

# Property Search Form

This form is designed for people who have exact information about a property, such as the house number/name and street. If the information is vague, particularly for pieces of land or an unusual search is required, please contact the Customer Service Centre directly on 0845 607 0161 (Edinburgh) or 0845 607 0164 (Glasgow). They will be happy to advise on what information would best assist the search.

## Q1 **About You?** (Please complete all the Boxes)

<b>Name</b>	<input type="text"/>
<b>Address</b>	<input type="text"/>
<b>Town</b>	<input type="text"/>
<b>Postcode</b>	<input type="text"/>
<b>Email Address</b>	<input type="text"/>
<b>Daytime Telephone Number</b>	<input type="text"/>

## Q2 **About the Property you are interested in ?** (Please complete as many boxes as possible)

### **PART A**

If you Have an Address,

<b>House Number</b>	<input type="text"/>
<b>Any Previous House Name</b>	<input type="text"/>
<b>Street</b>	<input type="text"/>
<b>Town</b>	<input type="text"/>
<b>Postcode</b>	<input type="text"/>
<b>If this is a tenement flat, what is the flat position? e.g. (2nd floor flat 3)</b>	<input type="text"/>
<b>Approximately how old is the house?</b>	<input type="text"/>

### **PART B**

If you know anything about the property ownership, please provide full names if possible, including middle names or initials,

Who owns it now?

Who owned it previously?

When did they own it?

Who do you think may own now?

## PART C

If you do not have an address,

Searching the records for an area of ground can be difficult and may prove expensive as not all land and property in Scotland is on the Land Register map-based system. If all you know about the ground is its location, and particularly if it is in a rural area it would be advisable to give the Customer Services Team a call on 0845 6070161. They will be happy to advise on whether the information you have is sufficient and the likely cost.

**Please Provide a plan (you can email this to us separately, or send it by post however please do not send aerial photographs as these are of no use when conducting a search)**

email

Post

**Please give details of the extent of the land being searched**

**Please describe the use of the land (e.g. is it derelict, or undeveloped)**

**Please give postal addresses of any properties which may border the land**

### Q3 The sort of information you are looking for ?

Please describe what sort of information you are looking for. It may be helpful if you tell us the reason for your enquiry.

<input type="checkbox"/> Ownership Details	<input type="checkbox"/> Price Paid	<input type="checkbox"/> Date of Purchase
<input type="checkbox"/> Other (please specify)	<input type="text"/>	

## About us

We will send you an invoice by post on completion of the search. A typical search submitted by email, letter or fax costs between £11 and £14 plus VAT. If a search is likely to exceed £20, you will be contacted before we proceed further. If you visit our Customer Service Centre a typical property search will cost between £15 and £18 plus VAT. ([Click here for a breakdown of the search fees](#))

We aim to complete all enquiries within 7 working days.