**Deed of Variation Request Form**

If your client requires a Deed of Variation and **we are named manager** in the lease or TP1 please provide the following:

|  |  |
| --- | --- |
| **To vary s.121 LPA 1925 remedies** | **All other variation requests**  |
| *If you are seeking to vary remedies under s.121 of the Law of Property Act 1925,* ***FirstPort’s solicitors will prepare the first draft of the deed****. However, we still require the following documents to process your request:** The OCEs for the Freehold of the Common Parts
* The TP1 and OCEs for the Property

Along with:* **All** pages of the form completed
* Specific separate written undertaking for our fees of £500 plus VAT on Solicitor’s headed notepaper. The undertaking **must** state “whether the matter completes or not”.

**WE NOW OFFER AN EXPEDITED SERVICE WHEREBY WE WILL**1. **ISSUE A DRAFT FOR APPROVAL WITHIN 1 BUSINESS DAY OF RECEIPT BY THE DEEDS OF VARIATION TEAM OF ALL DOCUMENTATION REQUIRED AND**
2. **PROVIDE A SIGNED AND RELEASED DEED OF VARIATION WITHIN 3 BUSINESS DAYS OF CONFIRMATION IT IS AGREED.**

**FOR THIS SERVICE WE CHARGE AN ADDITIONAL £250 PLUS VAT. IF YOU WISH TO UTILISE THIS SERVICE, PLEASE INCLUDE ‘PRIORITY REQUEST’ IN THE SUBJECT LINE OF YOUR EMAIL AND ADJUST YOUR UNDERTAKING ACCORDINGLY** | *In all other circumstances,* ***we will require a draft deed approved by the landlord****. Please provide:*A brief description of the nature of the requested deed: …………………………………………………………………………………………………………………………………………………………………………………………* The Lease and OCEs
* The Freehold/Landlord’s OCEs

Along with:* **All** pages of the form completed
* Confirmation that the Freeholder / Landlord has agreed to the variation requested
* A draft Deed in a form approved by the Freeholder / Landlord
* Confirmation of the identity of the Freehold owner if different to the Landlord
* Specific separate written undertaking for our fees in the sum of £350 plus VAT for ground rent variations or £500 plus VAT for all other variations on Solicitor’s headed notepaper. The undertaking **must** state “whether the matter completes or not”.
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Please note that all drafting and negotiation is dealt with by the Deeds of Variation team and will not be handled by Property Transfer – any queries regarding this form should be forwarded directly to the Deeds of Variation Team.

Once your request is with our Deeds of Variation Team, they will contact you directly.

Please note the process for standard variations can take 2 to 4 weeks from receipt by the Deeds of Variation Team to complete or longer for more complex deeds or when case volumes are high. We aim to complete most applications for a deed of variation within 3 weeks of receipt of all required paperwork and information.

**RETURN THE COMPLETED FORM WITH REQUESTED DOCUMENTS TO**

**DeedsofVariation****@FirstPort.co.uk**

Failure to

1. provide all of the requested documentation; and/or
2. send it directly to the Deeds of Variation Team

will result in delays with processing the request.

**Please quote the case reference on attached correspondence on all correspondence.**

**Case Reference: DOV/[account number]/[1st line of address]**

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner’s Name:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner’s Address (if different):

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Title Number: \_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner’s Solicitor Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner’s Solicitor contact e-mail address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner’s Solicitor contact Firm and address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of the Freeholder of the common parts (i.e. the estate as a whole) / Landlord, as well as the variation required:

For s121 variations:

Current Freeholder of Common Parts Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Freeholder of Common Parts Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Freeholder of Common Parts Notified: Y/N

For leasehold variations:

Current Landlord Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord has approved variation: Y/N

Please detail below any reasoning or additional detail that may be relevant: