

PROP.MAN.44 - Form AP1 Application for Assignment of Lease

The PROP.MAN.44 - Form AP1 is the form prescribed by the Land Registry to be used for an application for the assignment of a Registered Lease.

The up to date version of it can be downloaded from the Land Registry website by clicking on this link <https://www.gov.uk/government/guidance/prop-man-44-form-ap1-application-for-assignment-of-lease>

The document can be downloaded as a PDF. Once you have opened the document in your preferred format, you can make a copy to a location of your choice. Simply enter the relevant details in the boxes and check the boxes where appropriate. The remainder of the form should not be altered as it is in the Land Registry's standard format.

Land Registry Form AP1 should be submitted to the Land Registry, together with Form TR1, if the property is in England. If a Land Transaction Return is required to be submitted to HM Revenue & Customs (HMRC), or if the property is in Wales, the Welsh Revenue Authority (WRA) certificate (if a Land Transaction Tax return is to be submitted to the WRA) should be submitted as soon as possible after the assignment. An assignment of a Registered Lease is not properly effective until the application is made to the Land Registry so this is an essential step.

The Land Registry has various offices across the country. Please see: <https://www.gov.uk/guidance/hm-land-registry-offices>

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In panel 1, enter the name of local authority or the property's full postcode – this information will appear on the official copies of the lease's registered title.

In panel 2, enter the title number of the lease's registered title. This information will appear on the official copies of the lease's registered title.

In panel 3, check the first box if there has been an assignment of the whole of the leasehold title (i.e. the entire leasehold title).

In panel 4, enter "transfer of registered lease" in the "Description of the assignment" column. If a premium is paid for the assignment, enter this in the "Fees paid" column, enter the amount in the "Fees paid" column.

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In panel 5, list the documents you must submit to the Land Registry. You must include the original or a certified copy of Form TR1 (the date and place of completion should be noted here) and if the property is in England, the stamp duty land tax return (SDLT) required to be submitted to HM Revenue & Customs (HMRC), or if the property is in Wales, the Welsh Revenue Authority (WRA) certificate (if a Land Transaction Tax return is to be submitted to the WRA).

It will probably also be necessary to submit a copy of the Assignment. See the commentary on the Assignment. See the commentary on the Assignment.

In panel 6, enter the Assignee's name and address. This information will appear on the official copies of the lease's registered title.

In panel 7, enter the name and address of the person who is submitting the application on behalf of the Assignor. This information will appear on the official copies of the lease's registered title.

Assignment of Lease

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Land Registry Form AP1 should be submitted to the Land Registry, together with Form TR1, if the property is in England. If a Land Transaction Return is required to be submitted to HM Revenue & Customs (HMRC), or if the property is in Wales, the Welsh Revenue Authority (WRA) certificate (if a Land Transaction Tax return is to be submitted to the WRA) should be submitted as soon as possible after the assignment. An assignment of a Registered Lease is not properly effective until the application is made to the Land Registry so this is an essential step.

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In panel 1, enter the name of local authority or the property's full postcode – this information will appear on the official copies of the lease's registered title.

In panel 2, enter the title number of the lease's registered title. This information will appear on the official copies of the lease's registered title.

In panel 3, check the first box if there has been an assignment of the whole of the leasehold title (i.e. the entire leasehold title).

In panel 4, enter "transfer of registered lease" in the "Description of the assignment" column. If a premium is paid for the assignment, enter this in the "Fees paid" column. Otherwise, enter "nil". In the "Fees paid" column, enter the amount in the "Fees paid" column.

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In panel 5, list the documents you must submit to the Land Registry. You must include the original or a certified copy of Form TR1 (the date and place of completion should be noted here) and if the property is in England, the stamp duty land tax return (SDLT) required to be submitted to HM Revenue & Customs (HMRC), or if the property is in Wales, the Welsh Revenue Authority (WRA) certificate (if a Land Transaction Tax return is to be submitted to the WRA).

It will probably also be necessary to submit a copy of the Assignment. See the commentary on the Assignment. See the commentary on the Assignment.

In panel 6, enter the Assignee's name and address. This information will appear on the official copies of the lease's registered title.

In panel 7, enter the name and address of the person who is submitting the application on behalf of the Assignor. This information will appear on the official copies of the lease's registered title.

Panel 8 can be left blank.

In panel 9, check the box that indicates whether the address for service should be taken from Form TR1.

Panel 10 can be left blank.

Panel 11 can be left blank unless there are any "disclosable overriding interests". This is a complex area.

Panel 12 is concerned with confirming that the Land Registry is seeking to reduce fraud and that the application is not made by a conveyancer.

Panel 13 can be left blank unless there are any overriding interests.

In Panel 14, give details of the Assignor and their conveyancers (if any) in section (1). In section (2) check the boxes to indicate whether evidence of identification is enclosed for the Assignee and, if the Assignor is represented by a conveyancer, the Assignor. Guidance can be found in the margin of Form AP1.

In Panel 15, sign on the "signature" line.

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