

Deed of Variation Request Form

If your client requires a Deed of Variation and we are named company secretary for the Resident's Management Company (RMC) in the lease or TP1 please provide the following: **Please note we are not able to assist where the developer retains control of the RMC. You will need to contact the developer directly.**

To vary s.121 LPA 1925 remedies	All other variation requests
<p><i>If you are seeking to vary remedies under s.121 of the Law of Property Act 1925, <u>we will provide a standard text for incorporation into a draft deed.</u> However, we still require the following documents to process your request:</i></p> <p><input type="checkbox"/> The OCEs for the Freehold of the Common Parts</p> <p><input type="checkbox"/> The TP1 and OCEs for the Property</p> <p>Along with:</p> <p><input type="checkbox"/> The form on page 2 completed</p> <p><input type="checkbox"/> Payment of our fee of £340 plus VAT (£408)</p> <p><input type="checkbox"/> Confirmation that your client will be responsible for the RMC's reasonable legal costs, if legal advice is required</p> <p>If we are required to draft the deed of variation or a deed of variation is required on different terms to our standard text your client will be responsible for the RMC's reasonable legal costs.</p>	<p><i>In all other circumstances, <u>we will require a draft deed approved by the landlord/transferor.</u> Please provide:</i></p> <p>A brief description of the nature of the requested deed:</p> <p>.....</p> <p>.....</p> <p><input type="checkbox"/> The Lease/TP1 and OCEs for the property</p> <p><input type="checkbox"/> The Freehold/Landlord's OCEs</p> <p>Along with:</p> <p><input type="checkbox"/> The form on page 2 completed</p> <p><input type="checkbox"/> Written confirmation that the Freeholder/Landlord/Transferor has agreed to the variation requested</p> <p><input type="checkbox"/> A draft Deed in a form approved by the Freeholder/Landlord/Transferor</p> <p><input type="checkbox"/> Confirmation of the identity of the Freehold owner if different to the Landlord</p> <p><input type="checkbox"/> Payment of our fee of £95 plus VAT (£114)</p> <p><input type="checkbox"/> Confirmation that your client will be responsible for the RMC's reasonable legal costs, if legal advice is required</p>

Once the Deed of Variation has been agreed it will need to be sent outside the business to be signed. As the return of these documents is beyond our control, we are unable to give definite time scales for signing.

RETURN THE COMPLETED FORM WITH REQUESTED DOCUMENTS TO

Companysecretarial@Innovus.co.uk

Failure to provide all of the requested documentation or to send it directly to the Company Secretarial team will result in delays with processing the request.

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

Case Reference: COS/

Property Address and postcode: _____

Property Owner's Name: _____

Property Owner's Solicitor Name and contact details: _____

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