**The Manor Fields Estate Limited**

**Sales of flats: Notes for leaseholders**

If you intend to sell your flat (and garage) your lease requires you to obtain the consent of the company (also called a Licence to Assign). The consent of the company is also needed if you intend to transfer your flat (and garage) within your family (or otherwise without a market sale).

Please read the notes below and when you are ready to proceed, let the Estate Office have the information on the attached form and ask your lawyers to contact the company's solicitors, Gregsons at:

St. Christopher’s House

19 Tabor Grove

Wimbledon

London, SW19 4EX

DX 300108 Wimbledon Central

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Viewings**

If you intend to give keys to your estate agent and need an additional key to the front door of your house, these keys may be purchased from the Estate Office. (Please do not ask the Estate Office or other staff to provide keys to estate agents or viewers, nor to accompany them to your flat.)

**Your share in the company**

If your lease is a 999-year lease you will also hold a share in the company. This must be transferred at the same time, and to the same person, as your lease. The company secretary, Kinleigh Limited, will charge your buyer a fee for dealing with the share transfer.

**Garages**

If your flat lease includes a garage, your lease provides that the garage be sold with the flat.

If you rent a garage from the company, the rental agreement will end when you sell. If your buyer wishes to rent a garage from the company, they should contact the Estate Office after they have moved in. Please tell your buyer that there may be a waiting list for these garages.

**Lock-up cupboards and bicycle lockers**

If you rent a lock-up cupboard or bicycle locker from the company, the rental agreement will end when you sell your flat.  If your buyer wishes to rent a lock-up cupboard or bicycle locker from the company, they should contact the Estate Office after they have moved in. Please tell your buyer that there may be a waiting list for lock-up cupboards or bicycle lockers.

**Wooden flooring**

If your flat has wooden flooring, a Floor Licence (or a replacement one) must be entered into by your buyer. These consents are dealt with for the company by its solicitors.

**Licence to Assign**

Licences to Assign are dealt with for the company by its solicitors.

Your buyer(s) will be asked to provide a bank reference(s) from a UK bank which relates to payment of the service charge. If they are unable to provide a suitable bank reference(s) a security deposit relating to the service charge may be required. The company's solicitors will liaise with your lawyers on this.

Before the Licence to Assign is entered into:

* any arrears of service charge (or ground rent) and any other outstanding sums must be paid;
* if any alterations have been carried out to your flat without a required consent from the company, a retrospective consent must be put in place (in particular, changes to the footprint of a flat need consent); and
* see above as to wooden flooring consents.

If any of the above matters applies in your case, please let the Estate Office know as soon as possible and allow extra time for necessary consents to be arranged. In the case of alterations carried out without a required consent, the company's surveyor will need to inspect and be satisfied that the alterations do not adversely affect the structural integrity of the building. You (or your buyer in the case of wooden flooring consents) will be responsible for the company's costs in connection with any such consents.

There may be additional matters which will need to be attended to in particular cases.

The Licence to Assign must be in place in order for the sale to be completed.

The company's legal fees in connection with the Licence to Assign are payable by the leaseholder (as seller).

**Information for buyers**

Documents and information about the estate are available to prospective buyers' lawyers from the company's solicitors through the normal conveyancing process and at the cost of the seller.

**Before moving**

Please give the Estate Office at least two weeks' notice of your moving out date and any earlier date(s) when your removal van will be on the estate, so that a parking space for it may be reserved.

Please ask your buyer to contact the Estate Office with their moving in date if this will be different from your moving out date, again so that a parking space may be reserved.

**Removals**

Removal vans are permitted on the estate only on weekdays (and excluding any bank holiday) and only between the hours of 9am and 5pm. Please ensure that your removal firm is aware of this and that the Heath Gate and the Hill Gate both close at midday.

Some of the estate roads and corners are narrow, especially when cars are parked. Please check with your removal firm that its vans will be of a size able to cope with the roads and corners.

Container units are too large for the estate roads and are not permitted on the estate.

Please ask your removal firm to check in with the Estate Office on arrival.

You are responsible for any damage caused to the buildings, roads, paving and grass on the estate, any decorative or other damage to the interior of the buildings and any damage to the lifts caused by your removal firm.

**Skips**

Skips are discouraged at Manor Fields as there is no suitable areas to accommodate them. The use of ‘wait and load’ service is preferred. The estate’s compactors must not be used.

**Moving out**

When you move out, please remember to take any cycles out of the cycle shed and to hand in keys to any lock-up cupboard, bicycle locker or rented garage to the Estate Office.

If you have keys lodged with the Estate Office, please collect these.

Please collect any post, parcels or dry cleaning which may have been delivered to the Estate Office.

Meter readings are your responsibility; please do not ask Estate Office staff or porters to do this.

Please ensure that you hand the key to the cupboard housing your water stop cock to your buyer.

Post and any delivery forwarding arrangements are your responsibility.

**Flat (and garage) sale**

**To: The Manor Fields Estate Limited**

I/We intend to sell flat No.........., ............................................. House [and garage ..............], Manor Fields.

Please print full name(s) of seller(s):

...........................................................................................................................................................................

………...................................................................................................................................................................

Address of seller(s) if different from the flat: .....................................................................................................

……………………………………………………………………………………………………………………………………………………………………...

**Seller’s estate agents and lawyers**

Seller's estate agents: .......................................................................................................................................

A copy of the particulars and the floor plan of the flat prepared by my/our estate agents is attached.

Seller's lawyers: ................................................................................................................................................

**Buyer**

Name(s) of buyer(s): .........................................................................................................................................

Buyer's lawyers (i*f known*).................................................................................................................................

**Alterations**

I am / we are not aware that any alterations have been carried out to the flat without a required consent from the company

*OR*

I am/we are aware that the following alterations have been carried out to the flat without a required consent from the company..................................................................................................................................

………………………………………………………………………………………………………………………………………………………………………..

.............................................................................................................................................................................

**Wooden flooring**

There are / are not any wooden floors at the flat (other than in the kitchen or bathroom).

*If there are wooden floors at the flat (other than in the kitchen or the bathroom):* A flooring licence was / was not obtained.

**Rentals (***If applicable)*:

Garage number (*only if rented from the company*): ............................

Lock-up cupboard: ...............................

Bicycle locker number..........................

Signed................................................................................................................................................................

Date.................................