P17**

**Note 1 From**

The full name and address of the presenting party should be inserted in all cases.

**Note 2 FAS No**

Insert figures only. Only those who have a registered account with the Registers of Scotland should complete this field. Please be aware that as the Reports service is post paid E-Payment FAS numbers should not be used.

**Note 3 Applicant's Telephone No**

The full telephone number ( a direct dial number if possible ) of the presenting party should be inserted.

**Note 4 Title No**

Please provide Title No of subjects to be compared.

**Note 5 Short Description of Subjects**

Insert the full postal address of the subjects including post code, e.g. enter "The Rowans", 22 Stoneybank Avenue, Paisley, PA12 1DV, as follows:

**House No/Name:** The Rowans, 22      **Postcode:** PA12 1DV

**Street Name & Town/City:** Stoneybank Avenue, Paisley

Where the property does not have a postal address, a brief description of the subjects should be entered in **Street Name & Town/City** box, e.g. "3 acres of ground at Gight, by Methlick".

**Note 6 Diary Service**

Please be aware the Keeper has a 72 hour turnaround time target for all Reports. Every effort will be made to at least ensure that a FAX or e-mail response will be available on the date stated