

Apply For Your Own Notice of  
Potential Liability for Costs

# Registers of Scotland

- I tend to use the eform on the Registers of Scotland (ROS) portal ([www.eservices.ros.gov.uk](http://www.eservices.ros.gov.uk))
- The first thing to note is that you will need to register with ROS and also ask for your account to have permissions to use online eforms. It is worth advising you don't intend to submit anything online or pay by direct debit for this process and just need access to use the form and print it off.
- The main benefit of using the online form is the ability to find a property using the address and you don't need to have the title number in advance. The second reason is that you don't miss any information they might require.
- It is worth adding that I do submit other documentation with my application forms, one if which is a requirement as it gives the wording to describe what debts the notice is covering and that will be used when recording the notice.

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▸ Online Password Reset Function - 6 February 2018	
▸ Customer Feedback	
▸ Support opening hours and contact information	

<https://www.eservices.ros.gov.uk/eforms/reg/new>

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Once you log in this is the page you will see. It gives you access to eforms and their new function ScotLIS. Select Eforms on the left hand side and then select Land Register application form.

## Application Details

Application Type	<input type="text" value="Please select"/>	
Type of Deed *	<input type="text" value="Type here to search"/>	
Title Number *	<input type="text"/>	
Search Sheet Number	<input type="text"/>	
Development Plan Approval Number	<input type="text"/>	
Development Plan Approval Plot Number	<input type="text"/>	
Date of Entry *	<input type="text" value="dd/mm/yyyy"/>	

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This is the first page. There is a navigation bar running down the right hand side as well so you can go to different sections if you need to make an amendment. Application type - I normally select Deed over the whole of a registered plot. Type of deed – I normally select Notice of Liability for Costs (Title Conditions (Scotland) Act).

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# Application Details

Application Type

Deed over the whole of a registered plot

Type of Deed \*

Notice of Liability for Costs (Title Conditions (Scotland) ActX ?

Manually enter subject's address

☐ Yes ☒ No

The title number of the registered plot affected by the deed to be registered should be entered unless the plot is undergoing registration and has not yet been allocated a title number. In this event insert the full postal address of the plot including the postcode where applicable.

Title Number \*

Use this subject

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It then gives you the option to insert the title number if you know what it is. Once you have entered it hit “Use this subject” It will then add that property to the top of the page. Normally it will pull through the address linked to that title number and it is worth checking it is correct. Sometimes it doesn’t pull through an address or it’s not the address you expected. If this happens, click “Edit” and you can manually add the address details.

Registers of Scotland - Eforms - X

https://www.eservices.ros.gov.uk/eforms/reg/?u=DQVBFVBW#/application-details

Apps ZEUS Intranet Maryhill Housing As ICT Service Desk New Tab Allpay - Webconnect Everycloud AntiSpam Property Factor Reg Allpay Callpay Registers of Scotland Housing and Property

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Type of Deed \* Notice of Liability for Costs (Title Conditions (Scotland) Act) ?

Manually enter subject's address ☒ Yes ☐ No

The title number of the registered plot affected by the deed to be registered should be entered unless the plot is undergoing registration and has not yet been allocated a title number. In this event insert the full postal address of the plot including the postcode where applicable.

Title Number  ?

Description of a plot of land with no postal address  ?

Postcode  Search ?

Property name  ?

Property number

Street name

Town \*

Use this subject

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08:17 28/11/2018

If you don't know the title number select "Yes" to manually enter the subject's address. You can then search using the postcode or manually enter the full address. Once finished select "Use this subject". It will then add that property to the top of the page.

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## Application Details

Subjects affected by Notice of Liability for Costs (Title Conditions (Scotland) Act)

Ref	Date	Address	Action
GLA122887		18B, SANDBANK TERRACE, GLASGOW, G20 0PW	<div>EditRemove</div>

Application Type

Deed over the whole of a registered plot

Type of Deed \*

Notice of Liability for Costs (Title Conditions (Scotland) Act) ?

Add another

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This is what it should look like once the property has been added. If you have more than one then you simply click “Add another” and repeat the process until all of the properties have been added. Once complete, select “Next” to move to the next section.

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# Payment Details

FAS Number \*

5379 - Maryhill Housing Association Ltd ?

Fee £ \*

60

Payment Method \*

Cheque ▼

Recalculate

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Select your FAS Number (account number) from the drop down. If nothing appears then you don't have the right permissions and will need to contact ROS Credit Control department to find out what you need to do. Then select "Calculate". This will calculate the fee you need to send with your application and is based on the number of notices you are applying for, so if you added 10 properties on the previous page the fee will be £600.00. The only payment method is by cheque so that will default in. The select "Next" to move on.



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# Agent Details

Firm name	Maryhill Housing Association Ltd
Property name	45 Garrioch Road ?
Property number	
Street name	Glasgow
Town	
Postcode	G20 8RG
Agent reference	Heather Elder ?
Telephone number	01419462466 ?
Email Address	helder@maryhill.org.uk

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Agent Details – this is the person/organisation who is applying for the Notice. For the majority of us we are doing it on behalf of our organisation so their details will autofill into the top sections. I use my own name as the Agent Reference and I also use my own telephone number and email address. Any communications regarding the application will be sent with these contact details.

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## Granter Details

Type of Granter

Individual

Prefix

No prefix

Forename(s) \*

Joe

Surname \*

Blogg

Postcode

G20 0PW

Search

Property name

18B

Property number

Street name

SANDBANK TERRACE

Town \*

GLASGOW

Country

Cancel

Update

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Not sure why they have this section in as it shouldn't be a requirement. However both the eform and previous paper versions have all had it so I just tend to use the details relating to the property I am applying for. If I have more than one then I always use details for the first property. If it is an organisation then change Type of Granter and add in details for remaining fields. Use the postcode to search for the property. Once completed select "Update" and it will add the details to the top. You only need one granter and do not have to do this for each property if you are applying for more than one. Then select "Next" to move onto next section.

Registers of Scotland - Eforms - x

https://www.eservices.ros.gov.uk/eforms/reg/?u=DQVBFVBW#/applicants-details

Apps ZEUS Intranet Maryhill Housing Association ICT Service Desk New Tab Allpay - Webconnect Everycloud AntiSpam Property Factor Register Allpay Callpay Registers of Scotland Housing and Property

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**Type of Applicant \*** Non-natural person ?

**Organisation type** ☒ UK Company ? ☐ Other

**Prefix** No prefix

**Name \*** Maryhill Housing Association Limited

**Company Number \*** SP1904R(S)

**Postcode** G20 8RG **Search** ?

**Property name** MARYHILL HOUSING ASSOCIATION ?

**Property number** 45

**Street name** GARRIOCH ROAD

**Town \*** GLASGOW

**Country**

☐ Keep this address for the next applicant

**Add**

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08:50  
28/11/2018

This is where you add details of the applicant. For most of us we are applying on behalf of our organisations so it is those details you use. Change “Type of Applicant” to Non-natural person and then enter company name, company number (you can get this from Companies House website if you are unsure) and the company address. Select “Add” once finished and it will add it to the top of the page. The select “Next” to go to the next section.

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## Notification Details for Applicant and Granter

Please provide email addresses for the applicant and granter for receipt of a notification under section 40. You may enter up to 4 addresses.

**Primary Email Address \***

[Add another email address](#)

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Notification Details for Applicant and Granter. It will normally autofill an email address here. If that is the only email address you need then simply select “Next” to move on. If you want to add another email address so that someone else also gets communications then select “Add another email address”. Once completed select “Next” to move on. Normally this is the email address they send acknowledgement of the applications to and also confirmation of registration.

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Add a deed

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Deed Inventory – I don't ever add anything here. Just select "Next" to move on.

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## Further Information

Is there any other information material to the application to register the deed which has not already been disclosed in the application or its accompanying documents?

☐ Yes ☒ No

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Further Information – All of the relevant information is either included in this form or accompanying documentation (which I will cover further on), therefore I leave it selected as “No” and then select “Next” to move on.

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# Land Use

Please indicate the primary use of the plot of land.

Residential ▼

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Land Use – If applying for residential properties then select “Residential”. It only lets you select one option so if you have notices you wish to apply to commercial properties then it might be worth doing a separate application for them. Select “Next” to move on.

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# Declaration

☒ I/We apply for registration of the deed identified in Part A and certify that this application complies with the general application conditions in section 22, and the particular conditions mentioned in section 21(2). Where the certification above is made in relation to an application to register a deed, the validity of which is dependent on the registration of a related deed, please provide details of the related deed in the Further Information section.

☒ I/We certify that the information given in this form is complete and correct to the best of my/our knowledge and belief.

Warning: In submitting this application you must take reasonable care to ensure that the Keeper does not inadvertently make the register inaccurate as a result of a change made in consequence of it. If you fail to do so you may be liable to pay compensation to the Keeper for any loss suffered as a result (see section 111).

Warning: It is an offence to knowingly or recklessly make a materially false or misleading statement, or to intentionally or recklessly fail to disclose material information, in relation to this application (see section 112).

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Declaration. You need to “tick” both boxes to you agree with both statements and that the information you have given is correct to the best of your knowledge. Then select “Next” to move on.



## Summary

### Part A

#### Application Details

[Edit](#)

Deed type	Notice of Liability for Costs (Title Conditions (Scotland) Act)
Application type	Deed over the whole of a registered plot

#### Subjects

[Edit](#)

Ref	Date	Address
GLA122887		18B, SANDBANK TERRACE, GLASGOW, G20 0PW

#### Payment Details

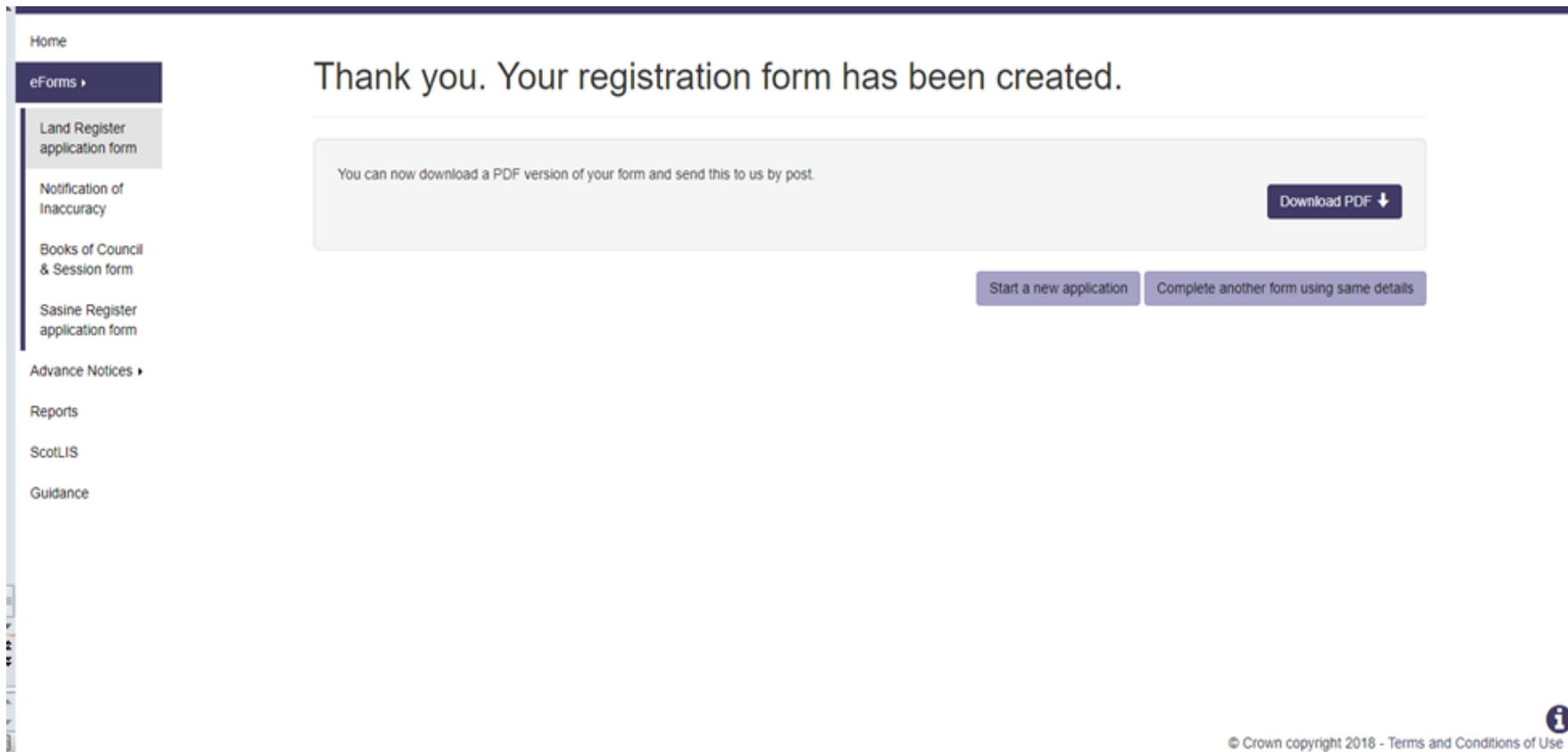
[Edit](#)

FAS number	
Fee	£60.00
Payment method	Cheque

#### Agent Details

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A summary of your application form appears and gives you the option to review all of the information you have entered. You can also edit an individual section and make an amendment if something is incorrect. Once you are happy that all the details are correct, scroll to the bottom and select “Finish and download PDF”.



This screen will appear. You need to select “Download PDF

## **Accompanying Documentation**

There are two pieces of accompanying documentation that I submit with my application form.

1. Application Request – this has details of who is applying for the notice and more importantly the wording to be used when the notice is registered as a burden.
2. Cheque – this is to pay the fee for the notice's to be registered. The fee is £60 per notice and if you have completed the online form it will have calculated the total fee you need to pay.

Each time I do an application I create a back up schedule spreadsheet which holds details of the properties, the owner at the time, title deed number, date I submitted the application, date of registration and date of expiry. I do send part of this (section in blue) with my application however I don't think it is a required document. But it can be a useful tool for keeping track of notices and when they are due to expire.

# Example Application Request

**"NOTICE OF POTENTIAL LIABILITY FOR COSTS"**

This notice gives details of certain work carried out in relation to the flat specified in the notice. The effect of the notice is that a person may, on becoming the owner of the flat, be liable by virtue of section 12(3) of the Tenements (Scotland) Act 2004 (asp 11) for any outstanding costs relating to the work.

Please see the attached list which contains all of the properties addresses where we would like a Notice attached. The list also provides each properties Land Register Number and/or Sasine Register Numbers.

Maryhill Housing Association Ltd is the factor for all of the blocks containing the properties, i.e. the Managers. Refer to attached schedule. Application being made in respect of costs relating to major renovation or renewal works, maintenance or work described therein as arrears in respect of common repair and maintenance charges, future common repair and maintenance charges, common insurance premiums and Management and Administration charges, in respect of the subjects in this Title.

I Heather Elder, Factoring Manager, acting on behalf of Maryhill Housing Association Ltd request the Notices be applied to all properties on the attached list, as mentioned in the application form. Our Office address is: 45 Garrioch Road, Glasgow, G20 8RG.

Applicant Name: \_\_\_\_\_ Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

Address: Maryhill Housing Association Ltd, 45 Garrioch Road, Glasgow, G20 8RG

Unique Ref No: \_\_\_\_\_

This is where you state the reason for the application and what will be recorded on the burden. So you might just be putting it on for a specific one off large piece or work. Or you might be putting it on for unpaid factoring and building insurance. Consider making it a catch all. They might just owe for a large piece of work at that point, but that could change.

This is also where I sign, date it and have it witnessed. The ROS application form doesn't ask for a signature so make sure this document is completed properly or they will return it and possibly charge you. Unique reference number is obtained from the bottom of the ROS application form (PDQ doc).

## Example Back Up Schedule

	A	B	C	D	E	F	G	H	I	J	K	L
1	This is the schedule referred to in the foregoing Notice of Potential Liability for Costs by											
2	Maryhill Housing Association Ltd (FAS No XXXX) dated: _____											
3												
4	Account Ref	Name	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Postcode	Land Register Reference	Date Claim Submitted	Date Notice Applied	Renewal Date	
5												
6												
7												
8												
9												
10												
11												
12												
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42												

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: Maryhill Housing Association Ltd  
45 Garrioch Road, Glasgow, G20 8RG

Unique Ref No: \_\_\_\_\_

Total of x applications @ £60 each = £ \_\_\_\_\_

# Applying for a Notice on Register of Sasine

The screenshot shows a web application interface for applying for a Notice on Register of Sasine. On the left is a vertical navigation menu with the following items: Home, eForms (selected), Land Register application form, Notification of Inaccuracy, Books of Council & Session form, Sasine Register application form (highlighted), Advance Notices, Reports, ScotLIS, and Guidance. The main content area is titled "SAF / Application for recording in the Register of Sasines". At the top of this area are two buttons: "Save Draft Copy" and "Generate Form". Below these is a section titled "Presenting Agent" containing five numbered fields: 1. Name and address: (a text area with the address "MARYHILL HOUSING ASSOCIATION", "2,", "45 GARRIOCH ROAD,", "GLASGOW,", and "G20 8RG" entered); 2. FAS Number: (a small text box with a red asterisk); 3. Agent's Reference: (a text box); 4. Agent's Tel. No.: (a text box); 5. Agent's Email Address: (a long text box). Below the "Presenting Agent" section is a section titled "6. Counties" with a red asterisk, containing a grid of checkboxes for various Scottish counties: Aberdeen, Angus, Argyll, Ayr, Banff, Berwick, Bute, Caithness, Clackmannan, Dumfries, Dumfries, and East Lothian. A small "© Crow" logo is visible in the bottom right corner of the form area.

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SAF / Application for recording in the Register of Sasines

Save Draft Copy Generate Form

### Presenting Agent

1. Name and address:

MARYHILL HOUSING ASSOCIATION  
2,  
45 GARRIOCH ROAD,  
GLASGOW,  
G20 8RG

2. FAS Number: \*

3. Agent's Reference:

4. Agent's Tel. No.:

5. Agent's Email Address:

### 6. Counties \*

<input type="checkbox"/> Aberdeen	<input type="checkbox"/> Angus	<input type="checkbox"/> Argyll
<input type="checkbox"/> Ayr	<input type="checkbox"/> Banff	<input type="checkbox"/> Berwick
<input type="checkbox"/> Bute	<input type="checkbox"/> Caithness	<input type="checkbox"/> Clackmannan
<input type="checkbox"/> Dumfries	<input type="checkbox"/> Dumfries	<input type="checkbox"/> East Lothian

© Crow

Under eforms the bottom form is “Sasine Register application form”. This is an old form and not as interactive as the land register form as you need to know the counties and the Search Sheet number(s) in advance. The rest of the fields are largely the same in terms of information. Once you are finished you select “Generate Form” and it produces a PDF document which again you can save, print and send in with accompanying documentation and payment.

# Slideshow and Example Documents

A copy of this slideshow and examples of accompanying documentation will be available on SFHA's website.

Thank you for attending today. I hope it has been of some use to you and does anyone have any questions for us?