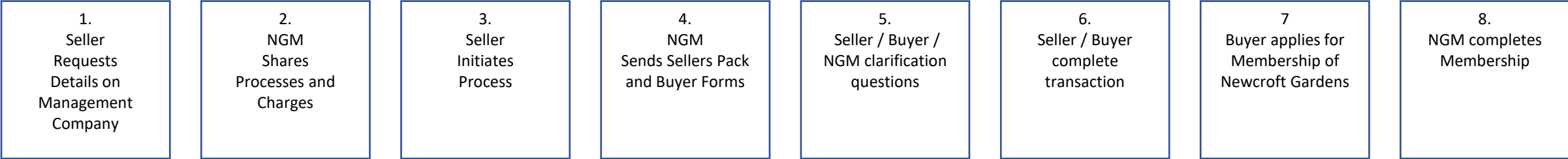


NGM Transfer Process



- | | | | | | | |
|---|--|--|---|--|--|---|
| <ul style="list-style-type: none">• Sends this process flow• Sends statement of Account for Property• Sends Transfer Proposal Form for Completion• NGM Bank Account Details• Requests £250 + service charge arrears | <ul style="list-style-type: none">• Pays Fee £250 for Sellers pack• Pays any overdue amounts to NGM• Sends completed Transfer Proposal Form (both seller and buyer please) | <p>To Sellers Solicitor</p> <ul style="list-style-type: none">• Completed FME1 form• Plus NGM accounts and other data mentioned in FME1 <p>To buyers Solicitor...</p> <ul style="list-style-type: none">• This process flow• Explain we will need to engage after sale | <ul style="list-style-type: none">• Issues resolved | <p>Buyers Solicitor makes contact and usually provides evidence of sale</p> <p>We acknowledge and request:</p> <ul style="list-style-type: none">• £50 to start process• Completed Deed of Covenant• Application for Membership of NGM• Notice of Transfer document | <ul style="list-style-type: none">• 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:<ul style="list-style-type: none">▪ Email▪ Phone No▪ Correspondence Address | <ul style="list-style-type: none">• 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

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*