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# Registered land checklist

You should complete or consider each of the following points (where applicable to your application) and enclose, or attach, all relevant information before you send us your application.

Make sure that you have:

Considered any stamp duty land tax which is payable and, where appropriate, enclosed evidence of compliance (such as SDLT 5).

Assessed the [fee correctly](https://www.gov.uk/guidance/land-registry-registration-services-fees).

Included details to authorise payment by direct debit or alternatively enclosed a cheque made payable to ‘HM Land Registry’.

Filled in panel 7 in full. If you include an email address, we will use it to contact you about your application. Acknowledgements of receipt of a postal application will only be provided by email.

Accounted for any encumbrance, for example restrictions and charges, and enclosed evidence of compliance or release where appropriate – see [practice guide 19: notices, restrictions and the protection of third party interests in the register](https://www.gov.uk/government/publications/notices-restrictions-and-the-protection-of-third-party-interests-in-the-register) and [practice guide 19A: restrictions and leasehold properties](https://www.gov.uk/government/publications/restrictions-and-leasehold-properties-pg19a).

Where possible, used form RXC to provide an acceptable consent or certificate of compliance.

[Crosschecked all names](https://assets.publishing.service.gov.uk/media/6405d17ae90e0740d874e8cf/Variation_in_names_flow_chart_HM_Land_Registry.pdf) between deeds and application forms to make sure these match the register or provide supporting evidence to account for any discrepancy, for example marriage/death certificate, probate, power of attorney, etc.

Entered the full and correct names of parties on all documents lodged including the application form.

Confirmed, where an application is to register joint proprietors, whether they are to hold the title as beneficial joint tenants or as tenants in common.

Supplied the company’s registration number and evidence of its constitution where appropriate.

Considered the additional requirements for an overseas company/entity which are set out within [practice guide 78](https://www.gov.uk/government/publications/overseas-companies-and-limited-liability-partnerships-pg78/practice-guide-78-overseas-companies-and-limited-liability-partnerships). Supplied evidence of receivership or liquidation if required.

Ensured the property addresses on forms and deeds match the information in the register.

Provided all addresses for service required.

Checked every panel except execution is exactly the same if the transfer is in two parts.

Checked that all deeds have been dated, executed and witnessed correctly – see [practice guide 8: execution of deeds](https://www.gov.uk/government/publications/execution-of-deeds)

Completed all relevant panels of the correct [application form](https://www.gov.uk/government/collections/land-registry-forms)

Listed each party in panel 13 of form AP1, including any attorney, and enclosed any identity forms (ID1, ID2 or ID3) that may be required – see [practice guide 67: evidence of identity; conveyancers](https://www.gov.uk/government/publications/evidence-of-identity-conveyancers).

Signed and dated the application form (where applicable if you are submitting paper application forms).

Ensured that all pages of any documents submitted are complete, images are clear and in colour where appropriate.

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.

**July 2024**