

PROP.CO.06 – Form AP1 Application

The PROP.CO.06 - Form AP1 Application is prescribed by the Land Registry to apply to register a lease.

The up to date version of it can be downloaded from the relevant page: <https://www.gov.uk/guidance/hm-land-registry-guides>

The document can be downloaded from the Land Registry website 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 granted for less than 7 years must be registered at the Land Registry. If it is not registered, it is only a "legal" interest but only as an equitable interest. This is less secure and will make future dealings with the lease more complicated for all concerned.

Land Registry Form AP1 should be submitted with a certified copy of the lease, if the property is in England, a Land Transaction Return is required, or if the property is in Wales, the Land Transaction Tax return is to be submitted as soon as possible after the grant of the lease.

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

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

In panel 2, enter the title number of the property (or superior leasehold) property – this information will appear on the landlord's registered title.

In panel 3, check the first box if the lease is a lease of whole. For a lease of part, check the second box.

In panel 4, enter "grant of lease" if the lease is a grant of lease. If a premium is paid for the lease, enter this in the "Price paid" column, enter the appropriate fee in the "Fees paid" column.

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

In panel 5, list the documents you are submitting (the date and parties to the Lease, the stamp duty land tax certificate, the HM Revenue & Customs (HMRC) Revenue & Customs (HMRC) Authority (WRA) certificate (if a Land Transaction Return is to be submitted to the WRA). It will probably also be necessary to provide a certified copy of the Lease. See the commentary on panels 12 and 13.

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

of Lease

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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

vice needs to be inserted.

Panel 10 can be left blank.

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

ected by "disclosable overriding" advice if necessary.

Panel 12 is concerned with confirming that the Land Registry is seeking to reduce fraud. If the application is not made by a conveyancer, check the first box.

quiring this confirmation the Land Registry will require. Check the second box if the application is made by a conveyancer.

Panel 13 can be left blank unless there are any other matters to be noted.

In Panel 14, give details of the land to be conveyed. In section (1) check the boxes for the tenant and, if the landlord was not a party to the conveyance, can be found by clicking the link in the guidance.

their conveyancers (if any) in section (2). If a copy of identification is enclosed for the conveyancer, the landlord. Guidance is available in the guidance.

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

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