

Data room Document List for Sales

Please supply us with the complete legal package, so we may commence our marketing shortly. Please supply electronically in PDF format, numbered in accordance with your Index.

The link below provides clear information on the legal package required. You will see that the base contracts are on view, so we just require the Special Conditions of Sale to complete the contract suite.

Please use premium search provider services to ensure a purchaser can rely upon the searches we make available without issue.

Please ensure that we are advised of information relating to any title defects or other known legal issues

<https://singervielle.com/uk-guide-to-agents-sellers-and-their-solicitors-in-using-the-clicktopurchase-concept/>

Index:

Index

Contract Documents

Special Conditions of Sale

Sale Contract, if no Special Conditions of Sale

Title & Tenancy Information:

Register of title (s)

Title Plan (s)

Transfer (s)

Title report

Title Indemnity Insurance Policy/Policies

Headlease

Agreement (s) for lease

Occupational lease (s)

Rent Review Memorandum

Licence (s) for Alteration

Licence (s) for Assignment

Licence (s) for Sub-lettings

Schedule(s) of Condition

Deed (s) of Variation

Rent Deposit Deed (s) and details of any guarantees

Side letter (s) / personal concession (s)

Draft opinion letter, if an offshore company selling

Details of warranties

Tenancy Schedule

Documents Referred to in the title

Planning

Planning Permission (s)

Discharge of Planning Permission Conditions

Section 106 Agreements (s)

Listed Building Consent (s)

Certificate (s) of Established Use

Searches:

Local Authority Search

Highways Search

Index Map Search

Drainage Search

Water Search

Chancel Search

Gas Search

Electricity Search

Wayleave Search

Environmental (Groundsure/ Site check Search)

Any other searches deemed necessary

Reports:

Measured Survey Report

Environmental Survey Report

Building Survey Report if available

Asbestos Survey and Maintenance Report

Fire Risk Assessment

CPSE's and Supporting Information

Replies to CPSE1

Replies to CPSE2

Any other Replies to CPSE's deemed necessary

Documents referred to in the CPSE's

Service Charge and Management Information

Current Service Charge Budget & Apportionments

Past Service Charge Budgets

Past Service Charge Accounts

Rent Payment arrears schedule

Rent Payment History

Maintenance contracts of services

Section 25 Notices

Health & Safety files

Energy Performance Certificates

Energy Performance Certificates

Recommendation Reports

VAT Information

Option to Tax

VAT Certificate

Insurance

Buildings insurance policy schedule

Buildings insurance certificate