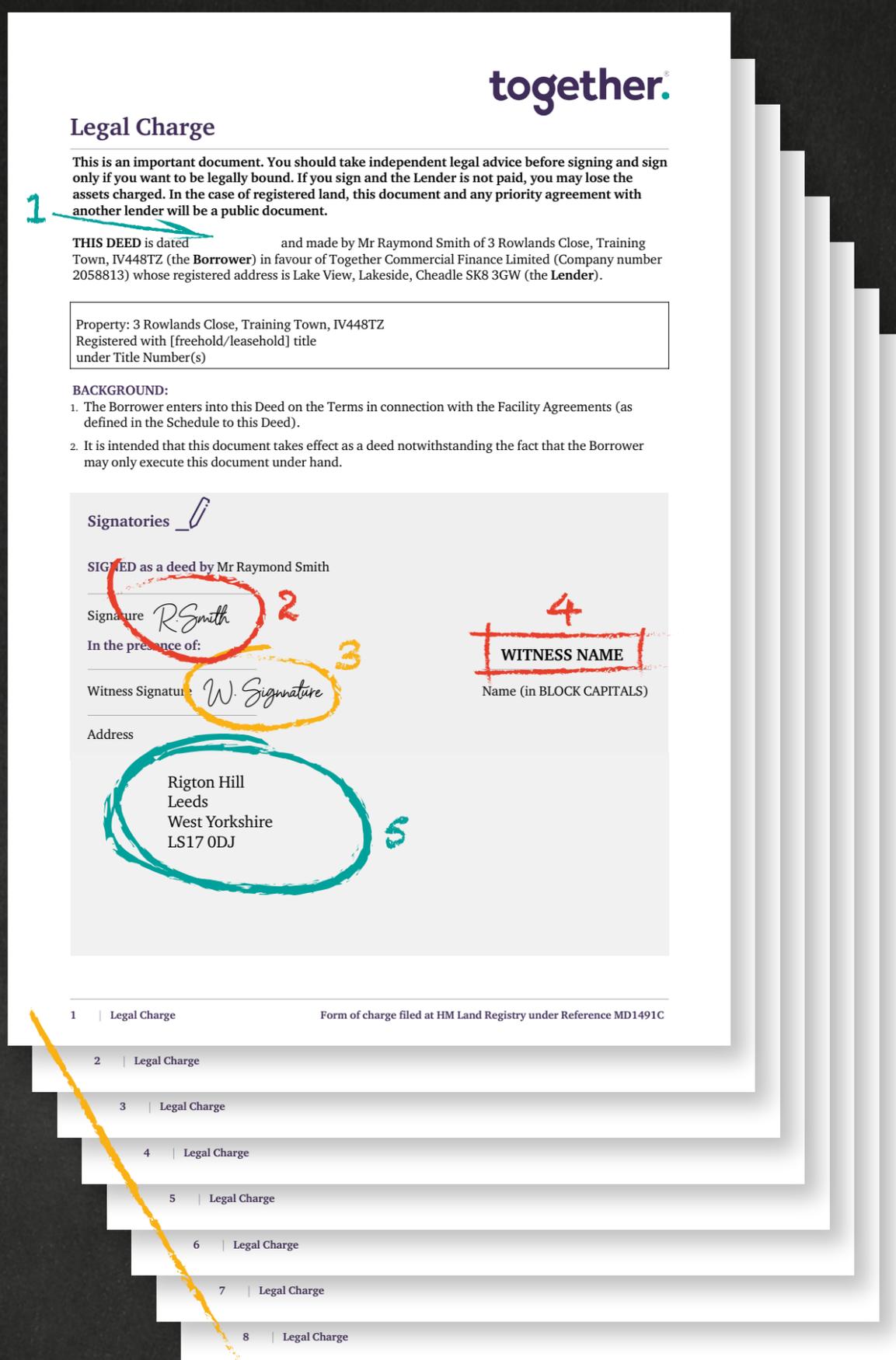


# At the Chalk Face:

## What does good look like?

### Submitting an A\* Legal Charge document.

Understand how to avoid processing delays for your customer as a result of inaccuracies on the Legal Charge document.



- 1 Please remember NOT to date the Legal Charge. This will be done by our legal team on the date of completion.
- 2 Make sure you have signatures from all the borrowers on the first page.
- 3 Your deed must be signed by a witness. This must be someone who is not a family member and does not live at the same address, or the security address.
- 4 The witness is required to write their full name in BLOCK CAPITALS here, no initials.
- 5 The witness is required to add their address.
- 6 You must scan every page of the document and save all pages into one PDF file. We do not accept photos, please make sure all pages are scanned in full including the page numbers at the bottom of the document.

## Chalk Talk

Don't forget to view our videos on our [Chalk Talk page](#) where you'll find a further explanation on the above.

## Get in touch!

Please contact our team on 0161 933 7101 for further support.