

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: _____).