

### Property transfers, sales and remortgages

Some or all of the following may apply when you transfer ownership of your property, sell your property or apply for a remortgage or second charge.

Documents	Fees (Inclusive of VAT)
Sales pack (sales pack/ management pack)	£150.00
Deed of covenant, new share certificate, compliance certificate	£162.00
Notice of charge	£84.00
Notice of transfer	£84.00
Remortgage compliance certificate	£84.00
Licence to assign – provided by Preim	£270.00
Licence to assign – provided by the freeholder	Contact freeholder solicitors for up to date fees

Please contact us for further details specific to your property transaction at:  
company.secretarial@preim.co.uk

#### Preim Sale's Pack

Preim offers customers a sales pack (**£150.00 including VAT**). This is available through a dedicated online portal accessed via the Preim website via a unique login and password. This has been designed specifically to aid home purchasers' and sellers' solicitors to easily access the information necessary to help make the buying and selling process of properties within the residents company as efficient as possible. **Please note that there is no obligation to purchase a sales pack.**

The sales pack contains the following information:

- An Introduction to Preim Limited
- The residents company briefing note – as originally prepared by the developer (where issued)
- The last 3 years of service charge budgets
- The current estate survey
- The last 3 years statutory accounts
- The last 3 years expenditure certificates
- The current insurance certificate
- A draft Deed of Covenant
- Company Memorandum and Articles of Association
- Frequently Asked Questions

#### Preim Limited – Contractual Relationship

Preim Limited acts as the managing agents for the \*Legal Name Brief Lower\*. Preim Limited is not a legal practice, firm of solicitors or a company that is in any way qualified to provide information or advice upon which a purchaser may potentially rely when deciding whether to proceed with the purchase of a property.

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### **Preim's administration**

Preim will respond to any specific enquiries relevant to the particular residents company. Preim will not respond to solicitors' printed sheets of standard enquiries. Such requests may lead to delays in our compliance process.

### **Undertakings**

Preim acting on behalf of the residents company does not accept undertakings.

### **Levels of Service for issuing consents**

Please be advised that the consent (compliance and share/ members certificate) must be signed by directors of the residents company who in many cases are living on the residents company estate. We therefore require up to 10 working days following receipt of all the above requirements to send and receive signed documentation from them and pass onto you.

### **Service Charges**

Any sums outstanding to the residents company must be paid before completion of the property transfer / issue of a compliance certificate. Please contact Preim on the day of completion for an up to date balance. Alternatively, the shareholder or member may access this anytime using their shareholder or member login.

Once completion has occurred, it is the owners' responsibility to cancel any direct debits associated with the property.

### **The sellers' and buyers' solicitors are solely responsible for any apportionment calculation required at completion.**

Please be aware that should a customer claim back any direct debit payments through an indemnity claim, the service charge amount outstanding will increase, this must be paid in full before Preim will issue consent.

**If the share or member certificate has been lost and you no longer hold it, then Preim will accept a written statement from the sellers confirming the same and Preim will issue a new certificate in the purchasers name upon completion.**