

**Date:**

**To:** \_\_\_\_\_ of \_\_\_\_\_ (the Landlord) and to all others concerned.

**Transferor:** \_\_\_\_\_ of \_\_\_\_\_

**Transferee:** \_\_\_\_\_ of \_\_\_\_\_

**NOTICE OF TRANSFER**

**Lease:** a lease of the Property dated . \_\_\_\_\_ and made between \_\_\_\_\_ and \_\_\_\_\_

**Property:** \_\_\_\_\_ [as more particularly described in the Lease].

We \_\_\_\_\_ as solicitors on behalf of \_\_\_\_\_ give you notice that by a transfer dated \_\_\_\_\_ the Lease was transferred by \_\_\_\_\_ to the \_\_\_\_\_.

**Rent demands and correspondence should be sent to:**

at \_\_\_\_\_

**Additional contact details for**

**for your records:**

**E-mail Address:**

**Contact Number:**

**We enclose the following:**

- 1. A signed and certified copy of the transfer
- 2. The registration fee due under the Lease of £ \_\_\_\_\_, paid by \_\_\_\_\_
- 3. A copy of the relevant lease
- 4. A copy of the Land Registry Title Register relevant to the lease - (No older than three months before the date of the Transfer)
- 5. A signed and dated Deed of Covenant (if applicable)
- 6. Written confirmation that the service charge is up to date (if applicable)

**Please acknowledge receipt of this notice by signing and returning the enclosed copy notice.**

**Sign** .....

**Date** .....

solicitors of \_\_\_\_\_

for and on behalf of the Transferee (Reference: \_\_\_\_\_).

**We acknowledge receipt of the notice of which this is a copy.**

**Sign** .....

**Date** .....

on behalf of the Landlord (Reference: \_\_\_\_\_).