

PROP.CO.07 - Form AP1 Application

The PROP.CO.07 - Form AP1 is the form prescribed by the Land Registry for the grant of a new underlease.

The up to date version of it can be found on the relevant page: <https://www.gov.uk/government/guidance/prop-co-07-form-ap1-application>

The document can be downloaded from the document in your preferred format. Simply enter the relevant details and check the boxes where appropriate. The remainder of the form is the Land Registry's standard form.

As a general rule, a lease (including an underlease) must be registered at the Land Registry. If it is not, it is a "legal" interest but only as an "equitable" interest. It will make future dealings with the property more difficult.

Land Registry Form AP1 should be submitted with a certified copy of the underlease, a Land Transaction Return certificate (if a Land Transaction Return is required), or if the property is in Wales, a Welsh Revenue Authority (WRA) certificate (if a Land Transaction Return is required), and the application fee, as soon as possible.

The Land Registry has various offices. For more information please see:

<https://www.gov.uk/guidance/hm-land-registry-offices>

In panel 1, enter the name of the property and the property's full postcode – this information will appear on the official copies of the leasehold title.

In panel 2, enter the title number of the property – this information will appear on the official copies of the leasehold title.

In panel 3, check the first box if the property is an underlease of whole. For a leasehold property, check the second box.

In panel 4, enter "grant of underlease". If a premium is paid for the grant, enter this in the "Price paid" column, enter the appropriate amount.

<https://www.gov.uk/government/guidance/prop-co-07-form-ap1-application>

In panel 5, list the documents you are submitting with the underlease (the date and parties to the documents should be noted here) and if the property is in England, the stamp duty land tax return (SDLT) is required to be submitted to HM Revenue & Customs (HMRC) and if the property is in Wales, the Welsh Revenue Authority (WRA) certificate is required to be submitted to the WRA).

Grant of Underlease

Grant of Underlease is the form prescribed by the Land Registry to register a new underlease.

The up to date version of it can be found on the relevant page: <https://www.gov.uk/government/guidance/prop-co-07-form-ap1-application>

The document can be downloaded from the document in your preferred format. Simply enter the relevant details and check the boxes where appropriate. The remainder of the form is the Land Registry's standard form.

As a general rule, a lease (including an underlease) must be registered at the Land Registry. If it is not, it will not take effect as a "legal" interest but only as an "equitable" interest. It will make future dealings with the property more difficult.

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It will probably also be necessary to provide details of the company.
See the commentary on panels 12 and 13.

In panel 6, enter the tenant's name and company number.

In panel 7, enter the name and address of the person who is submitting the application on behalf of the tenant.

Panel 8 can be left blank.

In panel 9, check the last box. The company's name must be inserted.

Panel 10 can be left blank.

Panel 11 can be left blank unless the company is affected by "disclosable overriding interests". This is a complex area and legal advice if necessary.

Panel 12 is concerned with confirming that the Land Registry is seeking to reduce fraud. When completing this confirmation the Land Registry will require details of the conveyancers. Check the second box if the application is not made by a conveyancer.

Panel 13 can be left blank unless the company is a limited liability partnership.

In Panel 14, give details of the land and the parties to the transaction. In section (1) give details of the land. In section (2) check the boxes to confirm that the conveyancers (if any) in section (1) have provided a copy of identification is enclosed for the tenant and, if the landlord was a conveyancer, the landlord. Guidance can be found by clicking the link in the commentary.

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

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