



GUIDE TO SIGNING DOCUMENTS

Acknowledgment of Report:

This must be signed and returned to us. Please also tick all relevant boxes to provide us with your instructions on various matters.

Contract:

The Contract (also known as the “Agreement”) should be signed but **not** dated. Your signature to the Contract does not need to be witnessed.

There are usually some fields left blank on the Contract (such as “completion date” or “deposit”) and these should remain so. If there are any appendices or annexures (such as a “Tenancy Surrender Form”) **please ignore these unless otherwise instructed**. All relevant information will be filled out by Shared Direction Conveyancing as necessary prior to completion. You simply need to sign the Contract and post it back to us.

The Shared Ownership Lease forms part of the Contract, and a draft copy gets attached to your Contract prior to completion. If we send you an engrossment (ie. a Contract with a draft Lease already attached) you do not need to sign the draft Lease, but you should sign the plan if there is one. If we send you a Contract without a draft Lease annexure, by signing and returning this you are confirming that we have your authority to attach a draft copy of the Lease as explained above.

Lease:

The Shared Ownership Lease needs to be signed in the presence of a witness who must sign and print their name and address below. Your witness must be over the age of 18, not related to you or the transaction in any way, and they must not be an occupier of the property.

Example:

Executed as a deed by **JOHN ROBERT SMITH** in the presence of:

John Smith

A. G. Brown

Alistair Simon Brown
56 Green Road
London
E17 7XG

Where there is more than one purchaser, each signature must be witnessed separately although the same witness can be used.

Please ensure that the witness signs, prints their full name, occupation and address below their signature in all cases.

The Lease must not be dated, and no other information should be added or amended unless otherwise instructed by us.

If the Lease includes a plan, this must also be signed by all purchasers. Please ensure that you sign in a blank space on the front of the plan. Your signature to the plan does not need to be witnessed.

Land Transaction Return Form:

The Land Transaction Return Form should be signed on the last page where indicated. If there are two purchasers, please ensure that your signatures are the right way round.

This form has been filled out digitally so there is no need to add anything yourself. If a field has been left blank, this is intentional.

Direct Debit Mandate:

If a Direct Debit has been requested, this will need to be completed and returned to us so that we may forward it to the Seller for the purposes of collecting rent and service charge payments. You should fill out your details, sign, and date this form as required. If you are asked for information you do not know, such as a reference number or payment date, leave this blank.

Deed of Covenant:

If you need to enter into a Deed of Covenant it should be signed and witnessed in the same way as the Lease. It should not be dated, and any fields left blank should remain so.

Supply Agreement:

If applicable, Supply Agreements (such as heating, hot water or electricity) often require you to fill out the address of the supplied premises and your current address/billing address. These should **all** be entered as the address of the property you are purchasing, as this agreement will only take effect after completion.

Shared Ownership Plus:

If you are entering into a Shared Ownership Plus Agreement, this form should be signed and witnessed in the same way as the Lease. It should not be dated, and no other information should be added or amended.

WWW.SDC-LEGAL.CO.UK

South East Office:
Suite 3, Orchard House
Orchard Street,
Canterbury CT2 8AJ
01227 531000

South West Office:
32 Chamberlain Street
Wells
BA5 2PJ
01749 594000

Midlands Office:
6th Floor, Lombard House
145 Great Charles Street
Birmingham B3 3LP
0121 809 2900