

Registers Update - INTAKE ENVELOPES

12-15 % of Land Register applications are returned by our Intake Section. Over 30,000 applications will be affected this year. This results in delays in establishing a date-of-registration and increases administrative costs for both the Agency and the profession. In an attempt to address these issues, **INTAKE ENVELOPES** are now available free-of-charge.

UPDATE: 03

The use of **INTAKE ENVELOPES** is optional. However, they present benefits that will enable applications to be entered on the Application Record quickly and effectively.



Benefits

They include a reminder of the most common reasons for rejection, providing a final quick-check before submitting the application. They also include a general information-box that enables incoming mail to be sorted at a glance. This will improve the speed and security of our mail handling procedures and increase the efficiency of the Intake process.

Completing the Address and Information Boxes

Please ensure that the correct mail box number is used - see Registers Update 01 or www.ros.gov.uk for an up-to-date list. It is also essential that the information-box is completed to include the submitting agent, county of registration and the number and types of applications contained within the envelope *See below*. Whenever possible, we would prefer to receive individual applications with the county of registration and type of application clearly stated in the information-box. However, multiple Land Register applications will be accepted in a single envelope, with the information-box marked accordingly.

Sasine Register

INTAKE ENVELOPES can be used for Sasine applications. However, Sasine applications must be sent in an envelope that is specifically addressed to the dedicated Sasine Intake box numbers with the information-box marked accordingly.

If you would like to take advantage of **INTAKE ENVELOPES**, please complete the enclosed order form. The form is also available at www.ros.gov.uk and can be posted or faxed back to us. **INTAKE ENVELOPES** can also be ordered by e-mailing customer.relations@ros.gov.uk

This is the third in a series of updates to keep you informed on the various aspects of Registers of Scotland services, policies and procedures. We would request that you retain these for future reference - folders are available for this purpose. More details can be found at www.ros.gov.uk or by contacting Customer Relations on 0131-200-3944.

<p>AGENT STAMP</p> 	COUNTY	MIDLOTHIAN
	FR	
	TP	
	DW	✓
	SASINE	