

Thank you for your email concerning the transfer of residential property.

Please send this document to your solicitor/conveyancer and keep a copy together with the deeds.

Please see [PART A](#) below for the transfer of a leasehold title.

Please see [PART B](#) below for the transfer of a freehold title.

Any sums required to be paid to us should be to be paid either by cheque to Calthorpe Estates or paid into the following bank details:

Lloyds Bank / Sort Code 30-92-99 / Account 00181970

Reference number: 4100-2010 and [PROPERTY ADDRESS]

PART A: The following process will apply to a transfer of a leasehold title.

Before Completion

- 1) Check whether the lease (and/or leasehold title) requires the transfer to contain a direct covenant to observe the covenants in the Lease.
- 2) A deed of covenant should be provided in favour of the Calthorpe freehold registered proprietor or include a covenant in the following terms within the transfer deed itself, which should be executed by the Buyer:

'The Transferee(s) hereby (jointly and severally) covenant(s) with the Lessor to pay the rents and observe and perform the covenants in the registered Lease and the conditions therein contained'.

"Lease" means []

"Lessor" means the freehold registered proprietor of the Property from time to time

- 3) A purchaser should ensure that there are no arrears of ground rent or service charge outstanding at the completion date. Ground rent enquiries should be addressed to Carmen Thame at cthame@calthorpe.co.uk Service charge enquiries should be addressed to our agents at <mailto:Calthorpe@PrincipleEstate.co.uk>

After Completion

- 4) Register the transfer and any charge at The Calthorpe Estate Office, 76 Hagley Road, Edgbaston, Birmingham, B16 8LU (tel: 0121 248 7676) within one month of completion for the attention of Sabina Henley and enclose the following:

- a. Notice of Transfer.
- b. Certified copy of Transfer executed by Transferee, which must include the words from Para (2) of this Part A.
- c. Notice of Charge (if any)
- d. Official copy title register and plan for the leasehold property.
- e. a copy of the lease itself in question.
- f. register and plan for all superior titles. This will assist us to review the wording of any title restriction requiring consent.
- g. Registration fee for the Transfer **£50.00 (plus VAT).**
- h. Registration fee for any Charge **£50.00 (plus VAT).**

After registration at the land registry

- 5) Promptly following completion of the registration at HM Land Registry of the purchasers interest in the property, provide to The Calthorpe Estate Office up to date official copies of the purchasers registered title.

Certification

- 6) Often the leasehold land registry title will require a certificate to meet the restriction before the transfer can be registered at the land registry. Sometimes the wording of the restriction will allow the certificate to be provided by either the buyers solicitor, sellers solicitor or sometimes only by Calthorpe Estates. We cannot comment on this yet as we have not seen the wording of the restriction. However, if Calthorpe Estates are required to provide the certificate then this will cost a fee of **£100.**

PART B: The following process will apply to a transfer of a freehold title.

Before Completion

- 1) Check whether the freehold land registry title will require a certificate to meet a restriction before the transfer can be registered at the land registry. Sometimes the wording of the restriction will allow the certificate to be provided by either the buyers solicitor, sellers solicitor or sometimes only by Calthorpe Estates. We cannot comment on this yet as we have not seen the wording of the restriction. However, if Calthorpe Estates are required to provide the certificate then this will cost an additional fee of **£100 (plus VAT)**.
- 2) Please provide to us a copy of the title register and plan for the freehold property being sold. This will assist us to review the wording of any restriction to be complied with.
- 3) Include the following words within the transfer form:

The Property is within the area of the Scheme of Management.

The Property is transferred subject to the provisions of the Scheme of Management and the conditions and stipulations set out in it.

“the Scheme of Management” a scheme of management under Section 19 of the Act approved by an Order of the High Court (Chancery Division) dated 29 July 1974 made in proceedings the short title and reference to which are “Re: Calthorpe Estate Edgbaston Birmingham Re: Leasehold Reform Act 1967 – Lord Luke of Pavenham and Others v Grey and Others 1970 C.No 9521” or such other

scheme as may be approved from time to time by a court or tribunal of competent jurisdiction

- 4) A purchaser should ensure that there are no arrears of Scheme of Management charges outstanding at the completion date. Scheme of Management Charge enquiries should be addressed to the agents, Calthorpe@PrincipleEstate.co.uk
- 5) A copy of the Scheme of Management is available online via [Scheme of Management Residents' Handbook - Calthorpe Estates](#).

After Completion

- 6) Register the transfer and any charge with The Calthorpe Estate Office, 76 Hagley Road, Edgbaston, Birmingham, B16 8LU (tel: 0121 248 7676) within one month of completion for the attention of Sabina Henley and enclose the following:
 - a. Notice of Transfer.
 - b. Certified copy of Transfer executed by Transferee, which must include the words from Para (3) of this Part B.
 - c. Notice of Charge (if any).
 - d. A copy of the title register and plan for the freehold property.
 - e. Registration fee for the Transfer **£50.00 (plus VAT)**.
 - f. Registration fee for any Charge **£50.00 (plus VAT)**.