



Information For Owners Who Are Planning to Sell Their Property and Information for New/Recent Owners.

Selling?

If you are thinking of selling your property the following information may be helpful. Please contact LHML by email on lawtonhallmanagement@gmail.com if you have any questions.

Letting Us Know

Please let LHML know that you are planning to put your house on the market, ideally before you engage an estate agent. We sometimes know of people wishing to buy property on the estate and a private sale may save you an estate agent's fee. It also helps us to provide you with other information related to your proposed sale, to check information included in the estate agents information about the estate, and to inform your solicitor of any errors.

Estate Agent Policy- For Sale signs

LHML has a policy for where and how "For Sale" signs can be displayed. Copy attached. Please ensure this is given to your estate agent. No signs may be affixed to properties as stated in all leases.

LHML's Role in Conveyancing

As the principal leaseholder and residents' management company LHML's role in conveyancing is to provide your solicitor with most of the information required to effect the transfer of the property from you to the new owner.

We complete and send to your solicitor, when requested, the LPE1 form which provides information about the free holder and LHML, your service charge details and payment history, Simarc's contact details re your ground rent, information about the wider estate, details of any known alterations to your property, planned expenditure relating to your property and the wider estate, property insurance (when applicable), health and safety information, and details of any disputes etc. We also provide copies of the company's memorandum and articles, the last 3 years accounts, the deed of covenant and stock transfer proforma, and the minutes of the last AGM. Please let your solicitor have LHML's contact details- lawtonhallmanagement@gmail.com so that we can liaise with them. There is no charge for LHML's work on conveyancing.

Simarc's Role and Charges

Simarc is the freeholder's agent and notifies you of, and collects, your ground rent. Your solicitor needs to contact Simarc for this information, not LHML. We provide Simarc's contact details to your solicitor in the LPE1 form. Simarc should only be asked for information about your ground rent. Simarc charges £366.00 for providing this, correct as of July 2022.

LHML is responsible for providing information on everything else and there is no need for your solicitor to ask Simarc for, and incur fees for, anything else.

Deed of Covenant and Stock Transfer Form

In order to transfer the ownership of your lease to your buyer (i.e., sell your house) your buyer and their solicitor need to complete a deed of covenant and send this to LHML for LHML's endorsement. In addition, both you and your buyer need to complete a stock transfer form transferring your share in the company to your buyer. The property transfer cannot be registered at HM Land Registry without LHML's agreement and signature on the deed of covenant and receipt of the stock transfer form.

As we do not have any knowledge of, or contact with, your buyer and their solicitor we rely on your solicitor to ensure that these two documents are properly executed and are endorsed by LHML. Please ask your solicitor to ensure the buyer's solicitor is aware of this.

Information for New/ Recent Owners

Welcome to Lawton Hall Estate. We hope you enjoy living here and being part of our community. Please let us have your contact details asap so that we can introduce ourselves, give you information about the estate, and answer any questions you may have.

Managing the Estate

The estate's communal areas are managed by Lawton Hall Management Ltd (LHML). LHML is a residents' management company set up for, and run by, all the estate's leaseholders/shareholders who are the members of the company. Its directors are all owners, like yourself, who have been appointed by the shareholders to manage the estate and commission the services for communal parts and areas of the estate as set out in your lease. Directors are volunteers who give their time and energies free of charge to help maintain the look and feel of the estate and keep costs down. All owners are encouraged to help to run the estate either by becoming a director, by helping in other ways, and by joining in our clean up and gardening days. If you would like to offer your skills and time please let us know.

Completing the Property Transfer

Occasionally, the required legal documents are not sent to LHML from a buyer's solicitor once a sale/purchase has been agreed. These documents are- *a completed and executed deed of covenant* and *a completed and executed stock transfer form*. These two documents transfer the lease and the shareholding in LHML from the seller to the buyer. If these documents are not received and authorised by LHML the transfer of ownership cannot be entered into HM Land Registry and a change in shareholding cannot be made at Companies House. Please ask your solicitor to ensure these documents have been sent to and have been endorsed by LHML.

Your Lease

We encourage you to read your lease. It explains what constitutes your property, what are common parts of properties, what are common areas on the estate, your rights and obligations as a leaseholder, LHML's and the freeholder's rights and responsibilities, how the service and estate charges and ground rent are determined, and what happens if something goes wrong. Some things are the same in all leases and some things are different depending on which type of property is owned.

Contacting the Board of Directors

Please email lawtonhallmanagement@gmail.com to contact the Board.