

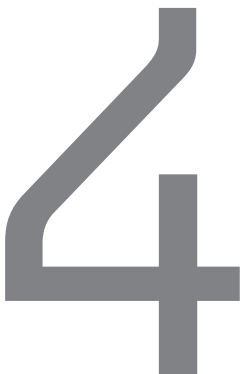


Using this checklist before lodging an application at Land Registry will help reduce the most common requisitions.

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



First registrations

First registration (PG 01 and PG 02)

Have you:

- completed form FR1 including applicant's and/or chargee's addresses?
- attached a plan to form FR1 where either the title deeds do not contain a satisfactory plan of the land to be registered or where the land cannot be fully identified from a verbal description?
- completed form FR1 correctly if you are dealing with (for example, selling) the land transferred before first registration? You may lodge only one application form if you wish but it must show the transferees as the applicants (PG 01, section 8).
- provided complete and accurate details of the identities of each of the parties to any disposition or included forms ID1/ID2? (PG 67).
- completed form DL correctly by listing all items individually and in chronological order?
- lodged a certificate of value on voluntary registration applications and transfers not for value?
- lodged memorandum of any sale off or deeds referred to in Root Deeds?
- lodged all the deeds and documents of title which the applicant has control of?
- lodged certified land charges searches?
- in the case of a leasehold title, lodged any necessary consents to the grant of the lease by mortgagees of the reversion and of any superior lessors where you are applying for absolute leasehold title?
- where necessary enclosed either a Land Transaction Return Certificate, submission receipt or letter of explanation 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.

- completed panel 5 of form FR1 and enclosed a cheque (payable to “Land Registry”) for the appropriate fee or included details authorising payment from your approved direct debit or credit account?

NB: First registration normally attracts a Scale 1 fee assessed on the full market value of the property but special provisions apply to voluntary and large scale applications. Refer to the current Land Registration Fee Order for further information.

- where the applicants are joint proprietors, indicated, in panel 9 of form FR1, whether they are beneficial joint tenants or tenants in common?