

## Fernwood Central Residents Association

### Draft Deed of Variation Process

**Note**

The Deed of Variation team - [deedsofvariation@firstport.co.uk](mailto:deedsofvariation@firstport.co.uk) - are from Innovus, one of the FirstPort group of companies, and are **Completely Separate** from the FirstPort Property Transfer team. The Property Transfer team cannot assist with Deeds of Variation.

Owner or Buyer	Solicitor		
Wants a DoV Instructs own solicitor	Downloads form from FirstPort DoV web site and sends all info to DoV Team. <a href="http://www.firstport.co.uk/help-support/buying-selling-your-home/solicitor-buying-selling/#section5">www.firstport.co.uk/help-support/buying-selling-your-home/solicitor-buying-selling/#section5</a>		<b>DoV Team</b> prepare a draft DoV, and send it to solicitor for approval
	Sends new DoV to Buyers Solicitor for approval		
			<b>Buyers Solicitor</b> consults with mortgage provider for acceptance of DoV
	Receives approval from Buyer and sends to BDWH for approval		
			<b>BDW</b> confirm approval to DoV or request amendments
	Confirms to DoV team that deed is acceptable or highlights amendments required.		<b>DoV team</b> make amendments if required and organise signing of deed by FirstPort
	Organise for owner to sign DoV and send to BDW for signing		<b>BDW</b> signs DoV
	Completes deed and sends to Land Registry to update register. Notifies all when complete.		<b>Land Registry</b> records change and informs Solicitor
			<b>Buyers Solicitor</b> acknowledges completion of registration and reports to mortgage provider accordingly.

**NOTE. This is not a legal document but an approximation of the process of gaining a Deed of Variation on Central Fernwood to a Freehold property built by Barratt David Wilson Homes.**