

ASTLRR2.10

Despatch relevant information to agents



Overview

This unit describes the competences required by Land Registration staff involved in the despatch of information back to agents.

The unit is about checking, binding and despatch of Certificates of title and the returning of deeds. The unit also covers the completion of cases on the Land Register.

ASTLRR2.10

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Performance criteria

You must be able to:

- P1 check documentation contains all the required sections and is complete
- P2 take agreed procedural action where there are **problems with documentation**
- P3 check content and sequencing of documentation
- P4 select those documents which are to be included in Certificates of title
- P5 collate, bind and seal documents into Certificates of title
- P6 complete applications on the Land Register
- P7 despatch Certificates and deeds to agents in accordance with agreed procedures

ASTLRR2.10

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Knowledge and understanding

Working with applications

You need to know and understand:

- K1 organisational procedures for despatch
 - K2 requirements in terms of content and sequencing of Land and Charge Certificates
 - K3 what action to take where there are errors or omissions
- You must also be able to demonstrate the knowledge and understanding defined in the Introduction to the standards.

ASTLRR2.10

Despatch relevant information to agents

Additional Information

Scope/range

- 1 taking action in response to the following **problems with documentation**
 - 1.1 errors in documentation
 - 1.2 omissions from documentation

ASTLRR2.10

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Developed by Asset Skills

Version number 1

Date approved

Indicative review date

Validity Current

Status Original

Originating organisation Asset Skills

Original URN LRR2.10

Relevant occupations Professional Occupations; Construction, planning and the built env; Building and construction; Architects, Town Planners and Surveyors

Suite Land Registration

Key words despatch of information, checking, binding and despatch, returning of deeds