

Information Sheet

On completion of the sale/purchase, please send notice of transfer/charge, deed of covenant (if required) and new owner form to legal@xeniaestates.com.

Payment of our fees should be sent via **BACS**. Please quote reference “**PS**” followed by the tenant unique reference number. If you do not know the unique reference number, please contact legal@xeniaestates.com to obtain this.

Our account details are as follows;

Xenia Estates Ltd

20-10-71

73014894

Please note, we do not accept apportionments therefore please ensure that the service charge and ground rent is paid up to date, on completion, to avoid any delays with the transfer of ownership. To ensure that service charge and ground rent (if applicable) is allocated correctly, please put the unique reference number against your payment. Please note there is one unique reference number for service charge payment and one for ground rent.

