



The key difference in any information service is people, which is why we at Registers of Scotland believe our service to be distinct. With thorough experience of the reports market, our staff are fully trained in all aspects of Land Registration which gives us an in-depth understanding of the impact of Reports on the subsequent registration process.

• property **REPORTS** service •

In addition to our unrivalled expertise, we have access not only to the most up to date information in the Register of Inhibitions and Adjudications, which is guaranteed by the Keeper, but also to the most current published edition of the Ordnance Survey digital map base. This allows us to provide detailed boundary comparisons through our P16 Report Service.

A comprehensive check on the seller and an accurate check on property extents are pivotal components of any Reports Service.

Flexible Communication

We accept reports through any type of delivery mechanism:- i.e. surface post (DX, LP and Royal Mail), fax (a free service) and email - send the report in whichever way is convenient to you. We will return the report by the same medium.

Diary Service

To assist you in completing the transaction within the required timescale the Keeper offers a free Diary Service. Submit your request as early as you wish and leave it to us to ensure that the report is completed on time.

When considering the date of your request please note that the Keeper will complete your report the day prior to the date requested to ensure delivery by the required date.

As a matter of courtesy a fax/email will be sent when the report is complete in case of problems with surface post.

eFORMS Online

In addition to our paper based Land Register report forms (forms 10 - P17), we provide eFORMS Online.

This free service can be accessed via our website. It allows you to complete Land Register application forms, report forms, Sasine and copy deeds forms online.

With eFORMS Online there is a facility to email report forms to the Agency. When a report has been emailed you will automatically receive confirmation and your response will be forwarded at the appropriate time.

Report Fees

Charges for the Keeper's individual reports -

Form 10	£27.00	(£31.73 inc VAT)
Form 11	£15.00	(£17.63 inc VAT)
Form 12	£27.00	(£31.73 inc VAT)
Form 13	£15.00	(£17.63 inc VAT)
Form 14	£27.00	(£31.73 inc VAT)
P16	£27.00	(£31.73 inc VAT)
P17	£27.00	(£31.73 inc VAT)

Charges for the Keeper's combined reports -

Form 10 / P16	£40.00	(£47.00 inc VAT)
Form 12 / P17	£40.00	(£47.00 inc VAT)

(This represents a saving on the cost of the individual reports of £14.00, or £16.46 inc. VAT.)

Experience in handling large numbers of reports has identified the following common points which are often overlooked and which can have an adverse effect on the turnaround time of reports, or prevent the Keeper from issuing a report.

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General Points

- Ensure FAS, telephone and fax numbers are noted on all reports.
- Do not follow a fax or email report request with a hard copy, as this can result in a duplicate report with a further fee being generated.
- A P16 Report is not a check of Title, nor is a Form 10 Report a search.
- If you are not sure if a report has been requested, contact us and we can quickly check for any previously submitted reports.
- Contact us if you have any queries on any aspect of reports.

Form 10

- Include a reference to a recorded Sasine deed in the description.

Form 11

- Ensure the previous report number (Keeper's reports only) is included.
- Ensure the date to which the previous report was brought down to is correctly inserted.

Form 12

- Include the correct Title number.

Form 13

- Include the correct Title Number.
- Ensure the previous report number (Keeper's reports only) is included.
- Ensure the date to which the previous report was brought down to is correctly inserted.

Form 16

- Ensure that a plan or description with measurements for all boundaries is submitted with the report.
- Should the report refer to a recorded deed only, this is not sufficient as the Keeper does not hold copies of deeds - the deed itself must be submitted.
- If there is insufficient surrounding detail or information to enable the location of the subjects to be identified on the Ordnance Survey map then a location plan is also required.
- In the absence of a plan or full bounding description a new plan will be required.

Please ensure all essential information is provided with your report request.

Contact Information

If you have any enquiries on any aspect of our Property Reports Service, please contact:

Keith Taylor

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or

Fiona Martin

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Alternatively write, fax or email to:

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