

HOW TO SIGN A DEED

PLEASE READ THIS CAREFULLY BEFORE PUTTING PEN TO PAPER

1. Find a witness

- The witness should be at least 18 years old and entirely independent – i.e. **not** a family member or anyone mentioned in the Deed. A neighbour or work colleague is usually ideal, so long as they are not themselves mentioned in the Deed
- You and the witness must stay together for the remaining steps
- Please write using ink or ballpoint (a biro is fine), but not pencil

2. Check the Deed

- Read the Deed through and check that it fully reflects your intentions
- Make sure that you understand the Deed and the effect it will have
- If you are **not** sure, you must contact Roche Legal or your own solicitor (if we are not acting for you) before you sign anything
- **By returning the signed Deed to us, you are confirming that you have read, understood and approved the terms of the Deed**

3. You sign the Deed

- Sign the Deed where indicated
- You must sign the Deed before your witness signs it

4. The witness signs the Deed

- The witness signs the Deed where indicated filling in their full name (in capital letters), address and occupation where shown

PLEASE TURN OVER

5. **DO NOT**

- **Date the Deed unless otherwise advised by us. This will usually be done by us once all parties have signed**
- **Attach anything to the Deed (e.g. do not attach any covering letter returning the Deed to us with a paperclip or staple)**
- **Damage the Deed in any way or take it apart (e.g. by tearing, writing on it or taking the staple out).**

6. **Please return the Deed** to Roche Legal 4 Westfield House, Millfield Lane, York YO26 6GA by secure post. We will then store the original Deed **free of charge**. We will provide our client with a copy of the Deed once everyone has signed it.

If you have any questions whatsoever about signing the Deed, please contact us.

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