

Licence to Assign step-by-step process



What is a Licence to Assign?

A document that the landlord, leaseholder and assignee enter into, in order to give consent to the assignment.

As part of your sale process your solicitor will need to ensure that you enter into a Licence to assign, for shared ownership properties this would be dealt with by L&Q's acting solicitor instructed by the Resale team. For Leaseholders this would be dealt with through our pre-sale enquiry team presaleenquiries@lqgroup.org.uk

Your solicitor should email the pre-sale enquiry team to request our requirements, we will get in touch with your solicitor to let them know our admin fee, how to make a payment of our admin fee & open a Licence to assign case.



Please refer to the **Homeowner Admin Fees** document for full list of admin fees. Your acting solicitor can make payment of the admin fee, this payment can be made via BACS. If you wish to make payment of the admin fee, you are required to make a card payment over the telephone, 0208 189 7465 Option 2, Option 1 to make this payment via Debit/Credit Card.

Important: We would recommend that you advise your solicitor if you are making payment yourself, to avoid duplicate payments.

Please note - If payment is made via BACS, it can take between 2-5 working days to clear in our bank account. We are unable to proceed until we can confirm funds have cleared in our bank account.



Shared Ownership

If you are selling a shared ownership property, your Licence to Assign should be sent via your solicitor, to L&Q's acting solicitor directly, who will process this and advise on fees.



Leasehold Property

If you are selling a leasehold property, your Licence to assign should be sent via your acting solicitor, to the pre-sale enquiry team.

For Leasehold sales, once cleared funds have been received, the pre-sale enquiry team will forward a draft Licence to assign (LTA) to your solicitor.

We kindly ask that the draft LTA is sent to us as a word file to enable us to make any amendments (if required). If the document is sent in any other format, it will delay the process and will be returned to your solicitor.

Please request that your solicitor forwards the most up to date title register, together with a copy of the Lease, along with the completed LTA.

Your solicitor must not amend any of the contents throughout the LTA, we will not approve amendments to any fundamental clause/s contained in a Lease.



Upon receipt of the LTA from your solicitor, the team will review and approve the document. As the LTA is a legal document, it will need to be executed (signed) by an authorised signatory.

Execution of the LTA can take up to five working days.



Once the document has been executed, a copy of the signed LTA will be sent to your acting solicitor by email and post.