

COT Submission Checklist for Conveyancers

Version 2.3.

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 any fees added under the mortgage documents Please note that Fleet Mortgages can only release funds on the day of completion (not before)	
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	
Security address quoted on COT matches Land Registry format (if not, reported already)	
For Limited Company Borrowers (in addition to the above)	
The Limited Company name has been entered in the 'Mortgagor(s)' field on the COT	
The full names of all directors and shareholders is shown in the 'guarantor(s)'s field (COT)	
You have supplied a 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

Completions Tel: 01252 931399

Completions Email: completions@fleetmortgages.co.uk

Fleet Mortgages

See how we can help 01252 916 800
fleetmortgages.co.uk

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Registered Office: 2nd Floor, Flagship House, Reading Road North, Fleet, Hampshire, GU51 4WP



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