To ensure the smooth and complete sale of property RCT requires the following steps to be followed:

Action needed	Completed by		
	RCT	Seller	Buyer
Advise RCT of sale		☑	
Issue Property information Form	☑		
Issue account statement	☑		
Return Property Information Form to RCT		☑	
Pay any outstanding balance on the account (current property owner is responsible for the annual amount)		☑	
Confirm sale on completion day		☑	
Issue Certificate of Compliance	☑		
Send copy of Deed of Covenant to RCT			☑
Send copy of Deed of Covenant & Certificate of Compliance to Land Registry			☑

Any other questions please do get in touch with hello@rownercommunitytrust.org

Keep up to date

@rownercommunitytrust

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Company Registration Number: 03338418 | Charity Number: 1068666