

Explanatory Leaflet No 2

HOW TO COMPLETE A DOCUMENT OF TRANSFER

These notes explain how the various sections of the Transfer Document in Form B should be completed. In the case of any doubt the Land Registrar and her staff will be pleased to assist.

Box A Title Number: The title number of the affected registered property must be entered here. If this is not already known it can be obtained, free of charge, by a search of the Index Map at the Land Registry.

Box B Date of Transfer: This is the date on which the transfer is signed by the parties.

Box C Registered Property: Normally, where the application relates to the **whole** of the land in the registered title the address of the property as shown in the register should be entered. If, however, the present address has changed from that shown in the register then this should be indicated as in the following example: (*Sunnyview, Newtown Road formerly known as 'Land on the north side of Newtown Road'*).

Where only **part** of the land in the registered title is subject to the registration being made the address of that part must be entered in the box.

Box D Transferor(s): Normally the name(s) and address of the transferor(s), as shown in the register, must be entered in the box. In the case of the death of one of joint or multiple owners the name(s) of the survivor(s) must be entered. In this instance, and where appropriate, evidence of the power of the survivors to sell must be produced to the Registrar. The Registrar will provide advice where this is needed in these circumstances.

Price Paid: Where the transfer is for value the purchase price paid must be entered in the appropriate part of the Box.

A cross should be entered in the appropriate box to indicate whether the sale is of the whole or of only part of the land in the registered title.

Where only part of the land is to be transferred a plan must be attached to the transfer document indicating the location and extent of the land to be registered. This transfer plan must be in such a form that enables the land to be registered to be identified on the Land Registry Index Map. A copy map extract can be supplied by the Land Registry on which the transfer plan can be based. The transfer plan should be initialled as correct by the parties to the transfer.

Box E Transferee(s): The full names and addresses of the transferees must be entered on the transfer form. These are the names that the Registrar will enter in the Ownership Section of the register.

Box F Existing or new rights or interests attaching to the property

The first note

If the land is subject to and has the benefit of all of the registered rights or burdens already referred to in Parts III and/or IV of the register a cross should be entered in the relevant box.

If all or some of the existing rights and burdens cease to have effect this first note should be deleted or amended and, where appropriate, such supporting evidence as to any change should be supplied.

The second note

A cross should be entered in the box if the land to be transferred is subject to or has the benefit of new rights or burdens. These must be specified in the transfer document and supported by evidence where appropriate. If there are no new rights or burdens then this note must be deleted.

Box G Address for Service and Notices

This box can be left blank where the address to which any correspondence or communication is to be sent is the same as the registered property address shown in Box C above.

Where the address of the property is not the principal address of any owner, or where an owner requires that any correspondence or other communication be sent to another address, such other address must be entered in this Box. Where the registered property is owned by more than one person any address(es) entered must be associated with the name or names of the owner(s) to which the information refers.

Box H Capacity

A cross should be shown in the box of the relevant Note. The Registrar can provide advice where this is required.

Box I Signatures and Witnesses

The transfer must either:

- Be signed by the transferors and the transferees and these signatures must be witnessed by a Solicitor, Notary Public or Advocate of the Royal Court of Guernsey,

or

- In the case of either the transferor(s) and/or the transferee(s) be signed by those holding their Power of Attorney. In such case the person holding the Power of Attorney must be able to produce evidence to that effect.

The first page of the Transfer must be signed by the parties.

Sarah Kelly
Land Registrar
Alderney Land Registry

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