

A STEP BY STEP GUIDE TO

— TENANT LEASES —



**TO
LET**

1

The agreed Heads of Terms (HOT) are issued by the Agent involved

2

We write to all parties as well as to you with a client care letter and forms requesting further information

3

You return our client care letter, forms requesting further information, ID and any monies on account required by the HOT as an undertaking to pay for your proposed Landlord's Solicitor's costs



7

We amend the draft Lease and raise enquiries with your proposed Landlord's Solicitor on the title information documentation and any issues revealed by the results of the searches

8

Once we are in receipt of satisfactory replies to enquiries from your proposed Landlord's Solicitor, we shall provide you with our report on the draft Lease, title information documentation and the results of the searches

Once in receipt of your rent deposit (if required) and executed documentation, completion can take place. Following completion, you will be able to collect the keys from the agent involved. We may need to register the Lease at the Land Registry following completion (depending on the duration of the Lease).

4

We receive the draft Lease, title information documentation and other supporting documentation from your proposed Landlord's Solicitor

5

Searches are requested in accordance with your instructions

6

We receive the results of the searches

9

Upon receipt of your instructions to proceed to completion, we may require you to provide us with any rent deposit required by the HOT and proof of funds for the same

10

Prior to the completion date we shall arrange for you to execute all relevant documentation in readiness for completion

