

Manor Farm (Seer Green) Management Company Limited

Registered in England No. 1249156

Registered Office:

1 Coat Wicks, Seer Green, Beaconsfield, Bucks. HP9 2YR
MFCo@SeerGreen.org.uk · www.SeerGreen.org.uk

PROCEDURES FOR THE TRANSFER OF PROPERTIES ON THE ESTATE

In order to register the transfer of a property on the Estate the purchasers will require a letter of *Consent to Transfer* from the Company.

Before the Company can provide this consent it will require -

Signature of the Deed Signing Sheet to enter into the Deed of Covenant of 16 July 1976

The purchaser(s) must have signed and returned the Deed Signing Sheet annexed to the Deed of Covenant dated 16th July 1976 The Deed's text and the Deed Signing Sheet are available on the website. The Deed Signing Sheet should be signed and witnessed in accordance with standard practice, then **sent to 1 Coat Wicks, Seer Green, Buckinghamshire HP9 2YR** without delay.

Signed Stock Transfer Form for shares in the Company and share certificate(s) (or if the share certificate(s) cannot be found an indemnity for lost share certificate(s))

Each freeholder owns four shares in the Company, which are to be transferred on completion. The signed & dated Stock Transfer Form (an example of which is available on the website) and share certificate(s) should be submitted to **1 Coat Wicks, Seer Green, Buckinghamshire HP9 2YR** so that a fresh certificate may be issued. If the vendor was occupying the property prior to 1989, there are probably two share certificates in existence, one for one share, and the other for three.

An indemnity form, obtainable from our website will be required if the share certificates cannot be found.

Payment of any outstanding charges and the Company's transfer fee

Any arrears of the Company's charges must have been paid. The Company also issues an invoice for our Supplementary Service Charge of £100 to cover its costs in relation to transfers. Please note that this charge is payable by the current freeholder. Any apportionment of the Company's charges is strictly a matter between seller and purchaser. The Company will confirm whether there are any arrears of Annual Service Charges and send an invoice for the Supplementary Service Charge of £100 by e-mail.

Consent to Transfer and the new share certificate will be sent by mail after all appropriate steps have been taken. The Company reserves the right to raise an additional transfer charge if the transfer process with the Company becomes unusually lengthy.

Details of the annual charge and memorandum and articles of the Company are available on the website.