

What should a landlord's solicitor do?

We will:

1. Take instructions

At the start of each instruction we will require you:

- To verify your identity by bringing in a passport or driving license, as well as a utility bill, council tax bill or bank statement that is no more than three months old
- To provide evidence of the origin of funds to be used in the transaction
- To show heads of terms setting out the agreed terms of the transaction



2. Contact the tenant's solicitors

We will contact the tenant's solicitors to:

- Confirm our instructions in relation to the proposed transaction
- Verify the heads of terms



3. Put together a sale pack and draft documentation

We will request information from you in order to prepare the sale pack. A sale pack would typically include:

- **Title deeds:** to verify your rights of ownership of the property
- **Replies to CPSEs:** a standard set of enquiries providing information on various aspects regarding the property
- **EPC:** a report on the building's energy efficiency
- **Service charge information:** where the property forms part of a building with several tenants relevant information on service charges is required
- **Buildings insurance certificate:** to verify that the building is properly insured against fire and other insured risks

We will also draft the various documentation for the transaction, which separate from the lease itself will often include:

- **Rent deposit deed:** to record any deposit paid by the tenant
- **License for alterations:** to provide evidence that you consent to any works that the tenant intends to undertake at the property
- **Statutory declaration:** to exclude the protection offered by the Landlord and Tenant Act 1954



4. Commence pre-completion requirements and document signing

If you and the tenant agree to proceed with the lease, we will prepare the final document(s) and send the same to the tenant's solicitor for signing. You will be required to sign the documents(s) in the presence of a witness.

If your property is charged to a bank, we will submit a request for formal consent to the lease before completion.



5. Carry out pre-contract enquiries

Having received the sale pack, the tenant's solicitor may raise a set of enquiries about the property. We will consult with you regarding the enquiries to obtain the information requested.



6. Review the draft documentation

Our role is to review the amendments that the tenant's solicitor has requested. Depending on the arrangements made with the tenant, we will similarly negotiate the terms of the rent deposit deed and license for alterations.

We will advise you on the proposed amendments and consult with you for instructions.



7. Provide information on the financials

In advance of completion, we will provide a completion statement to the tenant's solicitor setting out any monies due under the lease. This may include information concerning:

- Rent in advance
- Rent / insurance rent due
- Service charge
- Deposit amount

The tenant's solicitor is required to transfer these monies to our client account before completion.



8. Complete the lease

We will confirm that we are holding the documentation signed by you and request a similar confirmation from the tenant's solicitor. The completion of the lease (and any supplementary documents) takes place by both solicitors over the telephone. Once the documents are completed, we will advise you accordingly and ask you to release the keys to the tenant.





9. Carry out post-completion matters

Following completion, we will:

- Send your signed document(s) to the tenant's solicitors
- Await receipt of the tenant's signed document(s)
- Send the original document(s) to you for safe keeping
- If applicable, await confirmation from the tenant's solicitor that the lease has been registered at the Land Registry