

### **The legal process for Lease assignments:**

- Obtaining information from you and/or your agent regarding the property.
- Obtaining your title deeds or official copies of register entries.
- Obtaining a provisional consent to the grant of a lease (if required) from your lender (if you have one).
- Obtaining replies to enquiries before lease utilising standard commercial property questionnaires and any specific enquiries.
- Preparing the draft lease and draft rent deposit deed (if required).
- Preparing and serving notices under the Landlord and Tenant Act 1954 (LTA) (if required).
- Submitting the pre-contract package to the prospective tenant's solicitor.
- Considering proposed amendments to the draft lease and rent deposit deed.
- Reporting to you and satisfying him/herself that you are in a position to complete on a given date.
- Agreeing a completion date.
- Obtaining a final consent to lease from your lender (if applicable).
- Obtaining your letting agent's account (if applicable).
- Preparing a completion statement and submitting it to you for approval and to the tenant's solicitors.
- Arranging for you to sign the lease and rent deposit deed (if any).
- Obtaining a copy of the tenant's LTA declaration.
- Completing the transaction.
- Forwarding the lease and rent deposit deed (if any) to the tenant's solicitors.
- Accounting to you for any monies received.
- Obtaining a copy of the tenant's certificate of registration of the rent deposit at Companies House (where applicable).