



Fact Sheet 1: Desk aid

This desk aid outlines the information to be inserted in each prescribed clause and the effect of a clause not being completed correctly in prescribed clauses leases granted on and after 19 June 2006. For information relating to the voluntary use of prescribed clauses (including their use in leases granted out of an unregistered reversionary estate) refer to Fact Sheet 2.

More detailed information about completing each prescribed clause is available from:

- Practice Guide 64 – *Prescribed clauses leases* (throughout this desk aid, the annotation PG64 refers you to a relevant section in the practice guide).
- Land Registry's website at www.landregistry.gov.uk/education

Prescribed clauses explained

If you incorporate the clauses into either a new or existing electronic precedent lease and omit the instructions on how to complete the clauses shown in italics, make sure that you provide this important information to the person preparing the lease in another form, eg as a comment or footnote.

- *All words in italicised text and inapplicable alternative wording in a clause may be omitted or deleted.*
- *Clause LR13 may be omitted or deleted.*
- *Clause LR14 may be omitted or deleted where the Tenant is one person.*
- *Otherwise, do not omit or delete any words in bold text unless italicised.*
- *Side-headings may appear as headings if this is preferred.*
- *Vertical or horizontal lines, or both, may be omitted.*

<p>LR1. Date of the lease</p>	<p>Insert the date in its full format (PG64, 7.1) ie 29 June 2006</p>
<p>LR2. Title number(s)</p>	<p>LR2.1 Landlord’s title number(s) <i>Title number(s) out of which this lease is granted. Leave blank if not registered.</i></p> <p>Insert the title number(s) of the landlord’s title(s) (if any) in LR2.1. If the landlord’s title is registered and this panel is not completed we will be unable to accept your application where use of prescribed clauses is compulsory. The prescribed clauses are not a form of application and a form AP1 or FR1 is still required to apply for registration. (PG64, 7.2.1)</p> <p>LR2.2 Other title numbers <i>Existing title number(s) against which entries of matters referred to in LR9, LR10, LR11 and LR13 are to be made.</i></p> <p>If any of the matters referred to in clauses LR9, LR10, LR11 or LR13 require an entry on another registered title (other than the landlord’s title(s) in LR2.1) insert the affected title number in clause LR2.2. If this clause is not completed Land Registry is not obliged to make an entry unless a separate application is made. (PG64, 7.2.2)</p>
<p>LR3. Parties to the lease</p> <p><i>Give full names and addresses of each of the parties. For UK incorporated companies and limited liability partnerships, also give the registered number including any prefix. For overseas companies, also give the territory of incorporation and, if appropriate, the registered number in England and Wales including any prefix.</i></p>	<p>Landlord</p> <p>Tenant</p> <p>Complete the full name and address of the landlord, tenant and any other party to the lease, such as a management company. If this panel is not completed we will be unable to accept your application where use of prescribed clauses is compulsory. (PG64, 7.3)</p> <p>Other parties <i>Specify capacity of each party, for example “management company”, “guarantor”, etc.</i></p>

<p>LR4. Property</p> <p><i>Insert a description of the land being leased or Refer to the clause, schedule or paragraph of a schedule in this lease in which the land being leased is more fully described.</i></p> <p><i>Where there is a letting of part of a registered title, a plan must be attached to this lease and any floor levels must be specified.</i></p>	<p>In the case of a conflict between this clause and the remainder of this lease then, for the purposes of registration, this clause shall prevail.</p> <p>Either insert a description of the land being leased including reference to any plan in the lease, or refer to the clause, schedule or paragraph of a schedule in the lease where the land is fully described. Exclusive use and physical exceptions from the property lease, such as mines, minerals, timber etc, should be referred to in LR4. See Practice Guide 64 – Prescribed clauses leases 7.4.2 Physical exceptions from the property leased, for further details. If this panel is not completed we will be unable to accept your application where use of prescribed clauses is compulsory. (PG, 7.4)</p>
<p>LR5. Prescribed statements</p> <p><i>If this lease includes a statement falling within LR5.1, insert under that sub-clause the relevant statement or refer to the clause, schedule or paragraph of a schedule in this lease which contains the statement.</i></p> <p><i>In LR5.2, omit or delete those Acts which do not apply to this lease.</i></p>	<p>LR5.1 Statements prescribed under rules 179 (dispositions in favour of a charity), 180 (dispositions by a charity) or 196 (leases under the Leasehold Reform, Housing and Urban Development Act 1993) of the Land Registration Rules 2003</p> <p>The Land Registration Rules 2003 contain statements that must be included in certain dispositions. The appropriate statement must be included in a lease either:</p> <ul style="list-style-type: none"> – where the landlord is a charity – where the tenant is a charity, or – granted under the provisions of the Leasehold Reform, Housing and Urban Development Act 1993. <p>Set out the statement in full or refer to the clause, schedule or paragraph of a schedule in the lease which contains the statement. (PG64, 7.5.1)</p> <p>LR5.2 This lease is made under, or by reference to, provisions of: <i>Leasehold Reform Act 1967 Housing Act 1985 Housing Act 1988 Housing Act 1996</i></p> <p>Delete or omit those Acts which do not apply. (PG64, 7.5.2)</p>

<p>LR6. Term for which the Property is leased</p> <p><i>Include only the appropriate statement (duly completed) from the three options.</i></p> <p><i>NOTE: The information you provide, or refer to, here will be used as part of the particulars to identify the lease under rule 6 of the Land Registration Rules 2003.</i></p>	<p>From and including</p> <p>To and including</p> <p>Give details of the term of the lease by completing only one of these options. If this panel is not completed we will be unable to accept your application where use of prescribed clauses is compulsory. (PG64, 7.6)</p> <p><i>OR</i></p> <p>The term as specified in this lease at clause/schedule/paragraph</p> <p><i>OR</i></p> <p>The term is as follows:</p>
<p>LR7. Premium</p> <p><i>Specify the total premium, inclusive of any VAT where payable.</i></p>	<p>Enter details of the full amount of any premium paid, including VAT where applicable, eg “£117,500 inclusive of VAT”.</p> <p>This panel can be left blank where no premium has been paid. (PG64, 7.7)</p>
<p>LR8. Prohibitions or restrictions on disposing of the lease</p> <p><i>Include whichever of the two statements is appropriate.</i></p> <p><i>Do not set out here the wording of the provision.</i></p>	<p>This lease does not contain a provision that prohibits or restricts dispositions.</p> <p><i>OR</i></p> <p>This lease contains a provision that prohibits or restricts dispositions.</p> <p>Use one of the two options available - ie either the lease does or does not contain provisions limiting a disposition. (PG64, 7.8)</p>

<p>LR9. Rights of acquisition etc.</p> <p><i>Insert the relevant provisions in the sub-clauses or refer to the clause, schedule or paragraph of a schedule in this lease which contains the provisions.</i></p>	<p>LR9.1 Tenant’s contractual rights to renew this lease, to acquire the reversion or another lease of the Property, or to acquire an interest in other land</p> <p>Insert details of any relevant rights or refer to the clause, schedule or paragraph of a schedule in the lease which contains the rights. If this clause is not completed Land Registry is not obliged to make an entry unless a separate application is made. If any contractual rights relate to land in registered titles other than the landlord’s title mentioned in LR2.1, Land Registry is only obliged to make an entry of the interest where the additional title numbers have been listed in LR2.2, unless a separate application is made. (PG64, 7.9.1)</p> <p>LR9.2 Tenant’s covenant to (or offer to) surrender this lease</p> <p>Insert details of any relevant covenant or refer to the clause, schedule or paragraph of a schedule in the lease containing the covenant. If this clause is not completed Land Registry is not obliged to make an entry unless a separate application is made. (PG64, 7.9.2)</p> <p>LR9.3 Landlord’s contractual rights to acquire this lease</p> <p>Insert details of any relevant rights to acquire this lease or refer to the clause, schedule or paragraph of a schedule in the lease which contains the rights. If this clause is not completed correctly Land Registry is not obliged to make an entry unless a separate application is made. (PG64, 7.9.3)</p>
<p>LR10. Restrictive covenants given in this lease by the Landlord in respect of land other than the Property</p> <p><i>Insert the relevant provisions or refer to the clause, schedule or paragraph of a schedule in this lease which contains the provisions.</i></p>	<p>Insert details of any restrictive covenant(s) in the lease that bind land owned by the landlord, other than their reversionary interest in the land demised, or refer to the clause, schedule or paragraph of a schedule in the lease which contains the covenant(s). If not completed correctly Land Registry is not obliged to make an entry unless a separate application is made. If any restrictive covenant(s) bind land in registered titles other than the landlord’s title mentioned in LR2.1, Land Registry is only obliged to make an entry of the interest where the additional title numbers have been listed in LR2.2, unless a separate application is made. (PG64,7.10)</p>

<p>LR11. Easements</p> <p><i>Refer here only to the clause, schedule or paragraph of a schedule in this lease which sets out the easements.</i></p>	<p>LR11.1 Easements granted by this lease for the benefit of the Property</p> <p>Refer to the clause, schedule or paragraph of a schedule in the lease containing easements for the benefit of the tenant’s property. If any easements granted in the lease bind land in registered titles other than the landlord’s title mentioned in LR2.1. – Land Registry is only obliged to make an entry of the interest where the additional title numbers have been listed in LR2.2 or a separate application is made. If this clause is not completed Land Registry is not obliged to make an entry unless a separate application is made and the registration requirements of s.27 Land Registration Act 2002 (LRA 2002) will not be met. (PG64, 7.11.1)</p> <p>LR11.2 Easements granted or reserved by this lease over the Property for the benefit of other property</p> <p>Refer only to the clause, schedule or paragraph of a schedule in the lease containing easements for the benefit of other property. If any easements benefit land in registered titles other than the landlord’s title mentioned in LR2.1, Land Registry is only obliged to make an entry of the interest where the additional title numbers have been listed in LR2.2 or a separate application is made. If this clause is not completed Land Registry is not obliged to make an entry unless separate application is made and the registration requirements of s.27 LRA 2002 will not have been met. (PG64, 7.11.2)</p>
<p>LR12. Estate rentcharge burdening the Property</p> <p><i>Refer here only to the clause, schedule or paragraph of a schedule in this lease which sets out the rentcharge.</i></p>	<p>The term ‘estate rentcharge’ means a rentcharge as defined in s.1(2)(b) of the Law of Property Act 1925.</p> <p>Refer to the clause, schedule or paragraph of a schedule in the lease containing the estate rentcharge.</p> <p>Do not refer here to any rent reserved by the lease or to any covenant to repay discounts arising under the Housing Acts. (PG64, 7.12)</p>

<p>LR13. Application for standard form of restriction</p> <p><i>Set out the full text of the standard form of restriction and the title against which it is to be entered. If you wish to apply for more than one standard form of restriction use this clause to apply for each of them, tell us who is applying against which title and set out the full text of the restriction you are applying for.</i></p> <p><i>Standard forms of restriction are set out in Schedule 4 to the Land Registration Rules 2003.</i></p>	<p>The Parties to this lease apply to enter the following standard form of restriction [against the title of the Property] <i>or</i> [against title number]</p> <p>Application for registration of a standard restriction can be made using this panel. Set out the restriction in full. Enter any affected title number(s) in this clause and LR2.2 where it affects titles other than the landlord's title referred to in LR2.1 or the new leasehold title. If this panel is used no form RX1 is required.</p> <p>A form RX1 must be lodged to enter a non standard restriction together with the appropriate fee.</p> <p>If there is no application for a standard restriction this clause can be omitted; do not, however, renumber the subsequent clauses.</p> <p>If on and after 19 June 2006 a restriction applied for affects land in registered titles other than the landlord's title referred to in LR2.1, Land Registry is only obliged to make an entry where the additional title numbers have been listed in LR2.2. (PG64, 7.13)</p>
<p>LR14. Declaration of trust where there is more than one person comprising the Tenant</p> <p><i>If the Tenant is one person, omit or delete all the alternative statements.</i></p> <p><i>If the Tenant is more than one person, complete this clause by omitting or deleting all inapplicable alternative statements.</i></p>	<p>The Tenant is more than one person. They are to hold the Property on trust for themselves as joint tenants.</p> <p><i>OR</i></p> <p>The Tenant is more than one person. They are to hold the Property on trust for themselves as tenants in common in equal shares.</p> <p><i>OR</i></p> <p>The Tenant is more than one person. They are to hold the Property on trust <i>Complete as necessary</i></p> <p>This declaration relates to the original tenants named in LR3 only.</p> <p>Where the number of tenants is two or more delete or omit any statement that does not apply to your application.</p> <p>Where the number of tenants is two or more and this panel is not completed a form A restriction will be entered by default.</p> <p>If the tenant is one person holding the property on trust an application may be made in clause LR13 for entry of a standard restriction in form A. (PG64, 7.14)</p>