



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 our website) contains detailed guidance about official searches.

**Updated November 2009**

# Official searches – OS3 applications

(search without priority)

- Have you used the correct form – such as OS3?
- Have you considered the various methods available for lodging your application? (Refer to Practice Guide 12, section 6.3)
- Have you completed panel 7 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 5 and checked that your account is still active?
- Ensure the reference in panel 5 is limited to 25 characters. This will avoid problems when dealing with credit account queries.
- Have you completed panel 3 with the proprietor’s correct details?
- Have you completed panel 8 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 6 with the correct property details relating to either a search of whole or a search of part?
- If lodging a search of part and you have completed panel 6(B)(b), have you lodged a plan that:
  - is drawn to scale, and the scale is indicated
  - is based on the latest Ordnance Survey detail
  - indicates the north point
  - shows the precise extent of the property by suitable colouring/edging but avoids freehand edging
  - shows the position of the property in relation to nearby roads and other features
  - indicates the correct floor level and location if the property is a flat or maisonette
  - shows sufficient detail to enable the property to be identified on the vendors/lessors title plan, for example, road names?

**NB:** If a plan has been reduced during photocopying the original scale will be distorted and the plan will not be acceptable.

Plans that include colour references are not acceptable by fax as the colour is not reproduced on the fax copy.

