

Step-by-Step Guide to Replacing a Lender in a Trust Loan

This guide is indicative of the required steps and does not override the Specific or General Instructions.

Instructions and Client Care

Receive Instructions Letter. Confirm receipt of instructions to Folk2Folk (1)



Send Client Matter No/reference to be on Lender fund transfer to Folk2Folk

Due Diligence

Review confirmation of changes to Security Property Request as provided to you by Folk2Folk.

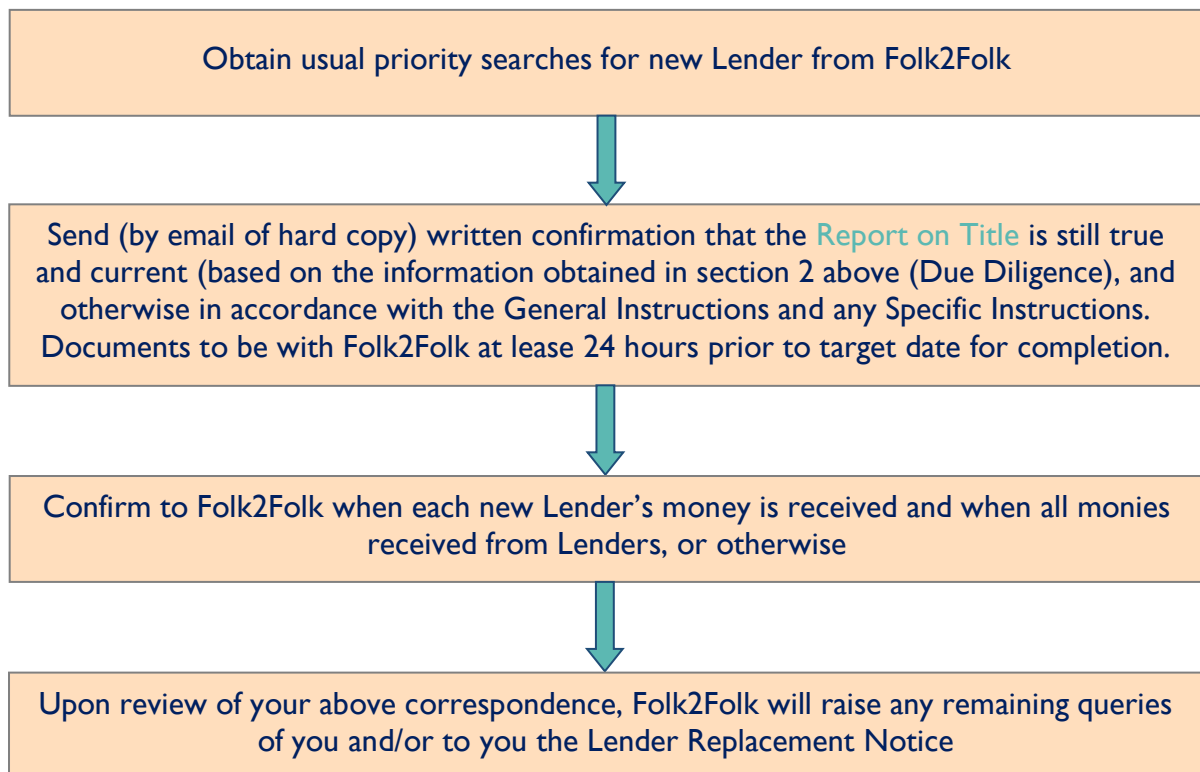


Raise bankruptcy/Land Registry searches and if applicable, Companies House and seek quotation for no local authority search indemnity policy (2). Complete [Report on Searches](#). You do not need to carry out a full suite of searches and can limit to those mentioned above, unless otherwise instructed by Folk2Folk.

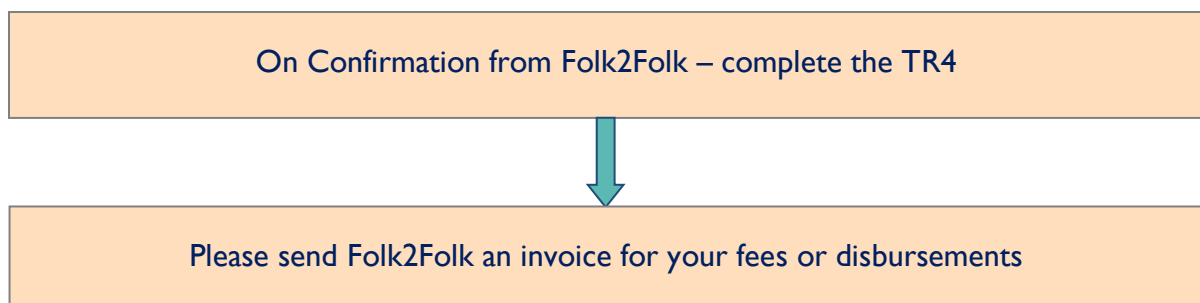


Notify Folk2Folk of any significant issues immediately

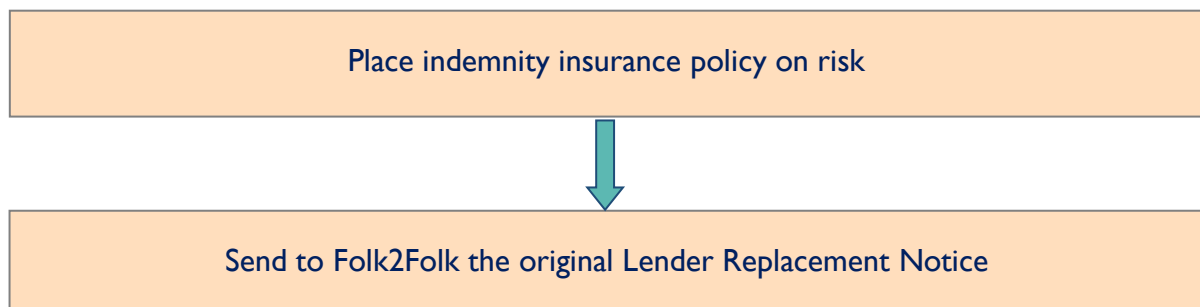
Pre-Completion



Completion



Post-Completion



1. Documents to accompany or follow immediately after include: Lenders ID; Anti-money Laundering Check; Borrower's confirmation of changes to Security Property Request.
2. Professional Partners may use such insurers as they see fit, provided that they are reputable and most importantly cover mortgagees not limited to institutional lenders. Other Professional Partners have used Countrywide Legal Indemnities.

NOTE

All documents in **TEAL** text are found on our Professional Partners web-portal.