**Deed of Variation Request Form**

**INSTRUCTIONS**

**THIS FORM IS ONLY TO BE USED WHERE FIRSTPORT OR A FIRSTPORT GROUP COMPANY IS NAMED AS MANAGER WITHIN THE LEASE OR TRANSFER YOU ARE WISHING TO VARY.**

If the company named as manager within the lease or transfer you are wishing to vary has Innovus named as their company secretary please contact [companysecretarial@innovus.co.uk](mailto:companysecretarial@innovus.co.uk)

**Please ensure that all queries regarding this request are sent to the Deeds of Variation Team at deedsofvariation@firstport.co.uk. The use of any other email addresses will result in delays for which we will not be able to accept any liability.**

The process for standard variations can take 2 to 4 weeks from receipt by the Deeds of Variation Team to complete or longer for more complex deeds or when case volumes are high. We aim to complete most applications for a deed of variation within 3 weeks of receipt of all required paperwork and information.

**Please do not post original copies of documents signed by any of the parties to any of our offices without first notifying us and obtaining our consent. We cannot accept liability for any documentation posted to us in contravention of this request.**

**RETURN THE FULLY COMPLETED FORM WITH ALL REQUESTED DOCUMENTS TO**

**DeedsofVariation**[**@FirstPort.co.uk**](mailto:BuildingSafety@firstport.co.uk)

Failure to fully complete the form and/or provide **all** of the requested documentation (including the undertaking which must be exactly in the form requested) will result in delays with processing the request.

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| --- | --- |
| **To vary s.121 LPA 1925 remedies** | **All other variation requests** |
| *If you are seeking to vary remedies under s.121 of the Law of Property Act 1925,* ***FirstPort’s solicitors will prepare the first draft of the deed for approval by all necessary parties****. For the avoidance of doubt, FP will not arrange for the approval/signature of said deed by any third parties – this is your responsibility. Unless otherwise offered, FP does not have the contact details of any third parties.*  *In order to process your request we require the following documents:*   * The OCEs for the Freehold of the Common Parts * The TP1 and OCEs for the Property   Along with:   * **All** pages of the form completed * **Specific separate written undertaking for our fees of £550 plus VAT on Solicitor’s headed notepaper. The undertaking must state “whether the matter completes or not”.** | *In all other circumstances,* ***we will require a draft deed approved by the landlord****. Please provide:*  A brief description of the nature of the requested deed: …………………………………………  ………………………………………………………………………  ………………………………………………………………………   * The Lease and OCEs * The Freehold/Landlord’s OCEs   Along with:   * **All** pages of the form completed * Confirmation that the Freeholder / Landlord has agreed to the variation requested * A draft Deed in a form approved by the Freeholder / Landlord * Confirmation of the identity of the Freehold owner if different to the Landlord * **Specific separate written undertaking for our fees in the sum of £375 plus VAT for ground rent variations or £500 plus VAT for all other variations on Solicitor’s headed notepaper. The undertaking must state “whether the matter completes or not”.** |
| **WE NOW OFFER AN EXPEDITED SERVICE WHEREBY FOR S121 VARIATIONS WE WILL ISSUE A DRAFT FOR APPROVAL WITHIN 1 BUSINESS DAY OF RECEIPT BY THE DEEDS OF VARIATION TEAM OF ALL DOCUMENTATION REQUIRED.**  **FOR ALL DEED OF VARIATION REQUESTS WE WILL PROVIDE A SIGNED AND RELEASED DEED OF VARIATION WITHIN 3 BUSINESS DAYS OF CONFIRMATION THE DOCUMENT IS AGREED BY ALL PARTIES.**  **FOR THIS SERVICE WE CHARGE AN ADDITIONAL £250 PLUS VAT. IF YOU WISH TO UTILISE THIS SERVICE, PLEASE INCLUDE ‘PRIORITY REQUEST’ IN THE SUBJECT LINE OF YOUR EMAIL AND ADJUST YOUR UNDERTAKING ACCORDINGLY** | |

**Please quote the case reference on all correspondence.**

**Case Reference: DOV/[account number]/[1st line of address]**

(please do not use the “SR” reference used by other departments for deed of variation requests)

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner’s Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner’s Address (if different):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Title Number: \_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner’s Solicitor Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner’s Solicitor contact e-mail address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner’s Solicitor contact Firm and address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of the Freeholder of the common parts (i.e. the managed areas of the development that the property contributes towards) / Landlord, as well as the variation required:

For s121 variations:

Current Freeholder of Common Parts Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Freeholder of Common Parts Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Freeholder of Common Parts Notified: Y/N

For leasehold variations:

Current Landlord Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord has approved variation: Y/N

Please detail below any reasoning or additional detail that may be relevant: