

**Date:**

**To:**

of

(the Landlord) and to all others concerned.

**From:**

**Property Address:**

**NOTICE OF CHARGE**

Pursuant to the covenant contained or implied in the lease of the above property, this property was charged on  
for the residue of the term to

of

The rent reserved by the above lease will continue to be paid by the Borrower.

It is requested that notice be given to of any default on the part of  
the Tenant in paying the rent of performing the tenants covenants.

**Additional contact details for for your records:**

**E-mail address:**

**Contact Number:**

**We enclose the following:**

- 1. A signed and certified copy of the charge document
- 2. A copy of the relevant lease (If applicable)
- 3. A copy of the Land Registry Title Register relevant to the lease (If applicable)  
(No older than three months before the date of the Charge)
- 4. A signed and dated Deed of Covenant (If applicable)
- 5. 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 Borrower (Reference: ).

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

**Sign ..... Date .....**

on behalf of the Landlord (Reference: ).