



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

Please refer to Checklist 1 for all general requisition points that are still applicable.

Updated November 2009

Discharges, transfers and charges

Discharging a registered charge (PG 31)

Have you:

- used the correct form of discharge for whole/part of the land?
- correctly executed the form of discharge and have you enclosed, where necessary, evidence of the constitution of a corporate body?
- complied with the terms of any facility letter?
- as far as possible, awaited receipt of the DS1 before lodging your application at Land Registry? This will prevent the need for a requisition.
- provided complete and accurate details of identity for the discharging chargee or included forms ID1/ID2? (PG 67).

Registering a transfer

Have you ensured the transfer is:

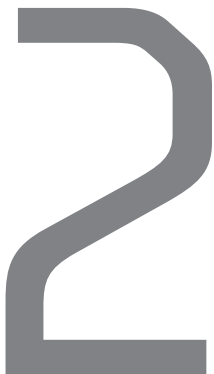
- dated?
- executed?
- witnessed?

Have you:

- provided complete and accurate details of identity for each of the parties to the transfer or included forms ID1/ID2? (PG 67).
- enclosed any necessary SDLT evidence or a letter explaining why it is missing?

NB: Eighteen business days or more must have elapsed from the date of transaction for us to accept your application without the certificate and then only if you state 'LTRC to follow' on your application form.

- confirmed the transferee's address for service is correct and up to date? (PG 55).
- confirmed if a joint proprietor (Form A) restriction is required? (Panel 10 of TR1).
- accounted for any name discrepancies between the register and the transfer?



- obtained up-to-date official copies of the register to confirm what incumbrances, if any, have to be accounted for – for example, restrictions?
- when appropriate, stated the transferee's registered number in the United Kingdom including any prefix?
- enclosed a certified copy of its constitution (and a translation, if necessary) or complete form 7 or 8 if the transferee is an overseas company?

Registering a charge (PG 29)

Have you ensured the charge is:

- dated?
- executed?
- witnessed?

Additionally have you:

- indicated on the AP1 or FR1 if the charge is a first or second charge?
- provided complete and accurate details of identity for each of the parties to the charge or included forms ID1/ID2? (PG 67).
- confirmed names are consistent with the register?
- enclosed a fee if required? (See current Fee Order or ready reference cards).
- when appropriate, stated the chargee's registered number in the United Kingdom including any prefix?
- if the chargor is a company, included evidence of registration of the charge with the registrar of companies or, in the case of a charge by an overseas company to which the requirement does not apply, confirmed this to be the case?

NB: an application for a charge restriction must be in form RX1 unless the application is for a standard restriction in a form of charge, approved by Land Registry or the application is for a standard restriction made in panel 7 of form CH1.

Registering a charity (PG 14)

Have you:

- used and signed the correct application form either form FR1 or form AP1?
- properly executed the disposition in accordance with the rules of the charity?
- for exempt charities, ensured that the document creating the charity has been lodged?
- for dispositions to charities – included the correct statement?
- for dispositions by charities – included the correct statement and certificate, if needed?