



**Corporate Conveyancing**

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**Transaction Requirements:**

In order for us to report on the marketability and validity of the title over which Skipton International's Standard Security is to be granted and in order for use to comply with their instructions to us we will require sight of the following:-

1. Transaction Details & Drafts:-
  - A. A copy of the Home Report and Energy Performance Certificate.
  - B. A copy of the concluded missives.
  - C. Certified copies of your clients' identification documents.
  - D. Full details of the Selling Solicitor including their bank details on headed paper
  - E. Satisfactory evidence of the source of funds for the remainder of the purchase price (including details of any gifted deposits).
  - F. A copy of your clients' Home Insurance Policy (including any block insurance policy which may be in place for common areas).
    - A. Please ensure that the property covers flooding
  - G. A copy of the engrossed disposition.
  - H. Certified Power of Attorney (if applicable)
  - I. Your Letter of Undertaking in the attached style.
  - J. Sellers Letter of Undertaking to discharge any existing securities.
  - K. Sellers draft discharges for approval.
  - L. If the property is being purchased from heritable creditors in possession, please exhibit the following
    - A. Extract Decree/Voluntary Possession Forms
    - B. Calling Up Notice
    - C. Certificate of Advertisement
  - M. A copy of your title observations or other enquiries to the seller's solicitors and a copy of their responses.
  - N. Your draft Land Register application for registration of the Disposition in favour of the Borrower for approval
  - O. Your draft advance notice in respect of our client's security.
2. Titles & Reports:-
  - A. The Title Sheet or all necessary Sasine titles (including full prescriptive progress, the foundation writ, the descriptive writ, all necessary colour plans, and all burdens writs with Plans Report if necessary.
  - B. A clear Property Enquiry Certificate from the Local Authority or other reputable provider.
  - C. A clear Legal Report from Registers of Scotland or other reputable provider - to include a clear search in the Register of Inhibitions & Adjudications and the Insolvency Register.
  - D. A clear Legal Report, dated no earlier than 3 working days prior to the Date of Settlement, from Registers of Scotland or other reputable provider - to include a clear search in the Register of Inhibitions & Adjudications and the Insolvency Register.
  - E. A clear Coal Authority Report.
  - F. All relative Local Authority Building Regulations documentation for the construction of the property and/or for all alterations which may be disclosed in the Home Report or other independent valuation which our clients may have commissioned. This must include all warranted plans, Planning Permission, Building Warrant and Completion Certificate for each separate alteration.

- G. If applicable a copy letter from surveyors confirming that all alteration documents are in order and satisfactorily covers those alterations raised in the surveyor's report.
3. Ancillary & Miscellaneous Documents:-
- A. NHBC Ten Year Guarantee if applicable.
  - B. CML Disclosure of Incentives form if applicable.
  - C. All necessary Timber Treatment Surveys/Reports together with relevant Certificates or Guarantees.
  - D. Road Bond if applicable.
  - E. Please advise whether there is any Solar Panel Lease in respect of the subjects and if so please arrange to exhibit same to us.
  - F. If the property is a new build, we will require an undertaking with regard to delivery of the Completion Certificate at settlement.
  - G. Buy to Lets – Copy of Private Residential Tenancy Agreement/Short Assured Tenancy Agreement or proposed style thereof, AT5 (if applicable) and Landlord's registration details. If the property is not let at settlement we will require you to confirm that you have advised the Borrower of Paragon Banking Group's requirement in terms of the UK Finance Mortgage Lender's handbook.
4. Declarations & Undertakings:-
- A. Confirmation that the purchaser and seller are not connected in any way.
  - B. Confirmation that you will pay all necessary Land and Buildings Transactional Tax and will forward a copy of the relevant LBTT Certificate to us as soon as practicable.
  - C. Confirmation that there is no evidence of any contravention of any planning regulations or conditions affecting the property.
  - D. Confirmation that the property is not currently used in contravention of any real burden affecting same.
  - E. Confirmation that there are no ongoing disputes or litigation actions relative to the property.
  - F. Confirmation that no other Standard Securities have been contemplated or granted in relation to the property as at the Date of Settlement.

Please Note:-

- Funds will be released to the selling solicitor only. We will require their client account details in writing on their Firm's letterhead in advance of the date of settlement.
- Funds will be released net of our fees and outlays.
- We will require at least 5 working days to request funds for the proposed Date of Settlement and as such we must insist that all necessary documentation is sent to us as a matter of urgency, and in any event no later than 10 working days prior to the proposed Date of Settlement to enable us to examine same and report to our clients. Any delay in us receiving the required documentation will mean that we may be unable to deliver funds to the selling solicitors in time for settlement; neither we nor our clients will accept any responsibility whatsoever for any delay in settlement.
- You will require to send the executed Disposition, together with your Land Registration Form and all necessary ancillary application documents to us immediately after settlement. We will submit the full application to Registers of Scotland.

We look forward to hearing from you with the above as soon as possible. Once we have received all of the necessary documentation we will draft our Standard Security and will forward to you for execution by your client.

Please advise us as soon as possible if the transaction will not be proceeding.

