



Information for Solicitors on the sale and purchase of Flats in the Bow Quarter

All correspondence entered into with the Company relating to the sale or purchase of flats in the Bow Quarter should be addressed as follows: Bow Quarter Residents Management Limited, C/O 53 High Street Saffron Walden Essex CB10 1AR.

Bow Quarter Residents Management Limited (BQRM) in its capacity as freeholder of the Estate requires certain formalities to be met when a flat is sold or mortgaged on the Estate.

1. The Buyer must enter into a Deed of Covenant with the Company in an approved form. Our preferred practice is for our standard form of Deed to be used and upon receipt of a cheque for £95 plus VAT in our favour we will issue a draft and grossment Deed of Covenant for execution. Please provide us with the full name and address of the assignee.

If the Buyer's solicitors draft their own form of Deed then this must be submitted to us together with a cheque for £60 plus VAT in settlement of our fee for approving the same.

2. Assuming the seller is a member of BQRM we will transfer their share to the buyer for a charge of £65 plus VAT PROVIDED THAT we receive a stamped Stock Transfer Form and the seller's Share Certificate when the appropriate Notice of Transfer/Mortgage is served upon us after completion.

PLEASE NOTE: If the seller is a member of BQRM they will have paid several hundred pounds for that share which gives them the right to participate in decisions regarding the management of the Estate. Furthermore, should extended Leases be offered by the Company in the future, it is likely that membership of the Company will be a prerequisite to obtaining an extended Lease. It is therefore vital that Buyer's solicitors ensure that any share in the Company which belongs to the Seller of that flat is transferred to their client.

3. Our fee for registering notices is £35 plus VAT per notice.

PLEASE NOTE: If a combined notice of Transfer and Mortgage is used, the fee will nevertheless be £70 plus VAT. We will also require a copy of the Transfer and/or the Mortgage Deed.

4. The attached checklist is for the use of buyer's solicitors.

THE BOW QUARTER

Checklist for Buyer's Solicitors

Please use this checklist to assist you in ensuring that we receive correct notice(s) following a sale/mortgage of a flat :-

- Have you paid off any arrears?
- Have you enclosed the Deed of Covenant duly executed by your client?
- If you have drafted your own Deed of Covenant, have you enclosed a cheque for the £60 plus VAT approval fee?
- Have you ensured the Notice(s) is/are addressed to 'Bow Quarter Residents Management Limited'?
- Have you ensured any Notice of Mortgage contains the lender's address and account number?
- Have you enclosed a cheque for the registration fee made payable to this firm of £35 plus VAT per notice and a copy of the of the Transfer and/or the Mortgage Deed.

In addition, if a share in the company is being transferred to the buyer, have you :-

- Obtained a signed Stock Transfer Form and had it stamped?
- Enclosed the stamped Stock Transfer Form and the seller's Share Certificate?
- Enclosed a cheque for our fee of £65 plus VAT for registering the share transfer in the Company's book?

Please complete shaded areas of this notice

NOTICE OF ASSIGNMENT/CHARGE

TO : Bow Quarter Residents Management Limited
C/O 53 High Street Saffron Walden Essex CB10 1AR

Property address:	Flat Bow Quarter Fairfield Road London	Building
Lease :	Date : day of	19
Original parties :	(1) (2)	

WE HEREBY GIVE YOU NOTICE that the above Lease has been assigned in accordance with the following details :

Date of Transfer :	Date : day of	200
Name of Transferor(s) :	(1)	
Name of Transferee(s) :	(2)	
Transferee's address: (If different from property address)		

Future Demands for Rent/Service Charge should be sent to the Buyer/Transferee at the Property.

WE HEREBY GIVE YOU NOTICE that the above Lease has been Mortgaged in accordance with the following details :

Mortgage Deed	Dated: day of	200
Name of Mortgagee -----	-----	
Address -----	-----	
Account Number		

We also attach a cheque for the registration fee and a copy of the Transfer and/or Mortgage Deed

SIGNED
Name: _____

Please receipt and return the attached copy of this Notice

RECEIVED the Notice of which the above is a true copy

.....
Messrs Hewitsons
DATED this day of 200