

LEASE B PLOTS - SELLING PROCEDURE

Thinking of selling your Lease B mooring plot or bungalow plot? You need the Lessor's formal permission to transfer your lease.

Please follow the procedure set out below. Failure to do this may add very many weeks to your selling process.

1. Inform the Lessor, the Environment Agency, of your intention to place your property on the market. Your contact at the Environment Agency is David Horsfall whose contact details are listed below:

David Horsfall
Senior Estates Surveyor
Environment Agency
Dragonfly House,
Gilders Way,
Norwich,
NR3 1UB
david.horsfall@environment-agency.gov.uk
Tel : 0208 4749370 / 07920 3660582.

2. Provide David Horsfall with your own current contact details.

3. Provide your solicitor and your selling agent with David Horsfall's contact details as listed above

4. Bungalow owners should additionally provide their solicitor with Thurne Bungalow's Management Company Ltd's contact details: Lesley Whiting, lw.tbmc@gmail.com

5. Once a sale has been agreed your solicitor should then contact David Horsfall who will advise on the process and the applicable costs.

6. Working with the EA's appointed solicitors, your solicitor will need to complete a detailed lease transfer process. Please be aware that this can often be a lengthy process due to a limited legal resource and other ongoing priorities within EA.

7. You need to supply your solicitor with details of:

- a. details of the last three year's ground rent and
- b. the last three year's maintenance charges as levied by Thurne Bungalows Management Company Limited (This applies to bungalow owners only)

8. This latter information is available to you and/or to your solicitors direct from

TBMC's Managing Agent

9. TBMC can be contacted via email: lw.tbmc@gmail.com