

# DEV1 Form

NOTE 1: The items referred to in the Table below are required as a matter of best practice and the provision of the items will assist in charging properties speedily. Failure to obtain and file these documents for use when charging the properties may render the scheme unchargeable.

NOTE 2: A separate file should be kept with photocopies of all relevant documents mentioned below with the express purpose of handing it to a solicitor for charging on request.

Item Required	Item Provided Y/N or N/A
Confirmation as to whether the Scheme is Freehold or Leasehold	
Confirmation of the Title Number(s) for the Scheme	
Copy of the Lease (if the Scheme is Leasehold)	
Originals, certified copies or Office Copies of any Transfers, Conveyances, Deeds of Easement and Leases granted out of the Title where these are referred to on the Title for the Scheme as being filed at the Land Registry	
Confirmation as to who the rent and service charge is paid to on Leasehold Properties with a name and address for them (and an E-Mail address if possible)	
As-built Plan of the Scheme showing the dwellings as built with a North Point and a Scale (not floor plans)	
Confirmation of the Scheme Name and a Plot to Postal Addresses Schedule	
Confirmation of the Name of the Builder	
Confirmation as to whether the Scheme is on a Phased Development and, if it is, confirmation as to whether all of the Phases have been completed	
Details of any commercial units in the building which is being charged and details of the basis on which these are occupied	
Planning Permission	
Evidence of compliance with any contamination conditions in the Planning Permission, eg, a confirmatory letter from the Local Authority	
Sign offs of all conditions in the Planning Permission (as required when charging to THFC or Dexia)	
NHBC/Zurich/Premier Guarantee Certificates or similar	
Signed and dated Section 52 or Section 106 Agreement with coloured copy plans	
Confirmation as to whether the Section 52 or Section 106 Agreement contains an adequate mortgagee exclusion clause	
Evidence of compliance with all obligations in the Section 106 Town and Country Planning Act 1990 Agreement (or Section 52 Agreement), eg, confirmatory letters from the Local Authority	
Building Regulations Completion Certificate (if separate from the NHBC Certificate)	
Confirmation that the existing roadways leading into the Scheme are adopted or, if they are not, evidence from the Local Authority that any unadopted roadways are built to an adoptable standard	

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Item Required	Item Provided Y/N or N/A
Confirmation as to whether there is a Section 38 Highways Act 1980 Agreement in place if the roadways leading to the Scheme are not adopted. If yes a copy of the signed and dated agreement with coloured copy plans is required.	
Confirmation that the existing sewers serving the Scheme are adopted or, if they are not, confirmation as to how the foul and surface water drains from the Property and confirmation that any unadopted sewers are built to an adoptable standard	
Confirmation as to whether there is a Section 104 Water Industry Act 1991 Agreement in place if the sewers serving the Scheme are not adopted. If yes a copy of the signed and dated agreement with coloured copy plans is required.	
Soil Surveys and evidence that any remediation works required by such Soil Surveys have been satisfactorily carried out (where there is no contamination condition in the planning permission and evidence of sign off of that contamination condition)	
Nominations Agreement (if relevant)	
Confirmation as to whether the dwellings at the Scheme are subject to the Right to Buy	
Confirmation as to whether the dwellings at the Scheme are subject to the Right to Acquire	
Evidence that any third party consents required to the development of the Scheme have been obtained, eg, the consent of BRB Residuary to build on land which adjoins a railway where there is a restrictive covenant on the Title for the Scheme requiring this	
Evidence of any protective measures required to deal with abandoned sewers or other unusual elements on a Scheme	
A copy of any Management Agreements entered into whereby the Association passes the management of the Scheme to another RSL to manage.	
Any Indemnity Insurance Policies put in force on acquisition or development of the Property	