

# **NAVARRE LTD** **REQUIREMENTS OF SALE**

1. Pre-contract Enquiries need to be sent to Bells Commercial Ltd at the address below.
2. The service charge account is required to be cleared in full prior to enquiries being answered.
3. A Deed of Covenant needs to be issued in triplicate, signed by the purchaser, and served on Bells Commercial Ltd to be completed by Navarre and Wandsworth Borough Council. A Deed is not required if the property is being assigned to one of the existing owners. A standard Deed of Covenant is acceptable on the basis that it allows for the signature of the purchaser, Management Company and Freeholder. Our administration fee of £85.00 plus VAT is required before we are able to fully execute the Deed of Covenant.
4. Notice of Transfer needs to be served on Bells Commercial Ltd together with our administration fee of £85.00 plus VAT.
5. Navarre's consent to the transfer for Land Registry purposes is required and will be sent by Bells Commercial Ltd once the Deed of Covenant has been completed.
6. A Stock Transfer Form needs to be served on Bells Commercial Ltd along with our fee of £40.00 plus VAT in order that a new Share Certificate can be issued in the name of the purchaser.

**Bells Commercial Ltd**  
**130-138 Plough Road**  
**Clapham Junction**  
**London**  
**SW11 2AA**

**Tel: (020) 7228 4470**  
**Fax: (020) 7924 2432**

**Ref:KBS**

**[kbs@beiissurveyors.co.uk](mailto:kbs@beiissurveyors.co.uk)**