



Using this checklist before lodging an application at Land Registry will help reduce the most common requisitions.

Where appropriate, details of any relevant practice guides (PG) have been given. These are available from your Land Registry local office or from our website at [www.landregistry.gov.uk](http://www.landregistry.gov.uk)

**Updated November 2009**

## Registration checklist

### Have you:

- obtained up-to-date official copies of the register to confirm what incumbrances, if any, have to be accounted for – for example, restrictions and charges?
- completed all relevant panels of the correct application form? (PG 46).
- used a pre-prepared application form? If so, please ensure that it fits your application.
- dated and signed the application form?
- ensured that the maximum number of characters (25) has not been exceeded in the reference box?
- correctly assessed the fee, in accordance with the current Land Registration Fee Order.
- enclosed a cheque (payable to “Land Registry”) for the appropriate fee or included details authorising payment from your approved direct debit or credit account?
- confirmed that all deeds have been dated where necessary and correctly executed? (PG 08).
- lodged certified true copies of any original documents you want returned to you?
- lodged evidence of devolution of title, for example, marriage/death/change of name, probate, deed of appointment of new trustee?
- included evidence complying with any restrictions that are already registered, or that are being entered pursuant to your application, where required? Note: In order for many types of restrictions to be removed from the register, a valid application in form RX3 or RX4 will be required (PG 19).
- provided complete and accurate details of the identities of each of the parties to any disposition or included forms ID1/ID2? (PG 67).
- lodged a power of attorney (if required)?
- checked the proprietors’ full names agree on all documents and where appropriate, with the register?
- ensured that there are no gaps in documents, for example, names, addresses, dates, amount of loan, policy details etc?



- provided all relevant addresses for service and company registration numbers?
- provided a chronological list of all documents lodged in the relevant panel of the application form or on form DL, in the case of a first registration?
- checked the correct office to which to send your application? (PG 51) (Wrongly lodged applications will be rejected).

NB: A range of services are now available online. Visit [www.landregistry.gov.uk](http://www.landregistry.gov.uk) for more information.

## Plans to deeds (PG 40)

### Have you ensured that any plan:

- relates to the latest Ordnance Survey detail?
- is drawn to a recognised metric scale, is not reduced in size and has measurements that, as far as possible, correspond to scaled measurements?
- shows floor levels and the extent of the land transferred, demised etc, as well as indicating these verbally in the deed?
- includes a north point?
- has been signed by the transferor, lessor, etc, and by, or on behalf of, the transferee, lessee etc? (Where a company is required to sign the plan, it should be executed by the company in the same manner as the deed).
- shows separate parts by suitable colouring, edging or hatching (for example, house, parking space, dustbin area etc) and the location of any roads, road junctions or other landmarks? (Edgings should not obscure any other details on the plan).

### Additionally, please ensure that:

- any colour references in the deed are reflected on the plan
- colour references do not obscure other detail
- any plan is not marked as being 'for identification purposes only' or 'not to scale'.