

Property Transfer Services

Fees and Guidance

HomeGround Management Limited (“HomeGround”) acts as an agent for a large number of landlord companies (“the Landlord”) which own freehold and other interests in properties across England and Wales. These include both flats and houses, most of which are let on long leases. When the owner of a flat or a house wants to sell, transfer or mortgage their property, HomeGround deals with these matters on behalf of the Landlord, through its Property Transfer Team (Propertytransfer@homegroundonline.com)

Notes for Conveyancers:

- (a) **Please ask your client for copies of: (1) their lease and/or title documents; (2) their latest ground rent demand, and (3) their latest service charge demand from the managing agent. These documents will give you contact details for the relevant parties to enable the transaction to progress smoothly.**
- (b) **HomeGround is not the managing agent of the property, and therefore cannot provide information about service charge accounts, service charge arrears, or day to day management services. These are dealt with by independent managing agents, who you will need to contact for such information.**
- (c) **The requirements in this Guidance Note will not always apply to every single transaction. Please read the lease or title deeds to confirm what the assignment requirements are for the property before contacting us. You should advise your client what they need. Knowing this information in advance will help a request to us progress more quickly and efficiently.**

Contents of Fees and Guidance

- 1. List of our standard Property Transfer Fees (from January 2023)**
- 2. Methods of Payment and contacting us**
- 3. Ground Rent Statement and Buildings Insurance information**
- 4. Assignment Pack**
- 5. Mortgage Pack**
- 6. Licence to Assign**
- 7. Notice of Transfer**
- 8. Notice of Charge**
- 9. Notice of Sub-letting**
- 10. Deed of Covenant**
- 11. Certificate of Compliance and Restrictions**

1. Our standard property transfer fees (from January 2023)

The fees below are charged on behalf of the Landlord for the various services we provide, which are listed below. You should be aware that:

We will always need payment of the fee(s) to be made in advance before we provide any document or information required. You, or your conveyancer can help avoid delays in payments being received by always including with any payment sent, your full Customer Reference Number (the 12-digit number you use when managing your account, and which appears on correspondence we send you) preceded by “LH”, as well as the full property address. See “Methods of Payment” at Section 2 below for further details

We do not charge VAT on the fees listed below

Property Transfer Service	What it's for	Current Fee £
Leasehold Properties		
Ground rent statement (solicitor request)	If your conveyancer asks for a ground rent statement to show that your account has been paid up to date – see Section 3 below	26.00
Insurance information (solicitor request)	If your conveyancer asks for a copy of the current buildings insurance certificate or policy wording to be provided – see Section 3 below	Free
Assignment Pack	A pack of information usually requested by your conveyancer when you are selling your property in order to give to a purchaser's solicitor – see Section 4 below	220.00
Mortgage pack	A pack of information usually requested by your conveyancer when you are mortgaging your property – see Section 5 below	85.00
Consent or Licence to Assign	If your lease or title deeds say that you need to get Landlord's permission for your sale or assignment, you will need this from us – see Section 6 below	205.00
Notice of Transfer	Your lease or title deeds will usually say that you have to tell us when the property has been sold or assigned by giving us this Notice – see Section 7	120.00
Notice of Charge	Your lease or title deeds will usually say that you have to tell us when you “charge” your property, e.g. when you mortgage your property – see Section 8	120.00
Notice of Transfer & Charge together	We recognise that most residential property purchases will also involve a mortgage at the same time, so we have introduced a combined fee when we are given both Notice of Transfer and Charge together	180.00

Leasehold Properties		
Deed of Covenant – our template provided	Some leases or title deeds say that a buyer or transferee needs to sign a formal document called a Deed of Covenant – we have a template version approved by the Landlords’ solicitors which we can give your conveyancer to complete – see Section 10	195.00
Deed of Covenant – buyers draft	As above – but where the buyer’s or transferee’s conveyancer prepares their own Deed of Covenant for our approval	135.00
Certificate of Compliance	Often when you buy a property your conveyancer will have to give the Land Registry a certificate from the Landlord, or sometimes a third party (such as a management company), to show that you have complied with obligations in your lease or title deeds. If you don’t have this the Land Registry can refuse to register you as the owner or register your mortgage lender’s interest – see Section 11	130.00
Rent Charge Properties		
Rent Charge Assignment Pack	A pack of information usually requested by your conveyancer when you are selling your property in order to give to a purchaser’s solicitor – see Section 4 below	115.00
Rent Charge Assignment Fee	Your title deeds will usually say that you have to tell us when the property has been sold or assigned by giving us this Notice – see Section 7	170.00
Rent Charge Re-Mortgage Fee	Your title deeds will usually say that you have to tell us when you “charge” your property, e.g. when you mortgage your property – see Section 8	155.00



2. Methods of Payment and contacting us

As from January 2023 we are only able to accept payment of fees by BACS (electronic bank transfer). We encourage all residents and conveyancers to use BACS wherever possible for faster receipt, and please always quote "LH" plus your Customer Reference when making any payment, so this can be properly allocated.

By Electronic Bank Transfer

Account Name: HomeGround Management Limited
Account Number: 04046315
Sort Code: 18-00-02
Bank Address: Coutts & Co, 440 The Strand, London WC2R 0QS
Reference: LH/ (12- digit Customer Reference Number)

Please also email the Property Transfer Team (Propertytransfer@homegroundonline.com) the same day you make the electronic payment so that the Team knows that it has been sent. This will help us allocate your payment more quickly to your account and get your request processed.

Contacting us

We deal with the majority of communications by e-mail, please contact Propertytransfer@homegroundonline.com alternatively, you can write to us at our postal address: HomeGround Management Limited, P.O. Box 6433, London W1A 2UZ. If you write to us, please include an e-mail address on your correspondence as we try to respond by e-mail wherever possible, for both speed and efficiency. If you wish to speak with us directly you will need to have to hand the 12-digit Customer Reference number and our telephone number is 020 3966 2974. Our phone lines are open between 10am and 4pm.

3. Ground rent statements and buildings insurance information

Any customer who registers to use our Customer Portal via our website (www.homegroundonline.com) can access their account and check their balance or what may be outstanding. As a customer you can also contact our Customer Service team (enquiries@homegroundonline.com) to ask for an up-to-date statement, and also a copy of their property's buildings insurance certificate, if you need it.

When you are selling or buying a property, or arranging a mortgage, the parties to the transaction will want to see evidence that the current owner has paid everything owed to the Landlord, and that the building your property is in has been kept properly insured. Usually, the seller's conveyancer or lender's conveyancer will request this from us.

Both the ground rent statement and buildings insurance information (if applicable) form part of HomeGround's standard Assignment Pack and Mortgage Pack (see below), but if a ground rent statement is requested separately this can be provided for a fee of £26. The buildings insurance information is provided free of charge.

4. Assignment Pack

We produce an Assignment Pack for the convenience of customers and conveyancers involved in selling or buying a property, which includes the following information:

- a. Our standard replies to pre-assignment enquiries relating to the Landlord's services administered by HomeGround*.
- b. Buildings insurance certificate (where the Landlord is responsible for arranging insurance under the lease or title deeds);
- c. Ground rent statement of account; and
- d. Additional ground rent statement of account prior to completion (if requested).

Whilst we do not complete the LPE1 form our Assignment Pack should provide you with the information required to complete the form.

*As we do not act as the managing agent, we are unable to provide replies to form LPE1 as we are unable to provide information about service charge accounts, service charge arrears, or day to day management services. Please contact the managing agents for that information.

The Assignment Pack can only be sent to the customer or their solicitors to comply with GDPR. Once our fee of £220.00 has been received our usual turnaround time to issue the Assignment Pack is between 3 – 5 working days.

5. Mortgage Pack

We produce a Mortgage Pack for the convenience of customers and conveyancers involved in mortgaging a property, which includes the following information:

- a. Confirmation as to whether the Landlord has been made aware of any breach of the terms of the lease or title deeds;
- b. Buildings insurance certificate (where the Landlord is responsible for arranging insurance under the lease or title deeds);
- c. Ground rent statement of account; and
- d. Additional ground rent statement of account prior to completion (if requested).

The Mortgage Pack can only be sent to the customer or their solicitors. Once our fee of £85.00 has been received our usual turnaround time to issue the Mortgage Pack is between 3 – 5 working days.

6. Consent or Licence to Assign

If the lease specifies that the consent of the Landlord is required to proceed with a sale, then HomeGround is able to issue the consent on behalf of the landlord.

Licence to Assign is a pre-sale requirement that must be dealt with prior to the assignment or sale.

~~This document provides the formal consent of the landlord to the seller assigning their interest in the property. In order to provide the Licence to Assign, we require the following information:~~

HomeGround



- a) The landlord administration fee of £205.00 which we collect
- b) Ground rent, and (if applicable) buildings & terrorism insurance premium directly collected by HomeGround to be paid up to date; we will inform you if the account is not clear
- c) Confirmation from the managing agent that the service or maintenance charges for the Property are paid up to date (if the statement of account provided shows arrears, we will need confirmation from the managing agent that they are happy to receive payment from the proceeds of completion, alternatively the arrears will need to be cleared)
- d) Confirmation from the managing agent that there is no current breach of the lease

Please note that the managing agents confirmation regarding breaches must be no older than one month, otherwise we will need an up-to-date confirmation.

If possible, please send all the required information and documents together, as we will not be able to process the Licence until all the necessary information has been received. If we have to deal with multiple e-mails, this could cause delay.

Please allow 7-10 working days from receipt of the full information listed above to receive the draft Licence.

The draft Licence requires the approval of the solicitor or conveyancer acting prior to the document being sent to our client for execution. It is down to the solicitor or conveyancer acting to provide accurate information, and any amendments can only be made whilst the document is in draft*.

***After the Licence is approved by the conveyancer or solicitor acting on the transaction and is sent to our client for execution, any later amendments required to the Licence will incur an additional execution fee of £150.00.**

Once the approved Licence has been sent to our client for execution, the formal consent as required in the lease may be deemed as granted. Any delay in completing the assignment or sale thereafter will be a matter for the parties in the transaction. Our client's executed Licence is not required for completion.

We will send the executed Licence document to the address specified by the acting conveyancer or solicitor once HomeGround received it from our client.

7. Notice of Transfer

Your lease or title deeds will usually say that the Landlord needs to be given a Notice of Transfer by a new owner when the ownership of a property changes for any reason. This is to make sure that the Landlord can keep its records up to date and make sure the correct person is receiving information for the property. HomeGround receives and registers the details of the Notice of Transfer on behalf of the Landlord. This is very important, as it will affect who is responsible for making payments due under the lease or title deeds as well as other obligations set out in those documents. It is vital that we have the right information before the Notice of Transfer is accepted, and the new owner's details recorded on our database.



Our requirements before accepting (and receipting) a Notice of Transfer, in addition to payment of our fee, are as follows:

- a. **The Notice must confirm the full name(s) of the new owner(s) and the date the sale or transfer completed, together with any alternative address (if applicable) in the wording of the Notice.**
- b. Although we will process a Notice of Transfer and Notice of Charge served at the same time as part of one transaction, the details of each must be set out separately;
- c. Any outstanding ground rent, insurance premium or service charges must be paid up to date. Please provide us with an up-to-date service charge statement of account from the managing agent for the property showing a clear balance;
- d. Any credits or debits on the ground rent account (and insurance account if applicable) that we administer, will be transferred to the new owner on completion. This means that if there are any credits or debits, your conveyancers must split (or “apportion”) these between yourself and the new owner on completion (this is usually dealt with in the sale contract). For example, if you have overpaid by £20, your conveyancer will need to obtain a payment directly from the new owner on completion of the sale or transfer for that amount. Similarly, if the account is in debit, the new owner’s solicitor will ask you to bring the account up-to-date on or before completion. Homeground do not get involved with apportionments or refunds. This must be dealt with between the parties;
- e. All of the assignment provisions in the lease or title deeds must have been complied with;
- f. There must be no outstanding unresolved breaches of covenant relating to actions by the former owner.

If there are any payments outstanding, or if the account is shown as “in breach” for any other reason, this may delay the change of ownership being recorded, and/or your Notice being receipted.

Please note that our usual turnaround time from receiving payment and the full information set out above to issuing the receipt for a Notice is 5 – 7 working days.

Note for conveyancers: Some leases or title deeds may state that the Notice of Transfer needs to be given to a management company, and not to the Landlord. We still need to receive a copy of the Notice of Transfer in such cases to ensure that the buyer’s details are updated on our database but will not charge a fee. In circumstances where there is a management company, but the lease or title deeds state that the Notice only needs to be served on the Landlord, you will still need to give a copy of the Notice to the management company, as we do not pass on this information.

8. Notice of Charge

As with sales or assignments, your lease or title deeds will usually say that you need to tell the Landlord when you take out a mortgage for your property by giving them a Notice of Charge. HomeGround receives and registers the details of the Notice of Charge on behalf of the Landlord and the process involves very similar considerations to the Notice of Transfer (see above).



Note for conveyancers: As stated in our list of fees above, if a property is sold or assigned and the new owner takes out a mortgage at the same time, we charge a reduced fee for dealing with Notice of Transfer and Charge together.

Our requirements before accepting (and receipting) a Notice of Charge, in addition to payment of our fee, are as follows:

- a. The Notice of Charge must, as well as the full address of the property, confirm all the parties to the mortgage including the full names of all the owners of the property, and the full name and address of the mortgage lender;
- b. Any outstanding ground rent, insurance premium or service charges must be paid up to date.
- c. Please provide us with an up-to-date service charge statement of account from the managing agent for the property showing a clear balance;
- d. There must be no outstanding unresolved breaches of covenant relating to the property.

If there are any payments outstanding, or if the account is shown as “in breach” for any other reason, this may delay the details of your mortgage being recorded, and/or your Notice being receipted.

Please note that our usual turnaround time from receiving payment and the full information set out above to issuing the receipt for a Notice is 5 – 7 working days.

9. Notice of Sub letting

If the buyer intends to sublet the property, please ensure you contact us to find out if the landlord’s consent and/or registration of the subletting is required. If so, the administration fee is £75, and our application and registration form can be found on our website <https://www.homegroundonline.com/>.

10. Deed of Covenant

Some leases and title deeds say that a new owner must enter into a formal agreement with the Landlord (and occasionally third parties, such as a management company) to be responsible for all obligations in the lease or the covenants on title. This formal agreement is usually called a “Deed of Covenant” and needs to be in place at the same time as the sale or assignment completes.

We offer two alternative options, the fees for which are slightly different (see the list of fees above):

- a. We can supply a generic template form of Deed of Covenant, which the Landlords’ solicitors have approved and, which a new owner’s conveyancer can complete with the details specific to the property; or
- b. The new owner’s conveyancer can prepare and submit their own draft form of Deed of Covenant for our approval.

Before we can complete a Deed of Covenant, we need to approve it and check that all details have been properly completed. We also need to know that all the same requirements as for the Notice of

Transfer (see above) have been met.

Please allow up to 5-7 working days to receive this document, after our fee and all relevant information has been provided, and we have confirmed approval of the document.

11. Certificate of Compliance

You may find that the Land Registry title document for your property has a statement, or “restriction” recorded against it, which requires a new owner to supply the Land Registry with proof, usually in the form of a certificate from a Landlord and/or a management company or other third party, to confirm that particular obligations in the lease or title deeds have been complied with or more simply that the relevant party has been made aware of the sale or assignment. The Land Registry won’t be able to update the ownership details for the property, or record a new mortgage, without this.

When the restriction is in favour of the Landlord, HomeGround will provide the Certificate of Compliance. Please note if the restriction is in favour of a management company you will need to contact them directly to obtain the Certificate as we will not be able to issue it on their behalf.

Notes for conveyancers: We cannot give a Certificate unless all the requirements of the restriction have been met beforehand. Please check the title register and particulars of the restriction carefully before contacting us. We cannot give a Certificate on behalf of a management company if one is required. You must approach them directly. In some cases, the restriction may be in the name of the previous landlord (such as a developer). In those cases, we will cooperate with you in preparing the necessary Land Registry forms to have the restriction amended so that we can give the Certificate on behalf of the current Landlord.

When you ask for a Certificate of Compliance from us please supply a recent Land Registry Office Copy Title Register for the property (no older than 6 months), and if the restriction refers to particular obligation(s) in the lease or title deeds, provide evidence that they have been complied with.

Please allow up to 14 working days to receive this document once all requested information and our fee has been provided.



HomeGround Management Ltd

June 2023