Submit Colleagues' Applications in DRS

HM Land Registry

Submit Colleagues' Applications

Start screen

We've made some improvements to the DRS service, and you can now work on, and submit colleagues' applications. This guide walks you through the changes. Go to the start screen in DRS and select Saved applications to begin.

Apply to register or update titles

Use this service to:

- update registered titles
- register new titles (including transfers of part and new leases)
- register lease extensions (close an old lease and register a new lease of the same property to the same tenant)
- close leasehold titles (including merger applications)
- remove default Form A restrictions

> You can only use this service for applications with **up to 25 titles**.

Go to saved applications

Start new application >

Related content

Get help with this service

View submitted applications

Finding and viewing applications

You have two new options. You can:
- Find application
- Filter applications

'Filter applications' defaults to 'My applications' (the other filter options are explained below).

Digital Registration Service

Saved applications

▶ Search help

Find application
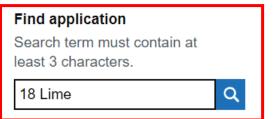Search term must contain at least 3 characters.

Clear search

Filter applications
Filter by your own or colleagues' applications.

My applications

Applications per page   **10**   20   30

Finding applications

To find an application you can search using the:
- Title number
- Address

Submit Colleagues' Applications

Digital Registration Service

Saved applications

▶ Search help

Find application

Search term must contain at least 3 characters.

| 18 Lime | 🔍 |

Clear search

Titles	Property	Applicants	Created	Options
HP708365	18 Lime Road, Southampton (SO16 4FB)		01 Nov 23	Open

Filtering applications

You can use the filter function to filter applications to see:
- Your own applications
- All applications in your business unit
- A specific colleague's applications

Working with applications

If you filter applications to 'All', you will see all the applications currently saved in your business unit.

You can open your colleagues' applications.

You can open, transfer or delete your own applications.

| Test1 | DU164146 | 110 Shearwater Avenue, Darlington (DL1 1DQ) | | 13 Nov 23 | Open |
| refFRdem | HP707932 | 10 Kennett Close, Romsey (SO7 8NN) | Mary Brown | 13 Nov 23 | Open   Transfer   Delete |

Opening colleagues' applications

When you open a colleague's application, you will see these options:
- Transfer to me and open the application
- Transfer to me and return to saved applications

When you transfer the application, you become the 'owner' and you can open, complete and submit it. If you return the application to your saved applications, you will then be able to open, transfer or delete it.

Digital Registration Service

< Back

Transfer to me

Application details:

Owner: RJAMES3001
Reference: Test1

What would you like to do now?

◯ Transfer to me and open the application
◯ Transfer to me and return to saved applications

| Test1 | DU164146 | 110 Shearwater Avenue, Darlington (DL1 1DQ) | 13 Nov 23 | Open |

Continue   Cancel

Transferring applications

The transfer function allows you to transfer an application that you own to a colleague.

Once transferred, the application will move to that colleague's 'Saved applications' list and they will become the owner of that application.

Titles	Property	Applicants	Created	Options
HP707832	21 Chaucer Road, Southampton (SO19 6QR)	John Smith Jane Brown	01 Nov 23	Open Transfer Delete

Transfer to a colleague

Application details:

Owner: LMULHERN3000
Reference: ref

Who do you want to transfer this application to?

Select a colleague ▾

Confirm   Cancel

Deleting applications

The delete function allows you to delete an application you have created.

You can also delete an application that you have transferred to yourself or which another colleague has transferred to you.

Titles	Property	Applicants	Created	Options		
HP707832	21 Chaucer Road, Southampton (SO19 6QR)	John Smith Jane Brown	01 Nov 23	Open	Transfer	Delete

Are you sure you want to delete this saved application?

Reference	Titles	Property	Applicants	Created
refCOA	HP707832	21 Chaucer Road, Southampton (SO19 6QR)	Bank PLC	01 Nov 23

Delete   Return to saved applications

Notifications

HM Land Registry

Submit Colleagues' Applications

Only one person can work on an application at the same time. You will get an error message if you try to edit an application that someone else has transferred to themselves and is working on.

When you transfer or delete an application, you will see a screen confirming that this has been completed successfully.

You will also receive an email confirming that you have deleted an application.

The colleague you transfer an application to will receive an email confirming that they are the new owner.

If you transfer a colleague's application to a different colleague, an email will be sent to the original owner to tell them that they no longer own that application.