

[Print on Assignee's side] [Insert Address]

<<Landlord's name(s)>>  
<<Address>>  
<<Address>>  
<<Postcode>>

<<Date>>

**NOTICE OF ASSIGNMENT OF LEASE**

To: <<Landlord's name(s) as above>>

I/we hereby give you notice that the lease between (1) <<Original Landlord>> and (2) <<Original Tenant>> of the full address of property <<Full address of property>> has been assigned by <<Assignor>> to <<Assignee's Name>> by [a Deed of Assignment] [Transfer] dated <<date>>

<<Assignee's Address>> by [a Deed of Assignment] [Transfer] dated <<date>>

Rent demands and correspondence should be sent to the Assignee at [the above address] [<<Specify Address>>].

<<Assignee's Address>> by [a Deed of Assignment] [Transfer] dated <<date>>

We enclose a certified copy of the Lease and the registration fee due under the Lease of £[<<amount>>] (including VAT).

<<Assignee's Address>> by [a Deed of Assignment] [Transfer] dated <<date>>

[We confirm that an application has been made for the Transfer at the Land Registry.]

<<Assignee's Address>> by [a Deed of Assignment] [Transfer] dated <<date>>

Please acknowledge receipt of this notice by returning a duplicate notice and returning it to me/us [in the enclosed prepaid envelope].

<<Assignee's Address>> by [a Deed of Assignment] [Transfer] dated <<date>>

Signed .....

Print name: .....

[On behalf of] <<Insert assignee's name>>

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I acknowledge receipt of the notice and confirm that this is a duplicate.

Signed: .....

Print name: .....

[On behalf of] <<Insert landlord's name>>

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