

IMPORTANT POINTS TO REMEMBER BEFORE YOU SUBMIT THE CERTIFICATE OF TITLE



Please save this checklist and refer to it before sending the Certificate of Title



In order to avoid delays:

1. We must receive the Certificate of Title at least 5 working days prior to the legal completion date. We cannot guarantee release of funds in time for completion if this timescale is not observed.
2. Please ensure the Certificate of Title is completed in full when it is submitted
3. When emailing the Certificate of Title, please ensure the attachment is named using one of the following:
 - Certificate of Title
 - COT
 - Report on Title
 - ROT
4. Please ensure that all special conditions to the mortgage offer that are expressly required to have been actioned/satisfied before completion have indeed been so actioned/satisfied.
5. Please ensure that the case reference number is quoted in all correspondence including in the subject header of emails.
6. Please send all emails to completions@kensingtonmortgages.co.uk (unless you have been requested by us to send to an alternative email address).
7. Please inform us immediately if the tenure of the property is different to the tenure stated in the valuation report.

Follow this link to find our legal documentation:

<https://www.kensingtonmortgages.co.uk/intermediaries/literature-documents>
(This is within the Solicitors pack)

Any queries with regards to completion please contact the Post Offer Team at Kensington on **0344 499 0011** Option 2.