Checklist – Applications for registered land

Ensure you have completed or considered each of these points and that you have enclosed, or will attach, all relevant information before you send us your application. I have:

1. Obtained an up-to-date official copy of the register
2. Considered any stamp duty land tax which is payable and, where appropriate, enclosed evidence of compliance
3. Assessed the fee correctly
4. Included details to authorise payment by direct debit or alternatively enclosed a cheque made payable to “Land Registry
5. Accounted for any encumbrance, for example restrictions and charges, and enclosed evidence of compliance or release where appropriate – see Practice Guides 19 and Practice Guide 19A
6. Crosschecked all names to make sure these match or otherwise have accounted for any discrepancy, enclosing supporting evidence, for example marriage/death certificate, probate, power of attorney, etc.
7. Entered the full and correct names of parties on all documents lodged including the application form
8. Confirmed that, where an application is to register joint proprietors, they are to hold the title as beneficial joint tenants or as tenants in common
9. Supplied the Company's registered number and evidence of its constitution where appropriate. Note: to register a Community Interest Company, you will also need to send the Certificate of Incorporation issued by Companies House.
10. Supplied evidence of receivership or liquidation if required
11. Provided all addresses for service required and that addresses on forms and deeds agree
12. Checked that all deeds have been dated, executed and witnessed correctly – see Practice Guide 8
13. Completed all relevant panels of the correct application form
14. Listed each party in panel 13 of form AP1, including any attorney, and enclosed any identity forms (ID1 or ID2) that may be required – see Practice Guide 67
15. Signed and dated the application form
16. Read the electronic-Document Registration Service (e-DRS) Guide before submitting electronic applications
17. Made sure that all pages of any documents sent by e-DRS are complete, images are clear and scanned in colour where appropriate
18. Checked that any plans referred to in deeds are attached and any references on the plans referred to in the deeds, for example colouring, are shown on the plans

For more detailed help and guidance, please see Practice Guide 50

gov.uk/land-registry