

ASTLRR2.2

Check applications for land registration



Overview

This unit describes the competences required to check application documentation. As such, is intended for use across a wide range of job roles.

The unit is about checking applications and associated documents both in terms of completeness and accuracy. Checks will be both manual and on appropriate registration systems.

For the more specialised Intake role, checking, action and processing refer to all aspects of applications including fees.

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Performance criteria

You must be able to:

- P1 **receive applications** in line with organisational and legal requirements
- P2 check that all the required forms and associated paperwork have been submitted
- P3 check that **applications** have been accurately completed and contain all the information which you require
- P4 take agreed procedural action when applications are unacceptable
- P5 collate and mark applications and documentation ready for further processing

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Knowledge and understanding

Working with applications

You need to know and understand:

- K1 what materials should be submitted to allow Land Registration applications to be processed
 - K2 how application forms, deeds and other documentation should be structured and completed
 - K3 the purpose and workings of the Registers and systems being used
 - K4 the types of action to take in the event of problems with applications
- You must also be able to demonstrate the knowledge and understanding defined in the Introduction to the standards.

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Additional Information

Scope/range

This section describes the contexts in which you must be able to demonstrate competent performance. For this unit these are:

- 1 **receiving applications:**
 - 1.1 initial applications
 - 1.2 applications passed on by colleagues

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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 LRR2.2

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

Suite Land Registration

Key words application documentation, checking applications,