

# Lease Plan Information

A summary of Making Plans'  
Lease Plan drawing service



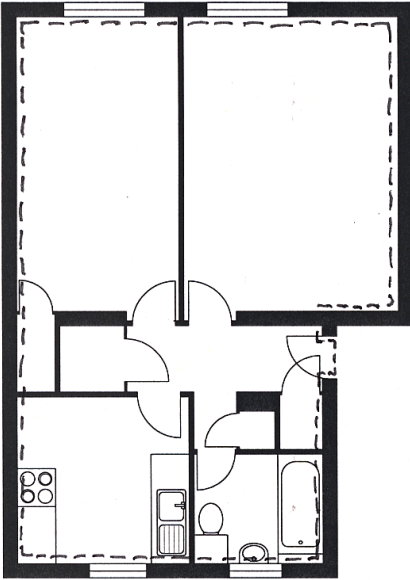
**Making Plans**

**If you are planning to have a Lease Plan drawn** by ourselves using our survey and draw service please read these guidelines carefully so you can be aware of exactly what we provide and how we work.

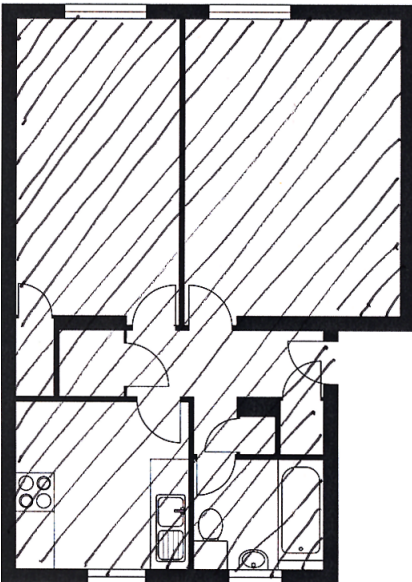
At Making Plans we strive to make our service as straightforward as possible. The following information outlines precisely what Making Plans produce and exactly what the client needs to supply in order for Making Plans to successfully provide a Lease Plan.

- All drawings are for Lease Plan purposes only.
- Plans are not for Local authority planning permission or structural alterations to the property.
- What's provided is a 1:100 plan of the property which can have the demised area shown on.
- The demised area is not decided by ourselves but by the conveyancing solicitor. We can add a red line to the plan showing the extent of the demised area, however we can not decide where this line should go therefore we ask that if you wish this to be shown to fax a copy of the drawn plan to us on 0113 258 7597 with either a dotted line added exactly where the demise line should run or the demised area hatched. Please see the examples on the next page.

The below illustrations show two ways of communicating the demised area to us by fax.



Using a dotted line showing the perimeter of the demised area.



Using a hatch over the whole demise area.

**Before surveying** a property there are certain details we need.

- The Property Address & Postcode
- An exact indication of what areas are needing to be drawn. This will usually be the demised area and common parts.
- Any extra areas which may be needed eg; bin areas or car parking.

These details can be added to the Fax order form which can be downloaded from our web-site.

**Access details** will usually be arranged directly with the surveyor who will be visiting the property. Please note we don't have the facility to arrange access details with third parties.

**Turnaround time** is 36 hours from gaining entry to the property. Sometimes in exceptional circumstances this may be longer. If this is the case we will inform you.

**When plans are drawn up** we will fax a proof copy to be checked. If you wish, at this time demise details can be added, along with any other amendments, and faxed back to ourselves for inclusion on the final copy. If any further amendments are needed after this stage there may be additional charges.

**Final copies** can be sent to you in a number of ways. We can either post, first class, a traditional hardcopy in a tube or card backed envelope or send a digital copy. Digital copies can be e-mailed in all common formats. If you have a format preference please let us know we will be happy to accommodate this. Digital copies can also be written to CD and posted, again, in all common formats.

**To order a Lease Plan** fill out the Lease Plan order form which can be downloaded from [www.makingplans.com/leaseplans](http://www.makingplans.com/leaseplans) and fax back to us on 0113 258 7597. Please feel free to phone us on 0113 258 7607 if you have questions

At Making Plans we strive to make our service as straightforward and simple as possible. If you have any questions please feel to phone us on 0113 258 7607.



**Making Plans**

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