

PROP.MAN.117 - Form AP1 Application

The PROP.MAN.117 - Form AP1 is the form prescribed by the Land Registry to register a transfer of land.

The up to date version of it can be found on the Land Registry website by clicking on this link <https://www.gov.uk/guidance/change-the-register-ap1>

The document can be downloaded as a PDF. Once you have opened the document in your preferred format, 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.

Form AP1 should be completed and submitted to the Land Registry, together with Form TR1 or TP1, and if the property is in England, a land tax certificate (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). A transfer of land is not properly registered until it has been registered with the Land Registry. 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> for more information.

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

In panel 2, enter the title number of the registered title. This information will appear on the official copy of the registered title.

In panel 3, check the appropriate box to indicate whether the application affects the whole or part of the registered title.

In panel 4, enter "transfer of freehold" or "transfer of leasehold". In the "Fees paid" column, enter the amount of fees paid.

<https://www.gov.uk/government/consultations/land-registry-guides>

In panel 5, list the documents you are submitting. You must include a copy of Form TR1 (the date and amount of stamp duty should be noted here) and if the property is in England, the stamp duty return (if a Land Transaction Return is required to be submitted to HM Revenue & Customs (HMRC)), or if the property is in Wales, the Land Transaction Tax return is to be submitted to the WRA).

It will probably also be necessary to provide a certified copy of identity for each party to the transfer. See the commentary on panel 5 for more information.

In panel 6, enter the buyer's name and address.

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

Panel 8 can be left blank.

Transfer of Land

The Transfer of Land is the form prescribed by the Land Registry to register a transfer of land.

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In panel 2, enter the title number of the registered title. This information will appear on the official copy of the registered title.

In panel 3, check the appropriate box to indicate whether the application affects the whole or part of the registered title.

In panel 4, enter "transfer of freehold" or "transfer of leasehold". In the "Fees paid" column, enter the amount of fees paid.

<https://www.gov.uk/government/consultations/land-registry-guides>

In panel 5, list the documents you are submitting. You must include the original or a certified copy of Form TR1 (the date and amount of stamp duty should be noted here) and if the property is in England, the stamp duty return (if a Land Transaction Return is required to be submitted to HM Revenue & Customs (HMRC)), or if the property is in Wales, the Land Transaction Tax return is to be submitted to the WRA).

It will probably also be necessary to provide a certified copy of identity for each party to the transfer. See the commentary on panel 5 for more information.

In panel 6, enter the buyer's name and address.

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

In panel 9, check the box for the buyer's solicitor for service.

Panel 10 can be left blank unless

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

Panel 12 is concerned with confirming that the Land Registry is seeking to reduce fraud. If you are requiring this confirmation the Land Registry will ask you questions. Check the second box if the

Panel 13 can be left blank unless

In Panel 14, give details of the seller and any conveyancers (if any) in section (1). In section (2) check the boxes to confirm that identification is enclosed for the buyer and, if the seller was not represented by a conveyancer, the seller. Guidance can be found by clicking the link in the margin.

In Panel 15, sign on the "signature

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