



## Registered Title Applications & Form 3 Applications Rejection Checklist

**Practitioners must ensure that they consult the Practice Directions, all relevant Legal Office Notices, Land Registry Rules, Forms and Registration Mapping Guides available on our website [www.tailte.ie](http://www.tailte.ie) to ensure their applications are in order before lodgement**

1. All deeds and any supporting documentation that is required for registration have not been lodged (e.g. deed of transfer, leases, power of attorney, grant of probate, Identification Form for Personal Applicants etc.).
2. There is a defect or omission preventing registration that requires a deed to be returned for amendment and re-execution.
3. No fees have been lodged with Form 17 and lodged documents, or the cheque lodged with Form 17 and lodged documents is undated or not signed.
4. The deed is not properly executed or properly attested.
5. Incorrect folio and county references are quoted in the operative clause of a deed or in any deed of assent.
6. No Stamp Certificate or other evidence of revenue stamping is lodged.  
Under Stamp Duty Legal Office Notice no. 4 of 2014 /Examination of Documents the following rejection grounds are also listed:
  - a. The stamp certificate security number does not correspond with the security number entered on Form 17.
  - b. The date of execution of the deed on the stamp certificate does not correspond with the date on the relevant deed.
  - c. The relevant folio number is not inserted on the stamp certificate.
  - d. The folio number quoted on the stamp certificate does not correspond with the folio number on the relevant deed.
7. A transmission application predates the date of an assent.
8. An assent/application is incomplete in a transmission.
9. If Form 17 is not signed by an individual practising solicitor **or** if no solicitor is acting, the applicant(s) and/or is not dated.
10. If the fees lodged are incorrect due to information relating to the application type not being entered correctly on the Form 17 e.g. (Transfer for sale selected instead of Transfer of Part for sale).
11. On lodgement of an application for registration of an easement/lease, no assent to its registration is included.
12. A charge lodged on or after the 1st of December 2009 is not in the correct format. This also includes incorrect lender information being entered on the charge form.
13. The jurat to an affidavit has not been completed.
14. A suitable map is required and none has been lodged. In cases where a map from an earlier application is being relied on for registration, a copy and consent to the use of the map must be lodged and the application number under which the original map is lodged must be provided.
15. The map lodged is not acceptable for registration. See [Registration Mapping Guides](#). (QR code below)

### Form 3 Specific

16. Form 3 certificate is incomplete or not in the prescribed form.
17. Form 3 certificate not dated within one month of lodgement.
18. The deed under which the applicant acquired their interest is dated more than 5 years - Rule 19(3) applications.
19. The circumstances of the property transaction do not meet the criteria for First Registration in Form 3 – see Section 3 of [First Registration in Form 3 Practice Direction](#). (QR code below)
20. The interest certified in the Form 3 certificate does not correspond with the interest acquired under the deed.

## Registration Mapping Guide 1 - Basic requirements for acceptance of maps



## Practice Direction - First Registration in Form 3

