



**NGM Transfer Process**



- 1. Seller Requests Details on Management Company**

  - Sends this process flow
  - Pays Fee £250 for Sellers pack
  - Pays any overdue amounts to NGM
  - Sends completed Transfer Proposal Form (both seller and buyer please)
  - NGM Bank Account Details
  - Requests £250 + service charge arrears
- 2. NGM Shares Processes and Charges**

  - Pays Fee £250 for Sellers pack
  - Pays any overdue amounts to NGM
  - Sends completed Transfer Proposal Form (both seller and buyer please)
- 3. Seller Initiates Process**

  - Pays Fee £250 for Sellers pack
  - Pays any overdue amounts to NGM
  - Sends completed Transfer Proposal Form (both seller and buyer please)
- 4. NGM Sends Sellers Pack and Buyer Forms**

  - To Sellers Solicitor
    - Completed FME1 form
    - Plus NGM accounts and other data mentioned in FME1
  - To buyers Solicitor...
    - This process flow
    - Explain we will need to engage after sale
- 5. Seller / Buyer / NGM clarification questions**

  - Issues resolved
- 6. Seller / Buyer complete transaction**

  - Buyers Solicitor makes contact and usually provides evidence of sale
  - We acknowledge and request:
    - £50 to start process
    - Completed Deed of Covenant
    - Application for Membership of NGM
    - Notice of Transfer document
- 7. Buyer applies for Membership of Newcroft Gardens**

  - Pays Fee £50 for Buyer's process
  - Sends Application for Membership
  - Sends copy of new Land registry Title
  - Sends compliance wording for Certificate
  - Sends copy of Deed of Covenant from TP1 (usually Appendix A)
  - Send/confirm contact details:
    - Email
    - Phone No
    - Correspondence Address
- 8. NGM completes Membership**

  - NGM sends Certificate of Compliance for Land Registry
  - NGM sends Membership Cert to Member

Please Note: All correspondence will be by e-mail to and from:  
[management.newcroftgardens@outlook.com](mailto:management.newcroftgardens@outlook.com)

**Please do not send cheques through the post unless discussing first please**

**Newcroft Bank Details are :**  
**Account Name: Newcroft Gardens Management Company Limited**  
**HSBC UK BANK PLC**  
**Sort Code: 404707**  
**Account Number: 31808397**  
**Reference House No + Court e.g. 89 Globe**