

ASTLRR2.4

Cross reference information and close entries on existing registers



Overview

This unit describes the competences required by staff involved in checking and cross-referencing information held on existing registers against new applications and closing entries on the existing register(s).

The unit is about identifying cases where existing Registers should be checked, searching Registers, identifying whether applications relate to all or part of a property and the closing of entries on existing Registers.

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Performance criteria

You must be able to:

- P1 locate properties on existing Registers
- P2 check that referred applications relate to properties on existing Registers
- P3 identify whether applications relate to all or part of original registration
- P4 locate **relevant information** on the existing Registers
- P5 transfer information to the Land Register closing entries on the existing Register
- P6 take action to deal with non standard occurrences

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Knowledge and understanding

You need to know and understand:

Working with applications

- K1 the workings of existing Registers
 - K2 systems used for searching Registers
 - K3 organisational protocols for indexing
 - K4 where to locate entries in the indices
 - K5 the types of action to take when applications are incomplete or unacceptable
 - K6 the types of action to take in the event of non standard occurrences
- 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 identifying the following types of **relevant information**:
 - 1.1 information which is to be transferred out of the existing Register
 - 1.2 information which must be left in the records in the existing Register

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