

HOW TO SIGN YOUR DEED

STEP 1: FIND SEPARATE WITNESSES FOR EACH SIGNATURE

- The witnesses should be at least 18 and should be people you believe could give reliable evidence about witnessing your deed if asked in future (although this rarely happens).
- The witnesses should not be members of your family.
- The witnesses and their husbands, wives and civil partners should not benefit from your deed in any way (they will lose this benefit if they act as one of your witnesses).

You and the witnesses must all stay together for steps 2 to 4 below. You must all write using ink (including ballpoint), not pencil.

STEP 2: HAVE YOU AMENDED YOUR DEED?

If you have not made any amendments to the deed I have sent to you, go straight to Step 3.

If you have amended your deed it is safer to return it to me so that I can send you a new final version. However, if the amendments are very minor (for example, spelling corrections), or if there is not enough time to send the deed back to me, do as follows:

- Write your initials next to every amendment in the deed.
- Afterwards, your witnesses must both write their initials next to your initials in all the places you have written them.

STEP 3: FIRST PARTY SIGNS THE DEED IN FRONT OF THEIR WITNESS

- The first party to sign, should sign the deed, **in front of their respective witness**, underneath their name with their usual signature. **You must sign the deed before your witness signs it.**
- The first party's witness signs the deed on the lines indicated for witness signature with their usual signature.
- The witness fills in their full names (in capital letters), and address below their signature.

STEP 4: REPEAT STEPS ABOVE FOR EACH PARTY TO THE DEED

STEP 5: REGISTRATION OF THE DEED

- If Parachute Law or your conveyancer are registering your Deed then **leave the Deed undated** and we will fill this in when registration has been submitted, or your conveyancer will fill this in on the date of completion.
- If you do not have a solicitor to register the deed of trust at the Land Registry then please let us know as we can arrange registration of the deed for a fee of £260 including VAT.
- If you are not registering the Deed with HM Land Registry, the Deed should be dated on or after the last witness has signed. The Deed cannot be backdated.