



## First Scottish Plans Report Checklist

1. Provide the full Postal address and postcode.
2. Check latest deed in favour of your client to identify the descriptive deed/deeds including any exceptions.
3. Has your client granted any alienations since the latest deed?
4. What kind of property are you selling; house, flat, shop, plot of ground etc?
5. Examine the descriptive deed;
  - Is there a plan or full bounding description or does it refer to prior writs?
  - If there are references on the plan are they clear, not in black and white and fully defined?
  - If a flat is there a valid description, (floor level and location) are there any exclusive or common areas that require a new deed plan?
6. Examine any other relevant deeds; 2nd place subjects, alienations, contract of Excambion etc.
7. Check the property on ScotLIS;
  - Has the property been registered, possibly Keeper Induced Registration?
  - Flatted property, is there a tenement steading cadastral unit?
  - Are there any obvious issues?
  - Consider using the “measure tool” to check the dimensions.
8. Scan the full descriptive deeds not just the plan and check the quality of all scanned documents.
9. Provide a clear instruction with reference to all scanned deeds and plans.
10. If a new deed plan has been prepared fully explain what all of the references represent; exclusive ownership, rights in common, pro indiviso shares, servitude rights of access (burdened and benefitted) etc.
11. If the report is over a Deed of Servitude this will be completed as a Level 1 plans report.

Derek Hand Plans Development Manager

First Scottish Group Limited

St David's House, St David's Drive, Dalgety Bay, KY11 9NB.

[derek.hand@firstscottish.com](mailto:derek.hand@firstscottish.com) : 01383 826777