

## GUIDELINES TO COMPLETING A DEED OF COVENANT

**Please note the deed of covenant process has changed. There is no longer a requirement for the deed of covenant to be sealed and executed by Sheffield City Council.**

**Correct forms** - Transfer (clause 5) Conveyance (clause 6) – please ensure that you download the correct deed of covenant form from our website.

**\*\*Please refer to the original sale deed to determine the correct form.\*\***

**Sending in your Deed of Covenant:-** We are now accepting electronic copies of the completed deed of covenant , please forward these to [deedofcovenant@sheffield.gov.uk](mailto:deedofcovenant@sheffield.gov.uk)

**Title No / SYK:** - This can be acquired from your client's land/charge certificate supplied by the H M Land Registry when originally purchased.

**Property:** - Address of property to be purchased e.g.159 Arbourthorne Road, Sheffield, S2 2EN.

**Date:** - The date when the new owner purchased the property, not when the property was bought from the Sheffield City Council.

**Original Purchaser:** - The person/people who bought the property from Sheffield City Council.

**Sale Deed:** - The date the property was bought from Sheffield City Council

**The Transferor:** - The Person/People who are selling on the property to the new purchaser/s. This is not necessarily the original purchaser/s

**The Transferee:** - The new owner/s who have purchased the property most recently from the transferor.

**Signed & Delivered:** - All new purchasers must sign next to this in the space provided. (Whoever is stated as the transferee)

**Witness:** - All deed of covenants entered into must be witnessed. The witness must state their occupation and address.

There is a fee of **£50** for this service.

**\*Please note that we no longer accept payment of these fees by cheque**

**The account details for BACS payment are:**

Barclays Bank Plc  
SHEFFIELD CITY COUNCIL  
Leicester

Leicestershire, LE87 2BB

Sort code: 20 – 77 - 18

Account No: 33881172

Reference number: *House Number & Postcode*

**When paying by BACS, please email your remittance advice to:**  
[deedofcovenant@sheffield.gov.uk](mailto:deedofcovenant@sheffield.gov.uk)

You can also make payment using a debit or credit card using the link on our web page and email, or contacting 0114 20739973.