

Personal Presentments

The Fees in the Registers of Scotland Amendment Order 2010 introduces, with effect from 10 January 2011, a fee of £15 for the personal presentment of an application for registration in the Land Register or a deed to the General Register of Sasines.

Personal presentment to the Land Register

Applications that are personally presented for registration in the Land Register will be checked to ensure that the application form has been completed and signed, that an inventory form 4 is present, that the correct fee is tendered, that any necessary stamp duty land tax certificate is enclosed and that the deed inducing registration is included and has been signed. This will be carried out whilst the applicant waits.

Personal presentment to the Sasine Register

Applications that are personally presented to record a deed in the Sasine Register will be checked to ensure the deed is accompanied by a completed Sasine application form, that the deed is ex-facie valid for recording, that any necessary stamp duty land tax certificate is enclosed and that the correct fee is tendered.

RoS will endeavour to process all Land Register or Sasine Register personal presentments at the time they are handed to us but cannot guarantee to do so. If your application involves a number of different properties or is impacted by the Title Conditions (Scotland) Act 2003 the level of upfront checking is usually significant and generally we will be unable to accommodate your request for personal presentment. In a case like this, we will advise why we cannot deal with the

request and will offer you the alternative of leaving your application with us, which we will then pass to our intake section for examination and noting in the application record/presentment book in the normal manner.

We have previously published guidance in the Law Society Journal recommending that if you are involved in a transaction that affects 10 or more Land Register title sheets and/or Sasine titles you contact us prior to presenting this application to us (be that presentment by post or personal presentment). This allows us to work with you to ensure the application will not present intake problems when it is submitted for registration. This is a non-chargeable service. For information on this service please contact create@ros.gov.uk or Alistair Brown 0131 528 3757 or Scott Bond 0131 659 6111 Ext 3260.

The £15 personal presentment fee will apply per separate application. Accordingly if one transaction results in six applications the personal presentment fee for that transaction will be £90 (six times £15).

Please note that any deed or application that is personally presented to the Land Register and is incomplete in any way will incur a £30 rejection fee. Where the rejection fee is levied the personal presentment fee will be waived.

Personal presentment to the Register of Deeds, Register of Judgments and Register of Inhibitions and Adjudications

Applications that are personally presented to the Register of Deeds, Register of Judgments and Register of Inhibitions and Adjudications will not incur a fee. We will continue to examine the deed to ensure it is ex-facie valid and capable of registration.

Personal presentments for the Land Register and General Register of Sasines can be made to either the Edinburgh or Glasgow Customer Service Centres. Personal presentments for the Register of Deeds, Register of Judgments and Register of Inhibitions and Adjudications can only be made to the Edinburgh Customer Service Centre.

Customer Service Centres

Edinburgh
Erskine House
68 Queen Street
Edinburgh
EH2 4NF

Tel: 0845 607 0161
Fax: 0131 200 3932
Email: customer.services@ros.gov.uk

Glasgow
9 George Square
Glasgow
G2 1DY

Tel: 0845 607 0164
Fax: 0141 306 1721
Email: customer.services@ros.gov.uk

Both centres have wheelchair access and hearing loops.

For further information please contact our Customer Service Centres.

