

Schedule of Title Deeds

Head Office PO Box 547 Ipswich IP3 9WZ
 Telephone 0845 230 9696 Facsimile 0845 026 0915
 Web Site: www.ibs.co.uk



Account Number

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Name and Address of Conveyancer: _____

Full Name(s) of Borrower(s): _____

Full Address of Property: _____

Date: _____

Conveyancer's Ref: _____

PLEASE NOTE:

1. No covering letter is required.
2. Ipswich Building Society will NOT compare or check the contents of this packet of documents with the documents listed on the Schedule.
3. No receipt will be given.
4. Following dematerialisation of Charge Certificates, we want you to send us the following documents ONLY, after registration:

Tick if enclosed	Document
<input type="checkbox"/>	Title Information Document <i>And where applicable:</i>
<input type="checkbox"/>	Original Licence to Assign
<input type="checkbox"/>	Copy Share Certificate
<input type="checkbox"/>	Original Receipted Notice served on the Freeholder
<input type="checkbox"/>	Copy NHBC Certificate or equivalent
<input type="checkbox"/>	Original Consent to Mortgage Form(s)
<input type="checkbox"/>	Original Shared Ownership - Housing Association Form of Approval and Undertaking
<input type="checkbox"/>	Original Deed of Guarantee
<input type="checkbox"/>	Original Consent to Additional Borrowing
<input type="checkbox"/>	Copy Assured Shorthold Tenancy Agreement
<input type="checkbox"/>	Copy Commonhold Statement
<input type="checkbox"/>	Copy Section 106 Agreement (if applicable)
<input type="checkbox"/>	Copy Defective Title Policy
<input type="checkbox"/>	Original Statutory Declaration

PLEASE NOTE:

- Do not send any additional documents
- We do not require the Legal Charge, which should be retained by the Land Registry. If you have had it returned by the Land Registry, please arrange with them to retain it.

PLEASE SIGN AS AN UNDERTAKING IN RESPECT OF THE ENCLOSED DOCUMENTS.

Signature

Name (Please Print)

Position in Firm

Date