To: of (the Landlord) and to all others  Transferor: of  Transferee: of  NOTICE OF TRANSFER  Lease: a lease of the Property dated . and made between  Property: [as more particularly described in 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 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	
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Sign Date	
solicitors of	
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:

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