

Doing it the right way.



# Pre-Handover Requirements - Factoring

0333 240 8325  
enquiries@lpmonline.co.uk  
www.lpmonline.co.uk

## Pre-Handover Requirements - Factoring

Prior to handover being undertaken by **lpm** representatives, we must ensure that the following has been considered by developers to ensure we have the adequate information available to take handover of common parts.

This handover checklist has been designed to ensure that handovers of developments run smoothly but also avoid delays in handover, which ultimately results in longer term costs to developers. Most importantly, it assists with avoiding negative PR for all parties following completion of developments, improving the purchaser's overall experience of their property purchase. Should any of the undernoted information not be available, it is likely that **lpm** will be unable to take handover.

Please review, check and ensure that this document is issued to **lpm** when agreeing a suitable handover date.

### Contract Information/ Purchaser Details

The development Deed of Conditions must be sent to Debbie McDonald, Head of Client Services. Please ensure that we are notified if a 'Head Deed' exists and clarify this with Debbie prior to handover. Debbie can be contacted at [d.mcdonald@lpmonline.co.uk](mailto:d.mcdonald@lpmonline.co.uk).

Up to date purchaser details, as well as factoring floats (if applicable) must be issued to Nicola Shand in our Finance Department. Nicola can be contacted at [n.shand@lpmonline.co.uk](mailto:n.shand@lpmonline.co.uk).

You must notify **lpm** in advance of handover if you, the Developer, have not to be charged for Empty Property/ Non Constructed Plot costs. We usually refer to these as EPC's. This can be discussed and confirmed with the representative you are approaching to take handover. If EPC's are not being picked up, we would usually recommend that at least 70% of properties are occupied prior to handover taking place to ensure that the existing purchasers are not picking up inflated charges due to the development not being complete.



**Glasgow Office:**  
Regent Court, 70 West Regent Street,  
Glasgow G2 2QZ  
T: 0333 240 8325 | F: 0141 333 1116  
E: [enquiries@lpmonline.co.uk](mailto:enquiries@lpmonline.co.uk)

**Aberdeen Office:**  
Westpoint House, Prospect Road  
Arnhall Business Park, Westhill AB32 6FJ  
T: 01224 737 272 | F: 01224 766 901  
E: [enquiries@lpmonline.co.uk](mailto:enquiries@lpmonline.co.uk)

[www.lpmonline.co.uk](http://www.lpmonline.co.uk)

Our company contract terms and conditions must be signed and returned prior to handover taking place. You can contact our Head of Business Development, Sandra Maitland at [s.maitland@lpmonline.co.uk](mailto:s.maitland@lpmonline.co.uk) to confirm if this has been done.

## Commercial/ Site Information

We must have an up to date colour coded drawing available prior to handover. This must clearly identify the communal landscaped areas, as well as an up to date list of plots.

At the time of handover, we will need to be advised if the roadways, footpaths and street lighting will be adopted by the local council or if they will be private to homeowners.

In addition to the roadways, pavements and street lighting, if a SUDS system exists on the development, we must be advised if the SUDS will be adopted by Scottish Water or the local council.

We will accept handover of SUDS areas providing the grounds surrounding the SUDS are adequate for maintenance. All drainage outlets must be completely clear of debris at the time of handover.

You must refer back to the original agreed budget to ensure that we are still working with the correct number of units. If any remixing is considered, this must be clarified at the point your drawings have been amended. This is to ensure that we are not providing incorrect information to customers when handover takes place.

Your appointed Architect or Technician must visit the development to ensure that all specifications relating to the common parts have been carried out in accordance with what has been agreed with your local Planning Department.

**Glasgow Office:**  
Regent Court, 70 West Regent Street,  
Glasgow G2 2QZ  
**T:** 0333 240 8325 | **F:** 0141 333 1116  
**E:** [enquiries@lpmonline.co.uk](mailto:enquiries@lpmonline.co.uk)

**Aberdeen Office:**  
Westpoint House, Prospect Road  
Arnhall Business Park, Westhill AB32 6FJ  
**T:** 01224 737 272 | **F:** 01224 766 901  
**E:** [enquiries@lpmonline.co.uk](mailto:enquiries@lpmonline.co.uk)

[www.lpmonline.co.uk](http://www.lpmonline.co.uk)

For apartment blocks, O&M Manuals must be provided in advance or on the day of handover. We cannot take handover of apartment blocks unless we have full certification confirming that communal equipment such as lifts, roof anchor systems, water tanks, lighting, fire equipment etc. have been installed correctly and tested within the appropriate timescales.

We must be provided with a full list of communal meters advising the meter reference numbers, their locations and what each supply serves i.e. communal aerial systems, street lighting, internal block supplies etc. A note of the existing provider appointed by you the developer, would also be useful.

For apartment blocks with lifts, we must also be advised of the existing lift line number and supplier.

All keys, door entry and car park access codes to access communal entry doors, electrician cupboards, external meters etc. must be provided on the day of handover.

## Communal Areas

The external fabric of apartment blocks must be fully intact without defects. If defects are visible on the day of handover, it is likely that handover will not take place.

Decor within communal areas must be completely finished which includes, painting, electrical equipment secured to walls, handrails secured to walls, windows fully operational, particularly fire windows, carpets/ flooring clean.

A builder sparkle clean should be undertaken to ensure that the stairwell is in good condition for **lpm** contractors to commence with cleaning duties.

All equipment to be maintained must be operational, which includes roof anchor systems, sky systems, lightening conductor systems, lifts, smoke ventilation windows, fire panels, water pumps, water tanks clean, emergency lighting operations, all general lighting operational etc.



**Glasgow Office:**  
Regent Court, 70 West Regent Street,  
Glasgow G2 2QZ  
**T:** 0333 240 8325 | **F:** 0141 333 1116  
**E:** enquiries@lpmonline.co.uk

**Aberdeen Office:**  
Westpoint House, Prospect Road  
Arnhall Business Park, Westhill AB32 6FJ  
**T:** 01224 737 272 | **F:** 01224 766 901  
**E:** enquiries@lpmonline.co.uk

[www.lpmonline.co.uk](http://www.lpmonline.co.uk)

## Communal Grounds/ Landscaped Areas

All communal shrub beds must be de-stoned (completely free of debris/ rubble), free of weeds, planted to the planning specification (no dead shrubs) with a suitable level of top soil/ bark mulch on top. It is imperative that this is completed prior to handover to ensure our maintenance contractors can adequately maintain the shrub beds without damaging their equipment.

All planting/ landscaping must be undertaken in accordance with the agreed planting/ grounds specification. If not, homeowners can approach the council to advise that the development has not been adequately planted in accordance with their agreement, which exposes you, the Developer.

Grass seed which is planted must show signs of excellent growth prior to handover taking place. This is to ensure that our grounds maintenance teams can cut the grass in accordance with the specification. In the event that there is evidence of grass ponding, it is likely that we will not take handover of the grounds until the ponding is resolved. It is imperative that the grass is properly edged (defined) to show clear definitions of shrub beds and grass. Equal opportunities practice is developing constantly as social attitudes and legislation change. The Company will review all policies and implement necessary changes where these could improve equality of opportunity.

## lpm are committed to continued investment in Client Communication

## lpm Doing it the right way



**Glasgow Office:**  
Regent Court, 70 West Regent Street,  
Glasgow G2 2QZ  
**T:** 0333 240 8325 | **F:** 0141 333 1116  
**E:** enquiries@lpmonline.co.uk

**Aberdeen Office:**  
Westpoint House, Prospect Road  
Arnhall Business Park, Westhill AB32 6FJ  
**T:** 01224 737 272 | **F:** 01224 766 901  
**E:** enquiries@lpmonline.co.uk

[www.lpmonline.co.uk](http://www.lpmonline.co.uk)