

# Solicitors Aide-Memoire

This form may be used as a guide or checklist for those items that the Company requires before and with the Certificate of Title. Please ensure the date of instructions box on the Certificate of Title quotes the date of the latest Offer of Mortgage which you are reporting on.

**In order to ensure that the Company can forward the mortgage monies the day before completion, please ensure ALL paperwork is complete and in the Company's hands FIVE (5) working days before completion is due. Receipt of paperwork after this day may delay release of funds.**

## Pre Certificate of Title

- Any fees as requested on the offer.
- Reports including estimates to be obtained by borrower e.g. damp and timber, electrical, arboriculturalists etc.
- Reports relating to property, e.g. planning permissions, NHBC.
- If a re-inspection is required prior to release of funds please advise a name and phone number of the person to contact for access and when this may be arranged allowing 10 days for the report to be returned to the Company.
- Any items specifically requested.

Any items you feel need to be brought to the Company's attention.

## With Certificate of Title

- Letters of undertaking as required in Offer or following submission of reports.
- Confirm Guarantee Deed signed (if appropriate).
- Confirm agreement and undertakings signed (if appropriate).
- Post code if requested.
- Any other fees due prior to completion.
- Any other items requested in the Special Conditions.

**We require 5 clear working days notice upon receipt of the Certificate of Title to release the completion funds. Solicitors must attach to the Certificate of Title all further documentation and undertakings required in accordance with the special conditions of the Offer of Mortgage. Failure to comply may delay completion.**

This communication is for use by and restricted to professional persons only. Under no circumstances should the communication be given, copied or distributed to actual or potential borrowers.

The Mortgage Works (UK) plc is a wholly owned subsidiary of Nationwide Building Society and is authorised and regulated by the Financial Conduct Authority under registration number 189623. Most buy-to-let mortgages are not regulated by the Financial Conduct Authority. You can confirm our registration on the FCA's website ([www.fca.org.uk](http://www.fca.org.uk)) or by contacting the FCA on 0800 111 6768.

Registered Office: Nationwide House, Pipers Way, Swindon, SN38 1NW.  
Registered in England. Company Registration Number 2222856.

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Please note that for our mutual protection and to improve service standards, we may monitor and/or record telephone calls.