

We are Conveyancing Direct, one of the top ten Conveyancing firms acting in England and Wales, and have been instructed by Skipton International to act for them in connection with the security of their Charge over the property that you are purchasing.

You are free to choose your own Conveyancer to act for you in this transaction, but if you do not have representation, Conveyancing Direct would be delighted to represent you. Please contact our Customer Services Team, on 01424 464900, or by email to [sales@cdpl.co.uk](mailto:sales@cdpl.co.uk) if you are interested, and we will be happy to provide a competitive quote.

### The process

Should you choose to use your own Conveyancer, we will provide them with a copy of Skipton International's Mortgage Offer once it is issued, along with a document outlining the standard requirements that Conveyancing Direct will need to satisfy before we can request the mortgage advance from Skipton International.

We enclose the standard requirements below for your perusal.

Please forward to us the following documents in one pack once you have received and reviewed the same **before contracts are exchanged**:

- 1 Copy of the letterhead of the Seller's Conveyancer (copy correspondence will suffice)
- 2 Index map search (if appropriate)
- 3 Certified copy Local Authority Search, Skipton International will accept personal searches or searches carried out by private search organisations, however, they will not accept No Search or Search Delay Indemnity Insurance.
- 4 Certified copy Water and Drainage Search or other satisfactory information to verify that the property is connected.
- 5 Certified copy Environmental Search
- 6 Certified copy Coal Board Search, Commons Search, Brine/Tin Mining Search, Chancel Search, Chancel Indemnity Policy, if appropriate, and, we rely on your decision in this regard
- 7 Replies to pre-contract enquiries together with enquiries raised
- 8 The approved form of contract
- 9 Official Entries of the Register (which should be no more than 6 months old when you send them to us) and Filed Plan together with copies of any documents referred to in the Official Entries of the Register
- 10 Copies of completed Property Information Form

- 11 If the property is leasehold:
- A copy of the Lease and any related documentation
  - Where there is a management company we require certified copies of the Memorandum and Articles of Association, up to date companies searches, copy share certificate and signed stock transfer form
  - The last 3 years management accounts
  - A full company search against the management company and the landlord (if applicable)
  - Completed Leasehold Property Enquiry Form
  - Requirements to comply with any Land Registry Restrictions and copies of any required Deed of Covenant duly executed but undated
  - Where there are communal areas we require a copy of the Fire Risk Assessment and Asbestos Report
  - A written reply from the Landlord or Managing Agent as to whether it foresees any significant increase in the level of service charge in the foreseeable future together with a clear, up to date, ground rent and service charge receipt
  - Copy block insurance policy with Skipton International's interest noted
  - Consent of the landlord to our client as Mortgagee if required by the lease
  - Confirmation that you undertake to deal with any applicable Notices servable to the Management Company/Freehold
  - Completed Leasehold Information Form
- 12 Approved form of Transfer to your client(s). Please note that the security address cannot be used as the address for service as this will be a Buy to let property
- 13 Information from your client as to how the balance of the purchase price is to be provided i.e. from their own funds or otherwise. Please note that if there is to be a gift we will require a letter from the donor confirming the amount of the gift and that the gift is to be non repayable and that they do not intend to seek any interest in the property
- 14 Your confirmation of the amount of deposit that will be paid to the Seller's appointed law firm on exchange of contracts on behalf of your client. Before completion we will require confirmation from you that this has either been paid direct to the Seller's appointed law firm from your client account or will be forwarded to us to send with the balance
- 15 Confirmation of the age of the Property and copies of the NHBC Buildmark/Zurich Municipal Newbuild/Zurich Municipal Rebuild warranties in an acceptable format with the original to be provided on completion
- 16 Copies of all planning permissions, building regulations approvals, building control completion certificates and consents
- 17 Section 38, Section 104 and Section 106 Agreements where applicable
- 18 If New Build, please provide CML Disclosure of Incentives Form (if any) and Warranty Provider cover note
- 19 EPC
- 20 Where the property is unregistered, a marked and examined Epitome of Title together with Land Charge Searches and a Plan, acceptable to Land Registry, identifying the land to be charged

- 21 Certified copy evidence of identification for each purchaser and any donor as set out below
- 22 Copy correctly completed, signed, witnessed and undated Mortgage Deed. Again, please ensure that the correct form of Mortgage Deed is used. If you have any doubts in this regard, please contact us.
- 23 Confirmation as to whether there will be an occupier aged 17 or over residing at the property and, if so, signed copy of the relevant Letter of Consent/Deed of Consent
- 24 Confirmation that your client has had sight of the enclosed Property Letting Requirements document, you have advised them of the content and they understand the same
- 25 A signed undertaking from the Borrower's Solicitor on letterhead in the form of the attached draft
- 26 A signed undertaking from the Seller's Solicitor on letterhead in the form of the attached draft
- 27 Please provide confirmation that you hold sufficient PI cover for this transaction.

Please note that we will not deal with documentation on an ad hoc basis and that we will return the documentation if it is sent to us piecemeal.

**Please ensure that you do not exchange contracts until we advise you that we are prepared to recommend release of the mortgage funds to our client.**

**The following are documents that are required before completion.** Please note that the mortgage advance will not be requested if you are unable to provide any of these documents, and that we will require 5 full working days to review the file from receipt of the documentation. It is therefore important to ensure that you will have all this documentation between exchange of contracts and completion to avoid any delayed or failed completion.

- 1 Clear Priority Search (OS1 or OS2) showing Skipton International as applicant
- 2 Up to date and clear Bankruptcy Searches against the Borrowers/Donors full names
- 3 If unregistered up to date Land Charge Search
- 4 Original undated Mortgage Deed duly signed by all Borrowers and witnessed
- 5 Original Letters/Deeds of Consent signed and witnessed
- 6 If New Build, warranty provider Cover Note
- 7 Signed Replies to Requisitions on Title
- 8 Land Registry fees and TT fee of £36 inclusive of VAT (see 3 below)
- 9 Copy of the Buildings Insurance policy put in place

**Documents required Post Completion:**

- 1 Land Transaction Return (SDLT5 form) as per your undertaking
- 2 Seller's correctly signed and witnessed Transfer
- 3 Receipted Notice of Transfer and Charge (if applicable)
- 4 Certificates of Compliance with Restrictions
- 5 Certified copy Deeds of Covenant (if applicable)
- 6 Certified copy Share Certificate (if applicable)
- 7 Copies of new home warranties (if applicable)
- 8 Copy signed Tenancy Agreement (if applicable)
- 9 Updated OS1 if expires before you can provide all required documents for registration

## Evidence of your client's Identification

We are instructed to verify the customer's identity. Please note it is important that you only send certified copies; originals are not required. If you send originals they will not be returned. For each purchaser please send:

- A certified copy of one document from list A and
- A certified copy of one document from List B

List A	List B
A valid full passport	Utility bill less than 3 months old (such as a gas, electricity or phone bill)
A valid UK photo car driving licence	Council Tax Bill less than 3 months old
A valid HM Forces identity card with the signatory's photograph	Mortgage Statement for the mortgage accounting year just ended
	UK debit or credit card with account statements less than 3 months old

If you cannot send a certified copy of one document from List A, you must send certified copies of two documents from List B. For example, two certified copy utility bills or a certified copy utility bill and a certified copy Council Tax Bill.

## Important Information

- 1 Please do not date the Mortgage Deed. This will be dated by us on legal completion.
- 2 Please ensure that the Mortgage Deed has been correctly witnessed by an independent adult over the age of 18 years old (such as a friend, neighbour or work colleague) who should **not** be a member of your client's family. The witness should clearly add his/her name, address and occupation where shown.
- 3 You must pay to us, prior to completion, by telegraphic transfer into our client account:
  - any Land Registry fees plus Value Added Tax (if applicable),
  - a telegraphic transfer fee of £30 + VAT for transmitting the purchase monies on completion. This fee is also payable if we are required to return the mortgage advance to Skipton International in the event of a delayed completion.
- 4 We require 5 working days to assess the information provided by you and identify any outstanding issues to you for satisfaction.
- 5 We are required to give Skipton International 2 working days' notice to draw down funds, which we will not do until we are satisfied on all matters. At this point we will agree the completion date with you and request funds.

We may request to receive the mortgage advance one working day before completion. You must advise your client that Skipton International will start to charge the Borrower interest on the mortgage from the date we receive funds.

- 6 If a final inspection is required this must be requested at least 10 working days before the anticipated completion date. Failure to do so may cause delay in the release of the mortgage advance.
- 7 We will send the mortgage funds, on the Completion Date, to the Seller's law firm by telegraphic transfer and will notify you accordingly.
- 8 If for any reason the matter fails to complete we are only able to hold money from Skipton International for 3 days, after which it will be returned to them.
- 9 We will deal with registration of both Skipton International and your client's interests after completion.
- 10 We will notify you following completion of the registration. You should retain copies of all documents for your own file. We will not provide copies unless our fees are paid to do so.
- 11 You should advise all occupiers that they should consider obtaining independent legal advice and that they will be responsible for any costs in obtaining this legal advice.

#### **What happens next?**

Please return the counterpart of this letter to our firm as soon as possible; we will not commence work on this case until we receive it. When we get the completed documents back from you we will continue the legal process. Please remember that:

- Only send the information requested in this letter in one response to us. We will return all documents to you if all documents required are not supplied in one complete pack. However, you must advise us immediately if:
  - The details on the Mortgage Offer are incorrect; such as the spelling of your client's name, property address, purchase price, tenure or repayment scheme.
  - Your client is funding the purchase with funds from a third party which will be secured by a registered Charge on the Property at completion. You must advise us whom the Charge will be in favour of, the amount of the Charge and whether there will be any regular repayment involved.
  - Your client is receiving the benefit of any incentives towards the purchase price from the Seller.

**We would strongly recommend that you seek our confirmation that our requirements have been satisfied prior to exchanging Contracts.**

Failure to supply any of the above documents or information will delay your client's purchase.