

# COT Submission Checklist for Conveyancers

Reference/Case ID:	Name
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## All Cases

Any amendments to the COT have been signed by the authorised signatory	
The loan amount shown on the COT represents the gross loan amount including fees <b>Please note that Fleet Mortgages can only release funds on the day of completion (not before)</b>	
Your firm's name and office address have been filled in on the COT	
Your firm's office handling the file is the office shown on the mortgage offer	
Buildings insurance details have been completed on the COT	
The buildings sum insured is at least the reinstatement figure given on the valuation report	
Security address quoted on COT matches Land Registry format (if not, reported already)	

## For Limited Company and LLP Borrowers (in addition to the above)

The Limited Company or LLP name has been entered in the 'Mortgagor(s)' field on the COT	
The full names of all directors and shareholders or members is shown in the 'guarantor(s)'s field (COT)	
A copy of the Deed of Part Release for each Negative Pledge has been provided to us	
A letter of Non-Crystallisation has been provided for each Floating Charge registered over the company or LLP	
You have supplied a certified copy of the fully completed Deed of Guarantee to us	
The loan amount on the Deed of Guarantee represents the gross loan amount including fees	
You have supplied a fully completed Certificate of Independent Legal Advice for each guarantor to us	
The legal advice certificates have been stamped and dated by the legal adviser (page 3)	

**This checklist is not required to be sent to Fleet Mortgages and is provided purely as a useful prompt for conveyancing administrators to reduce delays in processing. This list is not exhaustive and we expect you to protect Fleet Mortgages interests in accordance with the terms of our retainer, UK Finance Mortgage Handbook, Law Society & SRA guidance and pursuant to your general duty of care.**

**For further information please refer to our Instructions or visit [www.fleetmortgages.co.uk](http://www.fleetmortgages.co.uk)**

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