



Agent Details

Agent's name and address	Agent's reference
	Agent's telephone number
	Agent's email address

Application Details

Application type		Type of deed		
County		Development plan approval number		Development plan plot number
Title Number	Title Number	Title Number	Title Number	Title Number
Title Number	Title Number	Title Number	Title Number	Title Number
<small>Mark X in the box if more than 10 title numbers and insert details in the additional information sheet.</small>				
Search sheet number(s) (if known)			Date of entry	

Payment Details

FAS Number		Payment method	
Monetary consideration £		Non-monetary consideration	
Value £	Relevant rent £	Fee £	

Property Details

Property name		Property number	
Street name		Town	Postcode
Description of plot of land with no postal address			
<small>Mark X in the box if more than one property and insert details in the additional information sheet.</small>			

Notification Details

Email address for applicant's notification

Email address for applicant's notification

Email address for granter's notification

Email address for granter's notification

Applicant Details *Individual*

Prefix

Forename

Surname

Property name

Property number

Street name

Town

Postcode

Country

Prefix

Forename

Surname

Property name

Property number

Street name

Town

Postcode

Country

Mark X in the box if more than two applicants and insert details in the additional information sheet.

Applicant Details *Non-natural person*

Prefix

Name

Allocated number (if any, e.g. company number)

Property name

Property number

Street name

Town

Postcode

Country

Mark X in the box if more than one applicant and insert details in the additional information sheet.

Grantor Details <i>Individual</i>			
Prefix	Forename		Surname
Property name		Property number	
Street name		Town	Postcode
Country			
Prefix	Forename		Surname
Property name		Property number	
Street name		Town	Postcode
Country			
Mark X in the box if more than two granters and insert details in the additional information sheet.			<input type="checkbox"/>

Grantor Details <i>Non-natural person</i>			
Prefix	Name	Allocated number (if any, e.g. company number)	
Property name		Property number	
Street name		Town	Postcode
Country			
Mark X in the box if more than one granter and insert details in the additional information sheet.			<input type="checkbox"/>

PART B

Plans Questions <i>Not applicable where the deed being registered affects the whole of a registered plot.</i>			
<i>For Voluntary Registrations where it is found that the extent the applicant is seeking to register overlaps with an existing land registered title, the extent will be restricted to exclude the overlap area.</i>			
If a plans pre-registration report has been issued by the Keeper in connection with this application, please quote the report number.			
Has all or part of the plot of ground been delineated on the cadastral map?	Yes	No	
If yes, please provide the cadastral unit number or title number of which it forms part.			
If the extent of the plot has been delineated on the cadastral map as part of an advance notice, please provide the advance notice number.			
Do the deeds submitted in support of this application include a plan or full bounding description identifying the extent of the plot to be registered?	Yes	No	
If yes, please provide the details of the deed or deed inventory number.			

Common Areas *Only applicable where the deed being registered either affects an unregistered plot or transfers part of a registered plot.*

Does the deed being registered transfer any area of ground that is owned in common with another person or other persons?	Yes		No	
If yes, has the area of ground been included in any registered title(s)?	Yes		No	
<i>Please ensure the deed narrates the title number(s) for the area(s) of ground and provide the title number(s) below.</i>				

RoI Question

Is the validity of the deed to which this application relates capable of being affected by an entry in the Register of Inhibitions and Adjudications ("RoI")?	Yes		No	
If yes, has a search of the RoI been carried out on the granter of the deed and any party whose right has vested in the granter by virtue of any unregistered mid-couple or link in title?	Yes		No	
If yes, please provide the date to which the search was certified.				
Did the search disclose an entry in the RoI which might affect the validity of the deed to which this application relates?	Yes		No	
If yes, please provide details.				

Land and Buildings Transaction Tax

Is the transaction to which this application relates a notifiable transaction in terms of section 30 of the Land and Buildings Transaction Tax (Scotland) Act 2013?	Yes		No	
If yes, has a land transaction return been made, and have arrangements satisfactory to the tax authority been made for the payment of any tax payable in respect of the transaction?	Yes		No	

Register of Overseas Entities

Are any parties to the application an overseas entity in terms of Part 1 of the Economic Crime (Transparency and Enforcement) Act 2022?	Yes		No	
If yes, are any of those overseas entities subject to registration and updating requirements that, under Schedule 4 of that Act, must be complied with for acceptance of this application?	Yes		No	
If yes, has each of those overseas entities complied with those registration and updating requirements?	Yes		No	
If yes, please provide their Overseas entity IDs				

Title information

Has there been any limitation or restriction on the examination of title?	Yes		No	
If yes, please provide details in the further information field.				
Does the application relate to a prescriptive claimant?	Yes		No	
If yes, have the conditions of section 43 (prescriptive claimants) been met?	Yes		No	

Servitudes *Only applicable where the deed being registered affects an unregistered plot.*

Unless otherwise indicated, the keeper will automatically include in the title sheet, all servitude rights which benefit the plot of ground, as referenced or narrated in the deed to which this application relates.

For Voluntary Registrations

For Voluntary Registrations where there are servitude rights benefiting the plot, please answer 'Yes' to the first question and provide details in the space below.

If all of the servitudes still affect, answer 'No' to the second question.

If some of these no longer affect, answer 'Yes' to the second question and provide details of these.

Are there any servitude rights created in deeds which benefit the plot of ground that are not referred to or narrated in the deed to which this application relates (for example in a split-off/break-off deed)?	Yes		No	
If yes, please provide details of these deeds (or provide the number of the deed in the deed inventory attached to this form) in the space below.				

Servitudes (continued)

Are there any servitude rights referred to or narrated in the deed to which this application relates that no longer benefit the plot of ground?

Yes

No

If yes, please provide details of which servitude right(s) no longer benefits the plot of ground in the space below.

Have any servitude rights which benefit the plot of ground been created by prescription?

Yes

No

If yes, please provide details of the prescriptive servitudes in the space below

Where the servitude right has been constituted by prescription under the Prescription and Limitation (Scotland) Act 1973, the application must include the particulars of the servitude and include a plan or description sufficient to enable the Keeper to delineate the extent of the servitude on the cadastral map.

Heritable Securities *Only applicable where the deed being registered affects an unregistered plot.*

Has a search been carried out in the General Register of Sasines to determine if there are any outstanding heritable securities affecting the plot of land?	Yes		No	
Is this search certified to the same date as the search of the Rol?	Yes		No	
If no, please provide the date to which the last search was certified.				
Where the plot of ground is affected by an outstanding heritable security please specify the details of the security or the deed inventory number.				

Burdens *Only applicable where the deed being registered affects an unregistered plot of ground*

Unless otherwise indicated, the keeper will automatically include in the title sheet all encumbrances within the meaning of section 9, as referred or narrated in the deed to which this application relates.

For Voluntary Registrations

For Voluntary Registrations where there are encumbrances affecting the plot, please answer 'Yes' to the first question and provide details in the space below.

If all of the encumbrances still affect, answer 'No' to the second question.

If some of these no longer affect, answer 'Yes' to the second question and provide details of these.

Are there any encumbrances that are not referred to or narrated in the deed to which the application relates (for example in a split-off-break-off deed)?	Yes		No	
If yes, please provide details of the encumbrance(s) in the space below.				

Burdens (continued)

Are there any encumbrances referred to or narrated in the deed to which this application relates that no longer affect?

Yes

No

If yes, please provide details of the encumbrance(s) that no longer affect in the space below.

Extension of Warranty

Are you applying for an extension of warranty under section 75(1)?

Yes

No

If yes, please indicate the relevant subsection of section 73(2) in respect of which you are applying.

Evidence in line with the Keeper's published guidance must be included with the application or the application will be rejected.

Further Information

If there is any other information material to this application that has not already been disclosed in this application or its accompanying documents, please provide details.

Mark X in this box if extra further information is included in the Additional Further Information Sheet.

Declaration

Application to register deeds

I/We apply for registration of the deed identified in Part A of this form and certify that this application complies with the general application conditions in section 22, and the particular applicable conditions mentioned in section 21(2).

Where the certification above is made in relation to an application to register a deed, the validity of which is dependent on the registration of a related deed, **please provide details of the related deed.**

Application for voluntary registration

I /We apply for the registration of an unregistered plot of land.

I/We certify that this application complies with the requirements of sections 27 and 28.

By submitting this application form, I/we certify that the information given in this form is complete and correct to the best of my/our knowledge and belief.

Warnings

In submitting this application, you must take reasonable care to ensure that the Keeper does not inadvertently make the register inaccurate as a result of a change made in consequence of it. If you fail to do so, you may be liable to pay compensation to the Keeper for any loss suffered as a result (see section 111).

It is an offence to knowingly or recklessly make a materially false or misleading statement, or to intentionally or recklessly fail to disclose material information, in relation to this application (see section 112).

Supplementary Information

Land Use Question

Please indicate the primary use of the plot of land:	Residential	<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Land Only	<input type="checkbox"/>
	Agricultural	<input type="checkbox"/>	Forestry	<input type="checkbox"/>	Other	<input type="checkbox"/>



Applicant Details		Individual	<input type="checkbox"/>	Non-natural person	<input type="checkbox"/>
Prefix		Forename / Name		Surname / Allocated number	
Property name				Property number	
Street name			Town		Postcode
Country					

Applicant Details		Individual	<input type="checkbox"/>	Non-natural person	<input type="checkbox"/>
Prefix		Forename / Name		Surname / Allocated number	
Property name				Property number	
Street name			Town		Postcode
Country					

Applicant Details		Individual	<input type="checkbox"/>	Non-natural person	<input type="checkbox"/>
Prefix		Forename / Name		Surname / Allocated number	
Property name				Property number	
Street name			Town		Postcode
Country					

Applicant Details		Individual	<input type="checkbox"/>	Non-natural person	<input type="checkbox"/>
Prefix		Forename / Name		Surname / Allocated number	
Property name				Property number	
Street name			Town		Postcode
Country					

Agent Details
Agent's reference



Granter Details		Individual	<input type="checkbox"/>	Non-natural person	<input type="checkbox"/>
Prefix		Forename / Name		Surname / Allocated number	
Property name				Property number	
Street name			Town		Postcode
Country					

Granter Details		Individual	<input type="checkbox"/>	Non-natural person	<input type="checkbox"/>
Prefix		Forename / Name		Surname / Allocated number	
Property name				Property number	
Street name			Town		Postcode
Country					

Granter Details		Individual	<input type="checkbox"/>	Non-natural person	<input type="checkbox"/>
Prefix		Forename / Name		Surname / Allocated number	
Property name				Property number	
Street name			Town		Postcode
Country					

Granter Details		Individual	<input type="checkbox"/>	Non-natural person	<input type="checkbox"/>
Prefix		Forename / Name		Surname / Allocated number	
Property name				Property number	
Street name			Town		Postcode
Country					

Agent Details
Agent's reference



Property Details		
Property name		Property number
Street name	Town	Postcode
Description of plot of land with no postal address		
Property name		Property number
Street name	Town	Postcode
Description of plot of land with no postal address		
Property name		Property number
Street name	Town	Postcode
Description of plot of land with no postal address		
Property name		Property number
Street name	Town	Postcode
Description of plot of land with no postal address		
Property name		Property number
Street name	Town	Postcode
Description of plot of land with no postal address		
Property name		Property number
Street name	Town	Postcode
Description of plot of land with no postal address		
Property name		Property number
Street name	Town	Postcode
Description of plot of land with no postal address		
Agent Details		
Agent's reference		



Additional information

Agent Details

Agent's reference



Additional Further Information Sheet

Please use this sheet to provide details of any other information material to this application you were unable to fit into the 'Further Information' section of the Application Form

Additional information

Agent Details

Agent's reference

Registers of Scotland Identification (ID) Form



Registers of Scotland
Meadowbank House
153 London Road
Edinburgh, EH8 7AU
Telephone: 0131 659 6111

Please complete this form in **black ink** and BLOCK CAPITAL LETTERS or typeface

Please note there is no need to complete an ID form if you have a FAS account with Registers of Scotland.

Guidance notes for completion of the ID form

To guard against fraud, we need to confirm the identity of anyone making an application for registration who is not a solicitor or licensed conveyancer using a FAS business account to pay their registration fees (please see guidance on FAS accounts on the RoS website for further information on acceptance criteria). If a joint application is being made, each party must complete a separate form and produce evidence of their identity. If the application form is submitted by a person or body other than the applicant then that person or representative of that body will also need to complete a separate ID form.

All 4 pages of the form must be returned, however, you need only complete ONE PART of the ID form:

PART A - if you are acting as a private individual;

PART B - if you are acting on behalf of a Corporate Body, in which case you must arrange for an authorised Certifier from the list below to confirm your identity. The Certifier may charge a fee for this service.

Authorised Certifiers must be a person active (not retired) in a recognised profession as detailed in **ANNEX A**.

In addition, the authorised certifier must:

- have known you for at least 2 years;
- be able to identify you, for example they are a friend, neighbour or colleague (not just someone who knows you professionally).

Who cannot be your authorised certifier:

- related to them by birth or marriage;
- in a relationship with or live at the same address as them

If we are unable to confirm your identity or your application is otherwise incomplete, your application will be rejected.

Supporting documents

You must produce at least two of the original documents below, one of which must be from List A.

List A

- Current valid full passport; or
- Current UK, EU, Channel Islands or Isle of Man photocard driving licence (not provisional)
- Armed Forces ID

List B

- Cheque guarantee card (Mastercard, Visa, American Express or Diners Club) or debit card (Maestro or Delta) issued in the United Kingdom supported by an original postal statement less than 3 months old;
- Bank, building society or credit union statement less than 3 months old;
- Postal utility bill less than 3 months old;
- Council tax statement for the current year;
- Council rent book showing the rent paid for the last 3 months;
- Postal mortgage statement for the year just ended;
- Current firearm or shotgun certificate.

Annex A

- accountant
- airline pilot
- articulated clerk of a limited company
- assurance / insurance agent (full-time) of recognised / regulated company
- bank or building society official
- barrister
- chairman or director of a limited company
- chiropodist
- commissioner for oaths or notary public
- councillor, for example local or county
- civil servant (permanent)
- dentist
- director, manager or personnel officer of a VAT-registered company
- engineer with professional qualifications
- financial services intermediary, for example a stockbroker or insurance broker
- fire service official
- funeral director
- journalist
- Justice of the Peace
- legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs)
- licensee of a public house
- local government officer
- manager or personnel officer of a limited company
- member, associate or fellow of a professional body
- Member of Parliament
- Merchant Navy officer
- minister of a recognised religion (including Christian Science)
- nurse (RGN or RMN)
- officer of the armed services
- optician
- paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)
- person with honours, for example an OBE or MBE
- pharmacist
- photographer (professional)
- police officer
- Post Office official
- president or secretary of a recognised organisation
- Salvation Army officer
- social worker
- solicitor
- surveyor
- teacher or lecturer
- trade union officer
- travel agent (qualified)
- valuer or auctioneer (fellow or associate members of the incorporated society)
- Warrant Officers and Chief Petty Officers
- Licensed Conveyancer
- MCCB (Mortgage Code Compliance Board) regulated mortgage broker
- Veterinarian
- Sheriff Officer
- Registered Property Factor
- Doctor

PART A

Please tick one of the statements below and note completion of page 4 for statement B only. Page 4 need not be completed for statement A.

1. To be completed by Applicant

Subjects/Description of Property:

Title Number (if known):

Full Name:

Home Address:

Postcode:

I certify that the information that I have provided in this form is correct to the best of my knowledge and belief.

Applicant's Signature:

Date:

2. To be completed by Certifier

Full Name of Certifier:

Home/Work* Address of Certifier: *cross out as appropriate

Postcode:

Home/Work* Telephone No of Certifier: (including area code) *cross out as appropriate

Occupation of Certifier:

Relationship to Applicant:

Please tick one of the following statements:

A I certify that I have known the Applicant for a period of at least 2 years and I confirm their identity for the purposes of this application; OR

B I certify that the Applicant has produced to me the originals of the evidence of identity from the checklist of approved documents on page 4 of this form and I confirm their identity for the purposes of this application.

I certify that the information that I have provided in this form is correct to the best of my knowledge and belief. I consent to Registers of Scotland staff contacting me as may be required.

Certifier's Signature:

Official Business Stamp:

Date:

PART B

Evidence of identity for an Applicant, acting for a Corporate Body - see checklist of approved documents on page 4.

1. To be completed by Applicant

Subjects/Description of Property:

Title Number (if known):

Full Name of Corporate Body:

Address of Corporate Body:

Postcode:

Full Name of Applicant:

Home Address of Applicant:

Postcode:

Registered No. (if applicable):

Applicant's position with Corporate Body:

I certify that the information that I have provided in this form is correct to the best of my knowledge and belief.

Applicant's Signature:

Date:

2. To be completed by Certifier

Full Name of Certifier:

Home/Work* Address of Certifier: *cross out as appropriate

Postcode:

Home/Work* Telephone No of Certifier: (including area code) *cross out as appropriate

Occupation of Certifier:

Relationship to Applicant:

Please tick one of the following statements (continued on next page):

I certify that the Applicant has produced to me the original(s) of the evidence of identity from the checklist of approved documents on page 4 of this form and that he/she has been known to me for a period of at least 2 years and that I confirm his/her identity for the purposes of this application. I am satisfied that the Applicant is a Director or Company Secretary of the Corporate Body - or that the Applicant is entitled to represent the Corporate Body in connection with this application and that he/she has produced to me evidence of his/her authority to act on its behalf and evidence that the Corporate Body still exists; OR

PART B - Continued

I certify that the Applicant has produced to me the original(s) of the evidence of identity from the checklist of approved documents on this page of the form, and an original company search in respect of the Corporate Body dated within the last 3 months confirming the Corporate Body has not been dissolved. I also certify that the Applicant is a Director or Company Secretary of the Corporate Body and that the search confirmed this - or that the Applicant is entitled to represent the Corporate Body in connection with this application and that he/she has produced to me evidence of his/her authority to act on its behalf; OR

Where the Corporate Body is not a UK company, I certify that the Applicant has produced to me the original(s) of the evidence of identity from the checklist of approved documents on this page of the form and evidence that the Corporate Body still exists and of his/her authority to act on its behalf in connection with this application.

I certify that the information that I have provided in this form is correct to the best of my knowledge and belief. I consent to Registers of Scotland staff contacting me as may be required.

Certifier's Signature:

Official Business Stamp:

Date:

CHECKLIST OF APPROVED DOCUMENTS

Evidence of identity required to be exhibited to the Certifier

You must produce at least 2 of the following original documents, one of which must be from list A:

- | | | | |
|--------|-------------------------------------|---|---|
| List A | <input checked="" type="checkbox"/> | Current valid full passport or EU identity card. | |
| | <input checked="" type="checkbox"/> | Residence permit issued by the Home Office to EU nationals on sight of own country passport | |
| | <input checked="" type="checkbox"/> | Armed Forces ID card | |
| | <input checked="" type="checkbox"/> | Current full UK photo-card driving licence (not a provisional licence) | |
| | <input checked="" type="checkbox"/> | Current full UK (old version), EU, Isle of Man, Channel Islands driving licence (not a provisional licence) | |
| List B | <input checked="" type="checkbox"/> | Council tax bill for the current year | <input checked="" type="checkbox"/> Utility bill less than three months old (NO mobile telephone bills) |
| | <input checked="" type="checkbox"/> | Bank, building society or credit union statement | <input checked="" type="checkbox"/> Firearm or shotgun certificate |
| | <input checked="" type="checkbox"/> | Inland Revenue tax notification for the accounting year just ended | <input checked="" type="checkbox"/> Mortgage statement for the mortgage accounting year just ended |
| | <input checked="" type="checkbox"/> | Council rent book showing the rent paid for the last three months | <input checked="" type="checkbox"/> Cheque guarantee card or credit card bearing the Mastercard or Visa logo, an American Express or Diners Club card, or a debit or multi-function card bearing the Switch or Delta logo which was issued in the United Kingdom and is supported by an original account statement less than three months old |
| | <input checked="" type="checkbox"/> | Pension book or original notification letter from the Department of Work & Pensions confirming right to benefit | |

Submit an application (*live from 29 June – 12 Oct 2018*)

You can submit an application for registration by filling in the appropriate [online form](#).

Getting your application right first time

Most applications for registration are accepted first time. However, we still have to reject a number of applications, either at the initial check before we put it on the application record, or during the subsequent process of registration.

To avoid an application being rejected, please remember to check the following:

Pre-intake examination

The application form is completed fully and correctly if:

- an application form is submitted with the application
- the application form is signed correctly
- the correct application type is selected (eg deed over unregistered plot - FR, deed over whole of a registered plot - DW, deed over part of a registered plot - TP)
- the application form is completed appropriately, ie the necessary questions in Part B are answered
- the information on the form matches the information in the deed, ie there are no discrepancies between the names, subjects, title numbers, deed types, etc

You submit sufficient information to allow the creation of the title sheet and cadastral map entries, eg:

- the deed inducing registration

The deed submitted for registration is valid, ie it must be properly drawn/executed, and granter must have title/capacity to grant it, eg:

- the granter and grantee are named and designed in the deed
- the deed contains present tense operative words, eg "I hereby dispone"
- the deed and any plan/schedule annexed are signed by the granter
- the question on the form relating to links in title is answered appropriately, eg correctly stating whether or not the granter of the deed is the last registered proprietor
- any new real burdens or servitudes are validly created

As well as being valid, the deed must also be probative/self-evidencing, eg:

- the witness has signed the deed
- the witness is named and designed in the deed
- for companies the deed specifies whether a signatory is a witness, director, secretary or authorised person

Registration must not be prohibited by another piece of legislation, eg:

- the requirements for land and buildings transaction tax have been met
- dual registration is applied for where the deed creates real burdens

The correct registration fee is paid:

- the appropriate fee is paid, or arrangements are in place for the fee to be paid by direct debit

The deed must narrate the title number of each title sheet it relates to, ie:

- the title number(s) affected by the application are narrated in the body of the deed
- the title number(s) narrated in the deed are correct

Post-intake plans examination

You submit sufficient information to allow the creation of cadastral map entries, eg including:

- any deed for extent is submitted, ie the descriptive/breakaway deed

Plan/description supplied with application must be capable of being mapped, eg any plan:

- provides sufficient surrounding detail (ie not floating shape)
- has clearly identifiable references (ie not monochrome)
- is to appropriate scale
- is otherwise of satisfactory quality

Tenement steading and common areas should be capable of being mapped, eg:

- for tenements, the keeper already has a tenement steading extent or your application contains sufficient information to identify the tenement steading extent. The tenement steading extent is the cadastral unit for mapping purposes, so must be defined
- any common areas to be included in the title should be capable of being mapped

Post-intake legal examination

You submit sufficient information to allow the creation of all the required title sheet entries, eg including:

- any deeds identified for burdens are submitted (including extent plans where necessary), or explain why not, ie the keeper has seen the deed before
- any deeds identified for servitudes are submitted (including extent plans). Even if the subjects are in a research area, the servitude deeds must be submitted
- the answers to the burdens and servitudes questions on the application form are consistent with the deeds submitted. If there are burdens or servitudes affecting the subjects, the answer to these questions should be 'yes'

Submission of applications by non legally qualified persons:

- there is no legal requirement for an application for registration to be submitted by a solicitor or licensed conveyancer; the grantee of a deed or the owner of a property can submit the application or they can engage another non-qualified person to do so
- in compiling the land register we rely on the information provided by applicants in support of their application and in this regard the 2012 Act places a duty on persons making an application for registration to ensure the register is not rendered inaccurate
- a proprietor who intends to submit their application for first registration without doing so through a legally qualified person, should seek to submit all the relevant deeds including unrecorded links in title and additional evidence of any legal and plans searches or investigations that have been carried out on their behalf with their application
- if you're a non-legally qualified person, you'll need to complete our [identification form](#) when you apply to register land or property on our registers. This helps us protect against fraud.

We're here to help

For help or questions about completing an application, or to understand why you've received a rejection, please call our dedicated customer service team on 0800 169 9391.