

To: Panel Conveyancers

England & Wales

Enclosed is a copy of the Society's Offer of Advance including Special Conditions and Mortgage Conditions issued to the applicants named therein. I should be grateful if you would accept instructions to act for the Society's interest in this matter in accordance with the Building Societies Association ("BSA") Mortgage Instructions England & Wales and our Special Requirements Instructions both of which are available on the BSA Website (www.bsa.org.uk/mortgageinstructions/england_and_wales/).

The following documents are enclosed:

- (1) Copy Offer of Advance*
- (2) Mortgage Deed (2 copies)
- (3) Mortgage Conditions
- (4) Certificate of Title (2 copies)
- (5) Form of Schedule of Deeds

Additional Instructions

Please Note for:-

a) Deductions from Advance Cheque

The following deductions will be made from the advance cheque:-

- i) Any retention specified in the Offer of Advance. It is the Society's normal practice to release retention monies direct to the applicant(s) unless advised to the contrary.
- ii) In Further Advance cases any subsisting arrears.
- iii) Risk charge, administration or other fees (if any) specified on the Offer of Advance.

b) Where the property is a flat or maisonette and (for example, in the Newcastle Law Society "Tyneside Flats" standard Lease) the borrower on completion or later will obtain the freehold reversion in the adjoining flat you must ensure that interest is charged to the Society as soon as it is transferred to the borrower.

c) Please Note:

With effect from 13th October 2003 the only documents to be forwarded to the Society following completion are:-

- i) The official copy of the registers;
- ii) Consent to Mortgage, Deed of Surety / Guarantee and customer declarations (if relevant these will be identified by reference to Special Conditions on the Mortgage Offer).

The Society does not require leases, searches, NHBC certificates or any other document of title to be submitted, following completion and you must take your client's instructions on where such documents are to be stored.

The Advance Funds will not be released until the completed Certificate of Title and any other document specified in the Special Conditions have been submitted. To guarantee that funds will be released to you on time, the Society requires at least **five working days notice** of completion.

These additional instructions to solicitors and licensed conveyancers in England and Wales comply with the requirements of the SRA Code of Conduct 2011.

*(incorporating Details of Offer & Special Conditions).