



Using this checklist before lodging an application at Land Registry will help reduce the most common requisition or rejection points and help us provide a faster more efficient service.

Practice Guide 12 (available from your Land Registry local office or from our website) contains detailed guidance about official searches.

Updated November 2009

Official searches – OS1 applications (search of whole with priority)

- Are you sure you require an official search of whole with priority?
- Have you considered the various methods available for lodging your application? (Refer to Practice Guide 12, section 6.3)
- Have you used the correct form ie OS1?
- Have you completed panel 8 with the applicant's correct details?
- Have you enclosed a cheque (payable to "Land Registry") for the appropriate fee or included details authorising payment from your approved direct debit or credit account?
- Have you quoted the correct key number in panel 6 and checked that your account is still active?
- Ensure the reference in panel 6 is limited to 25 characters. This will avoid problems when dealing with credit account queries.
- Have you completed panel 4 with the proprietor's correct details?
- Have you completed panel 7 with a valid 'search from date'? This should be the date of the most recent official copy register and not the edition date of the register.
- Have you completed panel 9 with the 'reason for application'?

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