

Share Certificate – Marriages & Civil Partnerships, Divorces & Deaths

Summary

- It is **important that you formally update the property's registered owners details at HM Land Registry** in the event of a marriage/civil partnership, divorce or death. Not having the property registered in the correct name could cause complications when remortgaging or when you come to sell the property.
- Also, **the shareholder record** of the management company, Pine Close Management (Horsell) Limited **needs to be updated too – please contact the secretary (Louise) to process any changes** so that the registered property owners at HM Land Registry and the company shareholder records match, like they should.
- Further below **this document outlines the process you should follow and provides helpful links to the required forms and guidance** from the Gov.uk website. In the event of divorces and deaths a solicitor should complete this for you but please ensure they do.

Background

- Pine Close has a management company called Pine Close Management (Horsell) Limited (“the Company”), mainly to look after the communal land e.g. gardens, paths and garage area. The owners of each house in Pine Close own an equal share in the Company - 30 houses so we each own 1/30th.
- The Company is required to maintain an accurate Shareholder Register and file this annually with Companies House. The covenants of each house on Pine Close require the holders of each share in the Company to be the same as the owners of each house. I.e. the house comes with a share of the Company and you cannot sell it to anyone other than the next owner of the house.
- As such, the registered owners of each house as per the details held at the HM Land Registry should be the same as the registered shareholders of the Company.
- It is important that you ensure HM Land Registry hold an up-to date record of who is the registered owner/s of the house. When there is a change in registered owner as per HM Land Registry (e.g. for a marriage/civil partnership, divorce or death), the registered shareholder name in the Company also needs to be updated to ensure these are consistent.

What do I need to do?

Marriages & Civil Partnerships

1. If your name has changed, you will need to update the registered holder of the property at HM Land Registry.
 - **HM Land Registry require the form AP1 to be completed to change a name – this can found with a quick google search and then downloaded from the Gov.uk website or clicking the link below.**
 - [Link to AP1 form](#)
 - [Link to guidance on filling in the form](#)

- It is free to update your name at HM Land Registry as a result of a marriage or civil partnership.
2. Notify the Company secretary so that the shareholder register can be updated accordingly. Evidence of the name change such as a copy of your Marriage certificate will be required.
- Email Louise Park, louise.park@virtualcompanysecretary.com

Divorces

1. If you want to revert to a previous name, you will need to update the registered holder of the property at HM Land Registry.
- **HM Land Registry require the form AP1 to be completed to change a name – this can found with a quick google search and then downloaded from the Gov.uk website.**
 - [Link to AP1 form](#)
 - [Link to guidance](#)
 - It is free to update your name at HM Land Registry as a result of ending a marriage or civil partnership.
2. Notify the Company secretary so that the shareholder register can be updated accordingly.
- Email Louise Park, louise.park@virtualcompanysecretary.com

Deaths (joint owner or sole owner)

1. Following the death of a registered owner, you will need to update the registered holder of the property at HM Land Registry.
- **When a joint owner dies** - you need to fill in a [DJP form](#) to remove their name from the register - this can found either with a quick google search and then downloaded from the Gov.uk website or clicking the link.
 - [Link to guidance & form](#)
 - **When a sole owner dies** – the house will likely be transferred to the beneficiary. There are a number of forms to complete for this – see guidance from Gov. website (link above). Your solicitor should help you with this process.
2. Notify the Company secretary so that Shareholder Register can be updated for the removal of a joint owner or for the share in the Company can be transferred to the new owner of the property in the event of transferring the property to a beneficiary. When you contact the Company secretary she will advise the process and what documents you will need to provide e.g. a copy of the death certificate and in the case of transferring the house also a J30 Stock Transfer Form to change the owners of the share in the Company.
- Email Louise Park, louise.park@virtualcompanysecretary.com
 - [Free PDF J30 Stock Transfer form](#)
 - [Guidance on completing the J30 form](#) (although this form should be completed by a solicitor)