



- We give assurance
- We have integrity
- We drive innovation
- We are professional

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:

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| <p><input type="checkbox"/> 1. Obtained an up-to-date official copy of the register</p> <p><input type="checkbox"/> 2. Considered any stamp duty land tax which is payable and, where appropriate, enclosed evidence of compliance</p> <p><input type="checkbox"/> 3. Assessed the fee correctly</p> <p><input type="checkbox"/> 4. Included details to authorise payment by direct debit or alternatively enclosed a cheque made payable to “Land Registry</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 7. Entered the full and correct names of parties on all documents lodged including the application form</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> 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.</p> | <p><input type="checkbox"/> 10. Supplied evidence of receivership or liquidation if required</p> <p><input type="checkbox"/> 11. Provided all addresses for service required and that addresses on forms and deeds agree</p> <p><input type="checkbox"/> 12. Checked that all deeds have been dated, executed and witnessed correctly – see Practice Guide 8</p> <p><input type="checkbox"/> 13. Completed all relevant panels of the correct application form</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> 15. Signed and dated the application form</p> <p><input type="checkbox"/> 16. Read the electronic-Document Registration Service (e-DRS) Guide before submitting electronic applications</p> <p><input type="checkbox"/> 17. Made sure that all pages of any documents sent by e-DRS are complete, images are clear and scanned in colour where appropriate</p> <p><input type="checkbox"/> 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</p> |
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For more detailed help and guidance, please see [Practice Guide 50](#)