

Standard Procedure for sale of properties on Norton Grange

The procedure for sale of properties on Norton Grange is as follows:

1. The Purchaser (or their Solicitor) should draw a new Deed of Covenant between NGRA Ltd, the Vendor and the new owner, based on the existing Deed of Covenant. The Deed of Covenant must contain reference to observation of all the covenants imposed in the Original Transfer.
2. When signed by both the Vendor and the Purchaser, the Deed of Covenant should be forwarded to the Company Secretary of NGRA Ltd.
3. The Vendor should complete a stamped Land Registry Stock Transfer Form transferring their NGRA Ltd Share to the Purchaser. The form must have a £5 stamp - it will not be processed unless it is correctly stamped. The form should then be forwarded to the Company Secretary of NGRA Ltd.
4. The Vendor should also return the Original Share Certificate to the Company Secretary of NGRA Ltd.
5. The Purchaser pays a £250 Registration Fee to NGRA Ltd (including VAT). This fee is reduced to £50 (including VAT) if the move is within Norton Grange.
6. Upon receipt of a correctly prepared Deed of Covenant, Stock Transfer Form and the Registration Fee, the NGRA Ltd Company Secretary will forward to the Purchaser's solicitors:-
 - a. A completed Letter of Consent for the Land Registry Office, recognising the Purchaser as the new owner.
 - b. A new Share Certificate in the name of the Purchaser stamped with NGRA seal and signed by a Director & the Secretary or Chairman.
 - c. A copy of the Stock Transfer Form, dated and stamped, with the official seal of NGRA.
 - d. A copy of the new Deed of Covenant signed by an NGRA Director and stamped with the seal of NGRA
7. The original Deed of Covenant and Stock Transfer Form will be lodged with the solicitors who act for NGRA Ltd - currently Bonell & Co of Stratford-upon-Avon (address Bonell & Co, 2 Chestnut Walk, Stratford upon Avon, Warwickshire, CV37 6HG, Telephone: 01789 299115).
8. Once HMLR Gloucester has registered the new owners, the Purchaser should furnish NGRA with an office copy of the title as well as the title plot, for our records.
9. A Notice of Sale/Transfer & Charge is not required, but if received, it will be signed and returned to the Purchaser, and a copy will be filed with the other related documents for the property.