Osprey Approach: InfoTrack Freehold Purchase

This help guide was last updated on
Aug 5th, 2024

The latest version is always online at
https://support.ospreyapproach.com/?p=23884

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Osprey™ Approach

ALLOCATE A CUSTOM QUESTIONNAIRE

FILE OPENING FW_CPP

Matter Type

Please Select

- Please Select
- Sale
- Purchase
- Other
- Commerical
- Private Client
- Transfer of Equity
- Remortgage

Client salutation

Estate Agent

(None selected)

- (None selected)
- BestEstateAgents - Best Estate Agents (Estate Agent House Area Town County - Town),

Estate Agent Ref

Mortgage/no mortgage?

Please select

- Please select
- Mortgage
- No mortgage

Mortgage Lender 1

(None selected)

- (None selected)
- HSBC - HSBC (8 Canada Square London - E14 5HQ), 03457404404

Mortgage 1 A/C no

Mortgage Lender 2

(None selected)

- (None selected)
- HSBC - HSBC (8 Canada Square London - E14 5HQ), 03457404404

Mortgage 2 A/C no

Other side solicitor 1 contact

None selected

- None selected

ALLOCATE A CUSTOM QUESTIONNAIRE

NUMBER OF PARTIES FW_CPR

Amount of Vendors

Please select

- Please select
- 1
- 2
- 3
- 4

Amount of Purchasers

Please select

- Please select
- 1
- 2
- 3
- 4

Submit Cancel

PURCHASER 1 FW_CPR

Purchaser 1 Title

Purchaser 1 First Name

Purchaser 1 Second Name

Purchaser 1 Surname

Purchaser 1 Company Name

Purchaser 1 Mobile Number

Purchaser 1 Email address

Purchaser 1 Building Name

Purchaser 1 Street Number

Purchaser 1 Street Name

Purchaser 1 Town

Purchaser 1 County

Purchaser 1 Postcode

Submit Cancel

PURCHASER 2 FW_CPR

Purchaser 2 Title

Purchaser 2 First Name

Purchaser 2 Second Name

Purchaser 2 Surname

Purchaser 2 Company Name

Purchaser 2 Mobile Number

Purchaser 2 Email address

Purchaser 2 Building Name

Purchaser 2 Street Number

Purchaser 2 Street Name

Purchaser 2 Town

Purchaser 2 County

Purchaser 2 Postcode

Submit Cancel

PURCHASER 3 FW_CPR

Purchaser 3 Title

Purchaser 3 First Name

Purchaser 3 Second Name

Purchaser 3 Surname

Purchaser 3 Company Name

Purchaser 3 Mobile Number

Purchaser 3 Email address

Purchaser 3 Building Name

Purchaser 3 Street Number

Purchaser 3 Street Name

Purchaser 3 Town

Purchaser 3 County

Purchaser 3 Postcode

Submit Cancel

PURCHASER 4 FW_CPR

Purchaser 4 Title

Purchaser 4 First Name

Purchaser 4 Second Name

Purchaser 4 Surname

Purchaser 4 Company Name

Purchaser 4 Mobile Number

Purchaser 4 Email address

Purchaser 4 Building Name

Purchaser 4 Street Number

Purchaser 4 Street Name

Purchaser 4 Town

Purchaser 4 County

Purchaser 4 Postcode

Submit Cancel

VENDOR 1 FW_CPR

Vendor 1 Title

Vendor 1 First Name

Vendor 1 Second Name

Vendor 1 Surname

Vendor 1 Company Name

Vendor 1 Mobile Number

Vendor 1 Email address

Vendor 1 Building Name

Vendor 1 Street Number

Vendor 1 Street Name

Vendor 1 Town

Vendor 1 County

Vendor 1 Postcode

Submit Cancel

VENDOR 2 FW_CPR

Vendor 2 Title

Vendor 2 First Name

Vendor 2 Second Name

Vendor 2 Surname

Vendor 2 Company Name

Vendor 2 Mobile Number

Vendor 2 Email address

Vendor 2 Building Name

Vendor 2 Street Number

Vendor 2 Street Name

Vendor 2 Town

Vendor 2 County

Vendor 2 Postcode

Submit Cancel

VENDOR 3 FW_CPR

Vendor 3 Title

Vendor 3 First Name

Vendor 3 Second Name

Vendor 3 Surname

Vendor 3 Company Name

Vendor 3 Mobile Number

Vendor 3 Email address

Vendor 3 Building Name

Vendor 3 Street Number

Vendor 3 Street Name

Vendor 3 Town

Vendor 3 County

Vendor 3 Postcode

Submit Cancel

VENDOR 4 FW_CPR

Vendor 4 Title

Vendor 4 First Name

Vendor 4 Second Name

Vendor 4 Surname

Vendor 4 Company Name

Vendor 4 Mobile Number

Vendor 4 Email address

Vendor 4 Building Name

Vendor 4 Street Number

Vendor 4 Street Name

Vendor 4 Town

Vendor 4 County

Vendor 4 Postcode

Submit Cancel

RECEIPT OF CONTRACT PACK FW_CPP

Other side solicitor 1 contact

None selected

- None selected
- 1 - Tom Cromwell (123 Test Test Test Test - TE57 1NG),
- 13 - Alex Hiscutt (-),
- 15 - Samuel John (-),
- 14 - Sol Test (-),

Other side solicitor 1 organisation

(None selected)

- (None selected)
- SOLICITORS - Solicitors and Co (45 Jurisdiction Lane Telford Shropshire - TF10 8NJ), 07123 973685
- Test_Solicitor - Test Solicitor (1 Test Street - TE1 5ST),

Other side solicitor 1 reference

Other side company name

Other side 1 title

Other side 1 initials

Other side 1 forename

Other side 1 surname

Other side 1 address

Other side 1 address line 1

Other side 1 address line 2

Other side 1 address line 3

Other side 1 address line 4

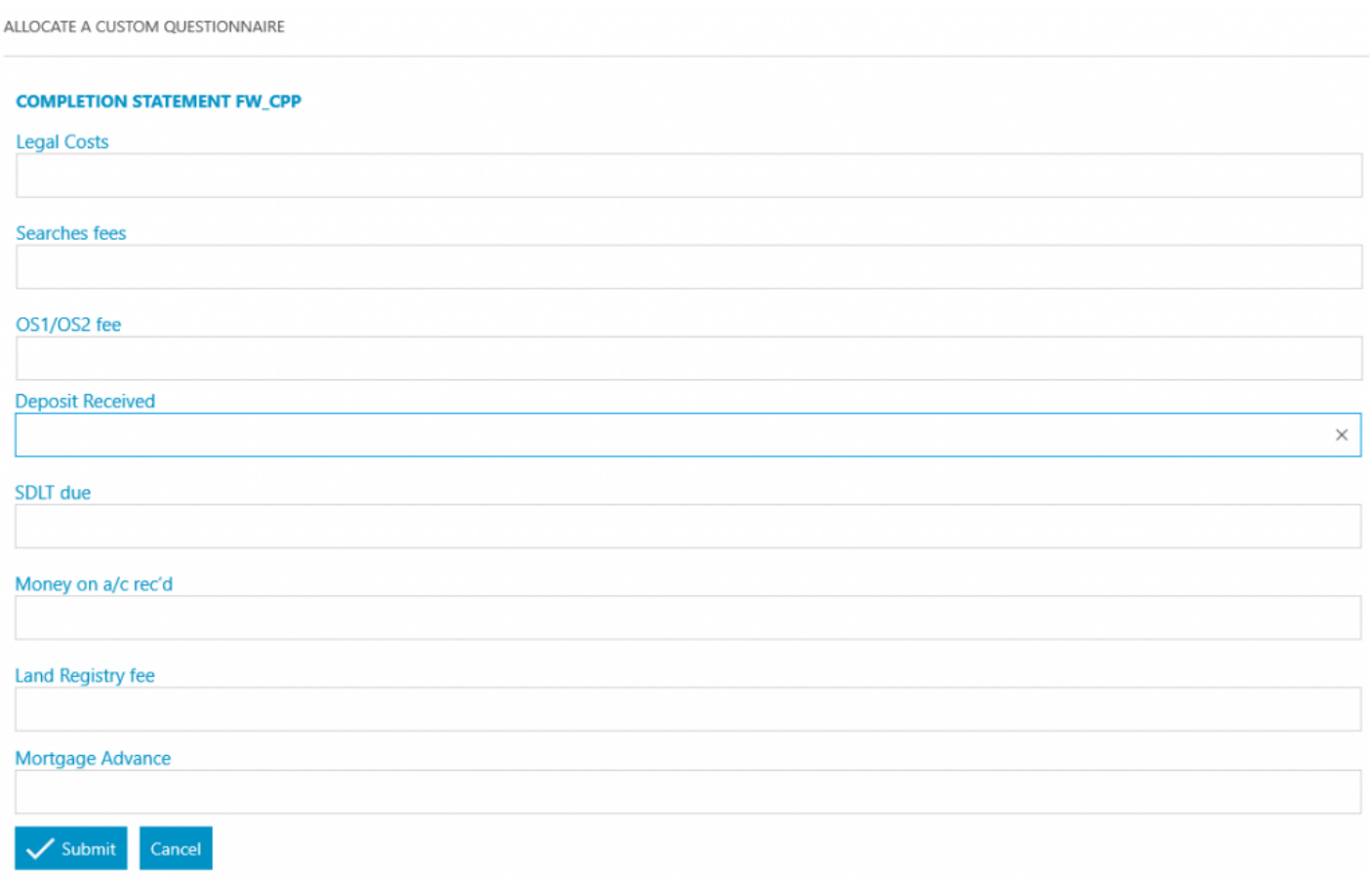
Other side 1 address postcode

Other side 2 title

Other side 2 initials

Other side 2 forename

Other side 2 surname



Send a text message to a client – client confirming exchange

Dear [FW_CP_PROPINFO_FW_CLI_SALUT], I am pleased to confirm I have now exchanged, and completion is due on [FW_CP_PROPINFO_FW_COMPLETION]. Kind regards, [CALCULATION_FEE_EARNER_DESCRIPTION]

ALLOCATE A CUSTOM QUESTIONNAIRE

PRE-COMPLETION FW_CPP

Legal Costs

Searches fees

OS1/OS2 fee

Deposit Received

SDLT due

Money on a/c rec'd

Land Registry fee

Mortgage Advance

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

PRE-COMPLETION FW_CPP

Legal Costs

Searches fees

OS1/OS2 fee

Deposit Received

SDLT due

Money on a/c rec'd

Land Registry fee

Mortgage Advance

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

CLIENT'S NEW ADDRESS FW_CPP

House

Area

Postal Town

County

Postcode

Submit Cancel

Send a text message to a client – client confirming completion

Dear [FW_CP_PROPINFO_FW_CLI_SALUT], I am pleased to confirm completion of the sale .
Kind regards,
[CALCULATION_FEE_EARNER_DESCRIPTION]

AP1

HM Land Registry

Application to change the register

AP1

Any parts of the form that are not typed should be completed in black ink and in block capitals.

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

HM Land Registry is unable to give legal advice, but you can find guidance on HM Land Registry applications (including our practice guides for conveyancers) at **{** HYPERLINK "https://www.gov.uk/government/organisations/land-registry" **}**.

Conveyancer is a term used in this form. It is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

For information on how HM Land Registry processes your personal information, see our **{** HYPERLINK "https://www.gov.uk/government/organisations/land-registry/about/personal-information-charter" **}**.

HM LAND REGISTRY USE ONLY

Record of fees paid

Particulars of under/over payments

Reference number

Fees debited £

Where there is more than one local authority serving an area, enter the one to which council tax or business rates are normally paid.

1 Local authority serving the property:

Full postcode of property (if any):

{ MERGEFIELD FW_CP_PROPERTY_FW_POSTCODE **}**

Enter the title number of each title that requires an entry to be made in that register.

2 Title number(s) of the property:

{ MERGEFIELD FW_CP_PROPINFO_FW_TITLE1 **}{** MERGEFIELD FW_CP_PROPINFO_FW_TITLE2 **}{** MERGEFIELD FW_CP_PROPINFO_FW_TITLE3 **}**

3 The application affects

Place 'X' in the appropriate box.

{ FORMCHECKBOX **}** the whole of the title(s)

Give a brief description of the part affected, for example 'edged red on the plan to the transfer dated ……'.

{ FORMCHECKBOX **}** part of the title(s) as shown:

To find out more about our fees visit **{** HYPERLINK "https://www.gov.uk/government/collections/fees-land-registry-guides" **}**

Remember restrictions in deeds may apply to other deeds of lower priority in this list, unless you specify otherwise.

Place 'X' in the appropriate box.

The fee will be charged to the account specified in panel 7.

List the documents lodged with this form. We only need certified copies of deeds or documents you send to us with HM Land Registry application forms. Once we have made a copy of the documents you send to us, they will be destroyed, this applies to both originals and certified copies

Provide the full name(s) of the person(s) applying to change the register. Where a conveyancer lodges the application, this must be the name(s) of the client(s), not the conveyancer.

Complete as appropriate where the applicant is a company. Also, for an overseas company, unless an arrangement with HM Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

This panel must always be completed.

4 Application, priority and fees

Applications in priority order	Price paid/Value (£)	Fees paid (£)
Purchase		
	Total fees (£)	

Fee payment method

{ FORMCHECKBOX **}** cheque made payable to 'Land Registry'

{ FORMCHECKBOX **}** direct debit, under an agreement with Land Registry

5 Documents lodged with this form:

TR1

6 The applicant:

{ MERGEFIELD LINKNAME_SURNAME_1 **}**

For UK incorporated companies/LLPs
Registered number of company or limited liability partnership including any prefix:

For overseas companies
(a) Territory of incorporation:

(b) Registered number in the United Kingdom including any prefix:

7 This application is sent to Land Registry by

Key number (if applicable):

A key number is only available to professional customers, such as solicitors.

If you are paying by direct debit, this will be the account charged.

This is the address to which we will normally send requisitions. However if you insert an email address, we will use this whenever possible.

We will only issue warning of cancellation letters to conveyancers if an email address is inserted.

Name: **{** MERGEFIELD PRACTICEINFO_PRACTICE_NAME **}**

Address or UK DX box number:

DX: **{** MERGEFIELD PRACTICEINFO_DX_NO **}**

{ MERGEFIELD PRACTICEINFO_HOUSE \f", " **}{** MERGEFIELD PRACTICEINFO_AREA \f", " **}{** MERGEFIELD PRACTICEINFO_POSTAL_TOWN \f", " **}{** MERGEFIELD PRACTICEINFO_COUNTY \f" " **}{** MERGEFIELD PRACTICEINFO_POSTCODE **}**

Email address: **{** MERGEFIELD CALCULATION_FEE_EARNER_EMAIL **}**

Reference: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Phone no: **{** MERGEFIELD PRACTICEINFO_PHONE_NO **}**	Fax no: **{** MERGEFIELD PRACTICEINFO_FAX_NO **}**

Complete this panel if you want us to notify someone else that we have completed this application.

8 Third party notification

Name:

Address or UK DX box number:

Email address:

Reference:

9 The address(es) for service for each proprietor of the registered estate(s) to be entered in the register is

Place 'X' in the appropriate box.

In this and panel 10, each proprietor may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

{ FORMCHECKBOX **}** the address of the property (where this is a single postal address)

{ FORMCHECKBOX **}** the address(es) for service from the transfer/assent

{ FORMCHECKBOX **}** (for existing proprietors who are remaining in the register) the current address(es) for service in the register

{ FORMCHECKBOX **}** the following address(es):

Where a charge has an MD reference we will ignore an address given in this panel unless the charge is in favour of a United Kingdom bank and neither the charge form nor any agreement we have with the lender specifies an address for service.

For permitted addresses see note to panel 9.

Complete as appropriate where the lender is a company. Also, for an overseas company, unless an arrangement with HM Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

10 Name and address(es) for service of the proprietor of any new charge to be entered in the register:

For UK incorporated companies/LLPs
Registered number of company or limited liability partnership including any prefix:

For overseas companies

(a) Territory of incorporation:

(b) Registered number in the United Kingdom including any prefix:

If this statement applies (i) place 'X' in the box and (ii) enclose Form DI.

Section 27 of the Land Registration Act 2002 lists the registrable dispositions.

Rule 57 of the Land Registration Rules 2003 sets out the disclosable overriding interests that you must tell us about.

11 Disclosable overriding interests

{ FORMCHECKBOX **}** This application relates to a registrable disposition and disclosable overriding interests affect the registered estate.

12 Confirmation of identity

When registering transfers, charges, leases and other dispositions of land, or giving effect to a discharge or release of a registered charge, Land Registry relies on the steps that conveyancers take, where appropriate, to verify the identity of their clients. These checks reduce the risk of property fraud.

Where a person was not represented by a conveyancer, Land Registry requires 'evidence of identity' in respect of that person, except where the first alternative in panel 13(2) applies.

'Evidence of identity' is evidence provided in accordance with any current direction made by the Chief Land Registrar under section 100(4) of the Land Registration Act 2002 for the purpose of confirming a person's identity.

If this application is to register a transfer, lease or charge, or to give effect to a discharge in Form DS1 or a release in Form DS3 complete one of the following

Full details of the evidence of identity that is required can be found in { HYPERLINK "https://www.gov.uk/government/publications/evidence-of-identity-conveyancers" **}, {** HYPERLINK "https://www.gov.uk/government/publications/temporary-changes-to-hm-land-registrys-evidence-of-identity-requirements-pg67a" **} and in {** HYPERLINK

"https://www.gov.uk/completing-the-evidence-of-identity-panels-on-forms-ap1-fr1-ds2" **} both of which can be found on the GOV.UK website.**

{ FORMCHECKBOX **}** I am a conveyancer, and I have completed panel 13

{ FORMCHECKBOX **}** I am not a conveyancer, and I have completed panel 14

Place 'X' in the appropriate box.

Conveyancer is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

13 Where the application is sent to Land Registry by a conveyancer

(1) Details of conveyancer acting

If you are sending an application to register a transfer, lease or charge, for each party to each disposition that is to be registered state in the table below the details of the conveyancer (if any) who represented them.

Where a party is not represented by a conveyancer you must also complete (2) below.

Name of transferor, landlord, transferee, tenant, borrower or lender		Conveyancer's name, address and reference
{ MERGEFIELD FW_CP_OTHERSIDE_FW_COMP1 **}** **{** MERGEFIELD FW_CP_OTHERSIDE_FW_OS1_FORENAME **}{** MERGEFIELD FW_CP_OTHERSIDE_FW_OS1_SURNAME **}** **{** MERGEFIELD FW_CP_OTHERSIDE_FW_OS2_FORENAME **} {** MERGEFIELD FW_CP_OTHERSIDE_FW_OS2_SURNAME **}**	**{** FORMCHECKBOX **}**	**{** MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_name **}** **{** MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_CONT_address **}** Reference: **{** MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_REF **}**
{ MERGEFIELD LINKNAME_SURNAME_1 **}**	**{** FORMCHECKBOX **}**	Reference:
{ IF **{** MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_name **}**<> "" "**{** MERGEFIELD FW_ CP_ORGS_FW_MTGLEND1_name **}**" "" **}**	**{** FORMCHECKBOX **}**	Reference:

Place 'X' in the box in the second column if the person or firm who is sending the application to HM Land Registry represented that party in the transaction. Otherwise complete the details in the third column. If the party is not represented insert 'none' in the third column.

A separate box is provided, or can be added, for each party, as required by panel 13(1). That includes separate boxes for attorneys and donors where appropriate.

	{ FORMCHECKBOX **}**	Reference:
	{ FORMCHECKBOX **}**	Reference:

If you are sending an application to give effect to a discharge in Form DS1 or release in Form DS3 for each lender, state in the table below the details of the conveyancer (if any) who represented them.

Where a lender is not represented by a conveyancer you must also complete (2) below.

Place 'X' in the box in the second column if the person or firm who is sending the application to HM Land Registry represented that party in the transacti

Name of lender		Conveyancer's name, address and reference
	{ FORMCHECKBOX **}**	Reference:

on. Otherwise complete the details in the third column. If the party is not represented insert 'none' in the third column.

A separate box is provided, or can be added, for each party, as required by panel 13(1). That includes separate boxes for attorneys and donors where appropriate.

		{ FORMCHECKBOX **}**	Reference:

(2) Evidence of identity

Where any transferor, landlord, transferee, tenant, borrower or lender listed in (1) was not represented by a conveyancer

Place 'X' in the appropriate box(es).

{ FORMCHECKBOX **}** I confirm that I am satisfied that sufficient steps have been taken to verify the identity of

_ _

_ _

Insert the name of each unrepresented transferor, landlord, transferee, tenant, borrower or lender for whom you give this confirmation.

and that they are the registered proprietor or have the right to be registered as the registered proprietor

{ FORMCHECKBOX **}** I enclose evidence of identity in respect of each unrepresented transferor, landlord, transferee, tenant, borrower or lender for whom I have not provided the confirmation above

Evidence of identity is defined in panel 12. Full details of the evidence of identity that is required can be found in { HYPERLINK "https://www.gov.uk/government/publications/evidence-of-identity-conveyancers" } and { HYPERLINK "https://www.gov.uk/government/publications/temporary-changes-to-hm-land-registrys-evidence-of-identity-requirements-pg67a" } available on the GOV.UK website.

14 Where the application is sent to Land Registry by someone who is not a conveyancer

(1) Details of conveyancer acting

If you are sending an application to register a transfer, lease or charge (ie a mortgage), for each party to each disposition that is to be registered, state in the table below the details of the conveyancer (if any) who represented them.

You must also complete (2) below.

If the party is not represented insert 'none' in the second column.

A separate box is provided, or can be added, for each party, as required by panel 14(1). That includes separate boxes for attorneys and donors where appropriate.

Name of transferor, landlord, transferee, tenant, borrower or lender	Conveyancer's name, address and reference
	Reference:
	Reference:
	Reference:
	Reference:
	Reference:

If you are sending an application to give effect to a discharge in Form DS1 or release in Form DS3, for each lender state in the table below the details of the conveyancer (if any) who represented them.

You must also complete (2) below.

If the party is not represented insert 'none' in the second column.

Name of lender	Conveyancer's name, address and reference

A separate box is provided, or can be added, for each party, as required by panel 14(1). That includes separate boxes for attorneys and donors where appropriate.

	Reference:
	Reference:

(2) Evidence of identity

Place 'X' in the appropriate box(es).

{ FORMCHECKBOX **}** for each applicant named in panel 6 is enclosed

{ FORMCHECKBOX **}** for each unrepresented transferor, landlord, transferee, tenant, borrower or lender listed in (1) is enclosed

Evidence of identity is defined in panel 12. Full details of the evidence of identity that is required can be found in { HYPERLINK "https://www.gov.uk/completing-the-evidence-of-identity-panels-on-forms-ap1-fr1-ds2" **} available on the GOV.UK website.**

15

If a conveyancer is acting for the applicant, that conveyancer must sign.

Signature of conveyancer: ----------

Date:

OR

If no conveyancer is acting, the applicant (and if the applicant is more than one person then each of them) must sign.

Signature of applicant: ----------

Date:

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

© Crown copyright (ref: LR/HO) 04/20

Blank Client Letter

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\38ae0d3b-2887-4488-84d1-ef04c4f56028\\header.doc"**}**
Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD "fssm_RC_Property" }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Estate Agent letter

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\3fafe33e-51b8-4413-b861-ab960a7755cc\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_EA_REF }

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW_CP_ORGS_FW_EA_name }
{ MERGEFIELD FW_CP_ORGS_FW_EA_address }

Dear Sirs

Re: { MERGEFIELD "fssm_RC_Property" }
Seller: { MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }
Buyer: { MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Land Registry letter

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\8d9561f1-6368-4565-8de3-8c4ea9f63dcc\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_LRREF }

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW_CP_ORGS_FW_LR_name }
{ MERGEFIELD FW_CP_ORGS_FW_LR_address }

Dear Sirs

Re: Title No: Our Client: **{ MERGEFIELD "fssm_RC_Property" } { MERGEFIELD FW_CP_PROPINFO_FW_TITLE1 \b", "}{ MERGEFIELD FW_CP_PROPINFO_FW_TITLE2 \b", "}{ MERGEFIELD FW_CP_PROPINFO_FW_TITLE3 \b", "} { MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }**

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank letter

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\68d72e43-6da5-4198-aa40-7ce28bb82d67\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy" **} }**

Name
Address

Dear

Re: { MERGEFIELD "fssm_RC_Property" }

Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Mortgage Lender 1 letter

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\20424132-041b-4690-8bb6-72536c6c5ca1\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_MTG1AC }

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_name }
{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_address }

Dear Sirs

Re: { MERGEFIELD "fssm_RC_Property" }
Account No: { MERGEFIELD FW_CP_ORGS_FW_MTG1AC }
Our Client: { MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank OS Solicitor letter

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\e49db20f-ddb6-452c-90d3-596754e7846c\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_REF }

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: Your Client: { MERGEFIELD "fssm_RC_Property" } { MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }

Our Client: { MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client care letter

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD "fssm_RC_Property" }

Following your recent instructions, we are writing to confirm our general terms of engagement and charging which constitute the basis upon which we will carry out work on your behalf.

Most of the work in connection with this matter will be carried out by { MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION } and you can also contact their assistant who will be familiar with the file and will be able to help you or take a message.

{ IF { MERGEFIELD CALCULATION_EXECUTIVE_NAME } = "" "The Senior Partner of this firm has ultimate responsibility for this matter." "The Partner of this firm with ultimate responsibility for this matter is { MERGEFIELD CALCULATION_EXECUTIVE_NAME }." }

We aim to offer all of our clients an efficient and effective service and are confident that we will do so in this case. However, should there be any aspect of our service with which you are unhappy, you should notify the person concerned in writing immediately and we will endeavour to resolve matters.

A broader outline of our work in a Conveyancing transaction is:

- Checking the seller's title;
- Raising appropriate enquiries before Contract and reviewing the seller's replies;
- Making searches with the Local Authority and other information providers in accordance with your instructions and the instructions of any lender;
- Reviewing and if necessary amending the Contact and any associated documents;
- Advising you about the results of searches, replies to our enquiries and the terms of the Contract and any associated documents;
- Complying with the instructions of your mortgage lender if you are having a mortgage;
- Exchanging Contracts;
- Making appropriate pre-completion searches and generally completing the matter;
- Making the appropriate return to H.M. Revenue & Customs for the purposes of Stamp Duty Land Tax (SDLT) and on receipt of the signed Stamp Duty Land Tax Land Transaction Return Form submitting the same to H.M. Revenue and Customs;

- On receipt of any SDLT monies due from you, arranging for the same to be paid to H.M. Revenue and Customs on your behalf;
- Registering your ownership and any mortgage at the Land Registry

I will report to you on receipt of the Contract papers, the search results and the mortgage offer. I will provide you with copies of the enquiries I raise and will ask you to come in to see me to go through all of the papers once all of the documents are to hand.

I will discuss with you the proposed completion date and will telephone and/or email you to confirm once Contracts have been exchanged and a completion date is set.

I aim to reply to letters and other communications from you and others promptly but it will not always be practical to do so on the same day.

Should the above transaction fail to proceed to completion, then this firm's charges for that transaction will be such sum as is reasonable, having regard to the amount of work done by that stage in the transaction together with VAT and any disbursements paid.

Our account will be rendered at completion (or at the point that the transaction fails to proceed). Please note that there may be further disbursements of which we are unaware at this time.

Government Money Laundering Regulations

[Option 1: clients where CDD has been effected within the last 3 years

We are required to conduct due diligence by these regulations at the start of each new matter and to monitor the matter as it proceeds. We have already conducted due diligence in relation to our previous work for you but may require additional information or material at any time in order to comply with our duties of ongoing monitoring.]

[Option 2: clients where CDD has not been effected within the last 3 years

We are required to conduct due diligence by these regulations at the start of each new matter and to monitor the matter as it proceeds. Save in exceptional circumstances, the regulations prevent us from starting any work until due diligence has been carried out, so your co-operation will not only be appreciated but will assist us to move your work forward quickly.

Please refer to paragraph below and remember that we may require additional information or material at any time in order to comply with our duties of ongoing monitoring.

A. You are instructing us **on your own account**, and we will require:

- your passport or a photocard driving licence; and
- a utility bill or council tax bill less than 3 months old, showing your current address.

Could you please make an appointment to see me or one of my assistants at our offices for this purpose? We are required to take photocopies of relevant material, to certify those copies against the originals and to hold them on file. If it is not convenient for you to call in, I can deal with evidence of identity either:

- by post (in which case we will require the same material to be copied and certified by a solicitor local to you before you send it to us); or

- electronically at a cost of £10 including VAT, which we will add to your bill.

Please note the electronic check includes information from the electoral roll and the agencies will record the details of the search whether or not your matter proceeds.

B. You are instructing us **on behalf of a partnership** and we are required to ascertain who the partners are, the full name of the partnership, its registered or principal trading address and the nature of its business. Unless the partnership is well-known or comprises individuals whose business is regulated by a professional body (lawyers, doctors etc), we will require evidence of the partnership's trading address and the same evidence of identity for you and at least one other partner as if each of you were instructing us on your own account.

C. You are instructing us **on behalf of a limited company, a limited partnership or a limited liability partnership** and we are required to ascertain the structure, ownership, purposes and activities of the body. In particular, we are required to obtain the name and other readily available identifying details of each individual who either owns or controls more than 25 per cent of the shares or voting rights in the body, or otherwise exercises control over the management of the body (we call these persons "beneficial owners"). We will ask you to provide evidence in relation to these matters to the extent that we are unable to obtain it from public records, will ask you to provide evidence of identity as if you were instructing us on your own account and may ask any non-corporate beneficial owners to provide equivalent evidence of identity.

Finally I enclose herewith Standard Terms of Engagement in duplicate together with a formal quotation in respect of my fees and questionnaire for you to complete and return.

Please return one copy of the Terms of Engagement duly signed together with your cheque in our favour in the sum of **{** ASK amount "please insert amount required on account" \d "£" **}{** ref amount * MERGEFORMAT **}** on account and the completed questionnaire.

As confirmation that you would like us to proceed on this basis, we would be grateful if you would sign the extra copy of this letter and return it to us.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client confirm completion letter

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\88545589-1ef2-4f14-bad3-570d26881f06\\header.doc"**}**
Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy" **} }**

{ MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD "fssm_RC_Property" }

I am pleased to confirm that I have now completed the purchase of the above-named property on your behalf.

I will now proceed to register your ownership with the Land Registry, and once this is complete I shall send you the Title Document (which is proof of your ownership of the property) together with any documents sent to me by the Seller's solicitors.

May I take this opportunity to thank you for your kind instructions in this matter and if I can be of any assistance to you in the future please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client confirming exchange

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\52e5eefd-2868-4eac-a451-3bda86d76da1\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD "fssm_RC_Property" }

I am pleased to confirm that I have exchange contracts and completion of the purchase is due to take place on { MERGEFIELD FW_CP_PROPINFO_FW_COMPLETION \@ "d MMMM yyyy"}.

I will provide you with a final copy of the Completion Statement shortly to enable you to transfer funds to my firm before completion.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client enc. contract for signature

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\d314aa63-01c0-4423-9f2b-c74dbc09820b\\header.doc"**}**
Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy" **} }**

{ MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD "fssm_RC_Property" }

Please find enclosed a copy of the Contract for your signature.

I should be grateful if you would please double check that your names, the property price and property address are correct. If not, please notify me immediately so the contract can be amended.

The contract is governed by standard terms and conditions.

If you are content with the contract, please sign your names where indicated and return it to me as soon as possible. Please note you SHOULD NOT date the contract in any way. This is because I will date the contract on the date of exchange. If you have dated the contract, I will need to send a fresh copy to you to be signed again.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client enc. draft completion

statement

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\40ea42ef-42b0-4239-a90a-ca21cb67e3d3\\header.doc"**}**
Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy" **} }**

{ MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD "fssm_RC_Property" }

Please find enclosed a draft Completion Statement for your consideration. The Statement shows the funds required from you to complete the purchase, including my firm's costs and any disbursements incurred. This is to give you an indication of the total amount required to complete the purchase.

If you have any queries regarding the Completion Statement, please let me know. I will provide you with a final Completion Statement in good time prior to completion of the purchase.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client enc. mortgage report letter

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\bfd7ccb9-9700-4b88-8454-a5df3dffdfa1\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy" **} }**

{ MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD "fssm_RC_Property" }

I have now received the mortgage offer from your lender, a copy of which is enclosed. I should be grateful if you would please get in touch with my secretary to arrange a mutually convenient appointment for you to come to my office to sign the Mortgage Deed.

I wish to raise the following important points with you:

1.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client enc. report on title letter

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\6116c28b-2a5c-456c-871e-9ac74be66dd0\\header.doc"**}**
Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy" **} }**

{ MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD "fssm_RC_Property" }

Please find enclosed a copy of the Report on Title and associated documents.

I should be grateful if you would please carefully read the Report, and notify me as soon as possible if you require any further clarification on any of the points raised within.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client enc. SDLT for signature

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\639aef6e-ca26-460b-a4d0-c662270d0113\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD "fssm_RC_Property" }

Please find enclosed a copy of your Stamp Duty Land Tax Return Form. I have completed this on your behalf, and should be grateful if you would please read through it carefully. Once you have done so, kindly sign and date where indicated.

If you require any assistance with the form, please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client enc. search report letter

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\edffe1ab-02ff-4238-a7f1-752e04ce9240\\header.doc"**}**
Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy" **} }**

{ MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD "fssm_RC_Property" }

I am pleased to confirm that I have now received the results of your Searches which I have enclosed herewith.

I should be grateful if you would please carefully read the searches, taking into consideration my points below:

1.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client enc. TR1 for signature

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\7f264f9c-6038-4771-879b-82193dfe42a6\\header.doc"**}**
Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy" **} }**

{ MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD "fssm_RC_Property" }

Please find enclosed the Transfer Deed (TR1) for your signature. The Transfer Deed is the document that transfers the legal title to the property from the seller's name to you.

The Transfer sets out the Title Number, which is essentially a reference number held by the Land Registry that is unique to the property. It also sets out the address, purchase price and yours and the seller's details.

Your signature to the Transfer Deed must be witnessed. The person witnessing your signature must be over 18, unrelated to you and not a party to this transaction. You must sign where indicated, and the witness must then sign, write their full name in CAPITALS and their full address beneath your signature, as indicated. If you would prefer to sign the Transfer at my office, please get in contact with my secretary who will be able to witness your signature.

Please note you SHOULD NOT date the Transfer in any way. The reason being that the Transfer will be dated on the day of completion. If the Transfer is dated, I will need to send it to you again for you to resign.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client send final completion

statement

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\77ed2345-6b48-4496-bd2e-23f1eee3fc07\\header.doc"**}**
Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy" **} }**

{ MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD "fssm_RC_Property" }

Please find enclosed the final copy of the Completion Statement. As you are aware, completion is due to take place on **{** MERGEFIELD FW_CP_PROPINFO_FW_COMPLETION \@ "d MMMM yyyy"**}** and I should be grateful if you would please transfer the funds to my firm at least three working days in advance to ensure the funds have cleared before completion.

I should be grateful if you would please arrange to transfer the completion funds to our Client Bank Account:
Sort Code:
Account Number:
Account Name:
Bank:

If you have any queries, please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client send TID

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\b3fede0a-5e23-41ef-a1d0-e55904c9953b\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD "fssm_RC_Property" }

Following completion of the purchase, I am pleased to confirm that you have now been registered as owners of the property and I enclose a copy of the Title Information Document herewith. I was also provided with several papers from the Seller's solicitors. You should keep all these documents safe, as you may need to refer to them in the future. Whilst it is possible to obtain a further copy of the Title Information Document for around a few pounds from the Land Registry, it can often prove difficult and/or costly to obtain copies of the other documents enclosed. If you wish to sell the property in the future, you will need to provide the documents enclosed with this letter to your solicitor.

The following documents are enclosed herewith. Please sign and date the duplicate copy of this letter and return it to me as confirmation you have received the documents.

1. Title Information Document
2.

Finally, may I thank you for instructing this firm to deal with your matter. If I, or my colleagues, may be of any future assistance please do not hesitate to contact us.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

I confirm I have received the documents listed above.

Name (on behalf of { MERGEFIELD LINKNAME_SURNAME_1 }):

Signed……

Dated……

Client sending contract pack for

info

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\e4dfe777-c8aa-4252-8896-89066d66ce20\\header.doc"**}**
Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy" **} }**

{ MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD "fssm_RC_Property" }

I am pleased to enclose a copy of the Contract documentation which I have received from the seller's solicitors. I enclose the following for your attention:

1. Copy Land Registry Title and filed Plan
2.

Having received the contract documentation, I will now proceed to look through it carefully and raise enquiries. Once I have received the replies, I will prepare and provide you with a full report detailing the replies to these enquiries together with information regarding the title to the property.

You should be aware that you are entering in the contract to purchase the property based on your own inspections and surveys and that you are not placing any reliance upon any statements or representations made to you (verbally or in writing) by, or on behalf of, the seller other than the information contained within any queries raised in our correspondence with the seller's solicitor. It is therefore imperative that you consult with a surveyor, or other expert, in relation to the property.

I should be grateful if you would please carefully look at the plan attached to the Title Deeds. It is unusual for a plan to be wrong, but you should be sure that it includes the parcel of land you are expecting to buy. If the plan appears to be wrong, please let me know immediately.

You should also please make me aware of any enquiries you wish me to raise with the seller's solicitor as soon as possible so as to avoid any delays.

I look forward to hearing from you. Please do not hesitate to contact me should you have any queries regarding the documentation enclosed.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Completion Statement

COMPLETION STATEMENT

Purchase of **{** MERGEFIELD FW_CP_PROPINFO_FW_PROP1 \f '', ''**}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP2 \f '', ''**}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP3 \f '', ''**}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP4 \f '', ''**}{** MERGEFIELD FW_CP_PROPINFO_FW_POSTCODE **}**

	To Pay £	Received £
Legal Costs	**{** MERGEFIELD FW_CP_COST_FW_LEGALCOST \# "#,##0.00" **}**	
VAT	**{** =B2*20% \# "#,##0.00" **}**	
Purchase Price	**{** MERGEFIELD FW_CP_PROPINFO_FW_PRICE \# "#,##0.00" **}**	
SDLT due	**{** MERGEFIELD FW_CP_COST_FW_SDLT \# "#,##0.00" **}**	
OS1 fee	**{** MERGEFIELD FW_CP_COST_FW_OS1FEE \# "#,##0.00" **}**	
Searches	**{** MERGEFIELD FW_CP_COST_FW_SEARCHFEE \# "#,##0.00" **}**	
Land Registry fee	**{** MERGEFIELD FW_CP_COST_FW_LRFEE \# "#,##0.00" **}**	
Total	**{** =SUM(ABOVE) \# "#,##0.00" **}**	

LESS

Mortgage Advance		**{** MERGEFIELD FW_CP_COST_FW_MTGADV \# "#,##0.00" **}**
Received on account		**{** MERGEFIELD FW_CP_COST_FW_MONEYAC \# "#,##0.00" **}**
Deposit Received		**{** MERGEFIELD FW_CP_COST_FW_DEPOSITRECD \# "#,##0.00" **}**
Total		**{** =SUM(ABOVE) \# "#,##0.00" **}**

Balance due from you:	**{** =ToPay-Recd \# "#,##0.00" **}**	

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

DS2

HM Land Registry

Application to cancel entries relating to a registered charge

DS2

Any parts of the form that are not typed should be completed in black ink and in block capitals.

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

HM Land Registry is unable to give legal advice, but you can find guidance on HM Land Registry applications (including our practice guides for conveyancers) at { HYPERLINK "https://www.gov.uk/government/organisations/land-registry" }.

Conveyancer is a term used in this form. It is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

For information on how HM Land Registry processes your personal information, see our { HYPERLINK "https://www.gov.uk/government/organisations/land-registry/about/personal-information-charter" }.

HM LAND REGISTRY USE ONLY
Record of fees paid
Particulars of under/over payments
Reference number Fees debited £

Where there is more than one local authority serving an area, enter the one to which council tax or business rates are normally paid.

1 Local authority serving the property:

Full postcode of property (if any):

2 Title number(s):

Currently no fee is payable for the discharge of a registered charge.

3 Application and fee

Application	Fee paid (£)
Discharge of a registered charge	

Fee payment method

{ FORMCHECKBOX **}** cheque made payable to 'Land Registry'

{ FORMCHECKBOX **}** direct debit, under an agreement with Land Registry

List the documents lodged with this form.We only need certified copies of deeds or documents you send to us with HM Land Registry application forms. Once we have made a copy of the documents you send to us, they will be destroyed, this applies to both originals and certified copies.

4 Documents lodged with this form:

Provide the full name(s) of the person(s) applying to discharge the registered charge. Where a conveyancer lodges the application, this must be the name(s) of the client(s), not the conveyancer.

Complete as appropriate where the applicant is a company.

5 The applicant:

For UK incorporated companies/LLPs
Registered number of company or limited liability partnership including any prefix:

For overseas companies
(a) Territory of incorporation:

(b) Registered number in the United Kingdom including any prefix:

This panel must always be completed.

A key number is only available to professional customers, such as solicitors.

This is the address to which we will normally send requisitions. However if you insert an email address, we will use this whenever possible.

We will only issue warning of cancellation letters to conveyancers if an email address is inserted.

6 This application is sent to Land Registry by

Key number (if applicable):

Name:
Address or UK DX box number:

Email address:
Reference:

Phone no: | Fax no:

7 The applicant applies for the cancellation of the entries of the registered charge referred to in the accompanying Form DS1

8 Confirmation of identity

When giving effect to a discharge of a registered charge, Land Registry relies on the steps that conveyancers take, where appropriate, to verify the identity of their clients. These checks reduce the risk of property fraud.

Where a person was not represented by a conveyancer, Land Registry requires 'evidence of identity' in respect of that person, except where the first alternative in panel 9(2) applies.

'Evidence of identity' is evidence provided in accordance with any current direction made by the Chief Land Registrar under section 100(4) of the Land Registration Act 2002 for the purpose of confirming a person's identity.

If this application is to give effect to a discharge in Form DS1 complete one of the following

Full details of the evidence of identity that is required can be found in { HYPERLINK "https://www.gov.uk/government/publications/evidence-of-identity-conveyancers" }, { HYPERLINK "https://www.gov.uk/government/publications/temporary-changes-to-hm-land-registrys-evidence-of-identity-requirements-pg67a" } and in { HYPERLINK "https://www.gov.uk/completing-the-evidence-of-identity-panels-on-forms-ap1-fr1-ds2" } both of which can be found on the GOV.UK website.

{ FORMCHECKBOX **}** I am a conveyancer, and I have completed panel 9

{ FORMCHECKBOX **}** I am not a conveyancer, and I have completed panel 10

Place 'X' in the appropriate box.

Conveyancer is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

Place ‘X’ in the box in the second column if the person or firm who is sending the application to HM Land Registry represented that party in the transaction. Otherwise complete the details in the third column. If the party is not represented insert ‘none’ in the third column.

A separate box is provided, or can be added, for each party, as required by panel 9(1). That includes separate boxes for attorneys and donors where appropriate.

9 Where the application is sent to Land Registry by a conveyancer

(1) Details of conveyancer acting

If you are sending an application to give effect to a discharge in Form DS1, for each lender state in the table below the details of the conveyancer (if any) who represented them.

Where a lender is not represented by a conveyancer you must also complete (2) below.

Name of lender		Conveyancer’s name, address and reference
	{ FORM CHECK BOX **}**	Reference:
	{ FORM CHECK BOX **}**	Reference:

Place 'X' in the appropriate box(es).

Insert the name of each unrepresented lender for whom you give this confirmation.

Evidence of identity is defined in panel 8. Full details of the evidence of identity that is required can be found in { HYPERLINK "https://www.gov.uk/government/publications/evidence-of-identity-conveyancers" } and { HYPERLINK "https://www.gov.uk/government/publications/temporary-changes-to-hm-land-registrys-evidence-of-identity-requirements-pg67a" } available on the GOV.UK website.

(2) Evidence of identity

Where any lender listed in (1) was not represented by a conveyancer

{ FORMCHECKBOX **}** I confirm that I am satisfied that sufficient steps have been taken to verify the identity of

_ _

and that they are the registered proprietor or have the right to be registered as the registered proprietor

{ FORMCHECKBOX **}** I enclose evidence of identity in respect of each unrepresented lender for whom I have not provided the confirmation above.

10 Where the application is sent to Land Registry by someone who is not a conveyancer

(1) Details of conveyancer acting

If you are sending an application to give effect to a discharge in Form DS1, for each lender state in the table below the details of the conveyancer (if any) who represented them.

You must also complete (2) below.

If the party is not represented insert 'none' in the second column.

A separate box is provided, or can be added, for each party, as required by panel 10(1). That includes separate boxes for attorneys and donors where appropriate.

Name of lender	Conveyancer's name, address and reference
	Reference:
	Reference:

(2) Evidence of identity

Place *X" in the appropriate box(es).

Evidence of identity is defined in panel 8. Full details of the evidence of identity that is required can be found in { HYPERLINK "https://www.gov.uk/completing-the-evidence-of-identity-panels-on-forms-ap1-fr1-ds2" } available on the GOV.UK website.

{ FORMCHECKBOX **}** for each applicant named in panel 5 is enclosed

{ FORMCHECKBOX } for each unrepresented lender listed in (1) is enclosed

11

If a conveyancer is acting for the applicant, that conveyancer must sign.

Signature of conveyancer: ----------

Date:

OR

If no conveyancer is acting, the applicant (and if the applicant is more than one person then each of them) must sign.

Signature of applicant: ----------

Date:

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

© Crown copyright (ref: LR/HO) 04/20

Invoice template

{ IF { MERGEFIELD LINKNAME_SURNAME_1 } = "{ MERGEFIELD LINKNAME_SURNAME_2 }" "{ MERGEFIELD LINKNAME_TITLE_1 } and { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" "{ IF { MERGEFIELD LINKNAME_SURNAME_2 } = "" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 } and { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_INITIALS_2 } { MERGEFIELD LINKNAME_SURNAME_2 }" }" }
{ MERGEFIELD CALCULATION_ADDRESS }

Date Bill No. { DATE \@ "dd/MM/yyyy" * MERGEFORMAT }

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Purchase of { MERGEFIELD FW_CP_PROPINFO_FW_PROP1 \f ", "}{ MERGEFIELD FW_CP_PROPINFO_FW_PROP2 \f ", "}{ MERGEFIELD FW_CP_PROPINFO_FW_PROP3 \f ", "}{ MERGEFIELD FW_CP_PROPINFO_FW_PROP4 \f ", "}{ MERGEFIELD FW_CP_PROPINFO_FW_POSTCODE }

	Cost	**VAT**	**VAT Amount**
Legal Costs	{ MERGEFIELD FW_CP_COST_FW_LEGALCOST \# "#,##0.00"}	20%	{ =B3*20% \# "#,##0.00" }
TOTAL	{ =B3+D3 \# "£#,##0.00;(£#,##0.00)" }		

Mortgage Lender completion letter

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\7eca0af7-2e42-42c0-8755-b9550880b34f\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref: **{** MERGEFIELD FW_CP_ORGS_FW_MTG1AC **}**

{ QUOTE **{** DATE \@ "d MMMM yyyy" **} }**

{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_name **}**
{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_address **}**

Dear Sirs

Re: **{ MERGEFIELD "fssm_RC_Property" }**
Account No: **{ MERGEFIELD FW_CP_ORGS_FW_MTG1AC }**
Our Client: **{ MERGEFIELD LINKNAME_SURNAME_1 }**

We are pleased to confirm that completion of the purchase of the above property took place on **{** MERGEFIELD FW_CP_PROPINFO_FW_COMPLETION **}**. We will now deal with registration and will send a copy of the Title Information Document noting your interest once we have received it from the Land Registry.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Mortgage Lender send COT

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\7141314f-752c-4038-8d01-0790b655530c\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref: **{** MERGEFIELD FW_CP_ORGS_FW_MTG1AC **}**

{ QUOTE **{** DATE \@ "d MMMM yyyy" **} }**

{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_name **}**
{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_address **}**

Dear Sirs

Re: { MERGEFIELD "fssm_RC_Property" }
Account No: { MERGEFIELD FW_CP_ORGS_FW_MTG1AC }
Our Client: { MERGEFIELD LINKNAME_SURNAME_1 }

We write to confirm that completion is due to take place on **{** MERGEFIELD FW_CP_PROPINFO_FW_COMPLETION **}**.

Please therefore find enclosed our completed Certificate of Title and we look forward to receiving our client's mortgage advance.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Mortgage Lender send TID

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\a4e44863-2cf0-4404-a597-17fad257c12f\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref: **{** MERGEFIELD FW_CP_ORGS_FW_MTG1AC **}**

{ QUOTE **{** DATE \@ "d MMMM yyyy" **} }**

{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_name **}**
{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_address **}**

Dear Sirs

Re: **{ MERGEFIELD "fssm_RC_Property" }**
Account No: **{ MERGEFIELD FW_CP_ORGS_FW_MTG1AC }**
Our Client: **{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }**

Further to completion of this matter, please find enclosed copy Title Information Document for your records.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Report on Title template

REPORT ON TITLE

PROPERTY: { MERGEFIELD FW_CP_PROPINFO_FW_PROP1 \f ", "}{ MERGEFIELD FW_CP_PROPINFO_FW_PROP2 \f ", "}{ MERGEFIELD FW_CP_PROPINFO_FW_PROP3 \f ", "}{ MERGEFIELD FW_CP_PROPINFO_FW_PROP4 \f ", "}{ MERGEFIELD FW_CP_PROPINFO_FW_POSTCODE }

{ DATE \@ "dd MMMM yyyy" * MERGEFORMAT }

The purpose of this report is to highlight important information about the property you are purchasing, before you are legally committed to buy it.

It is important that if you have any queries regarding the condition/structure of the property that you discuss these with a surveyor or other specialist prior to exchange of contracts. I will of course be happy to discuss any legal questions you may have.

Title to the Property

The property you are buying is **{** MERGEFIELD FW_CP_PROPINFO_FW_PROP1 \f ", "**}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP2 \f ", "**}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP3 \f ", "**}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP4 \f ", "**}{** MERGEFIELD FW_CP_PROPINFO_FW_POSTCODE **}**. It is registered at the Land Registry under Title Number(s) **{** MERGEFIELD FW_CP_PROPINFO_FW_TITLE1 **}{** MERGEFIELD FW_CP_PROPINFO_FW_TITLE2 \b ", "**}{** MERGEFIELD FW_CP_PROPINFO_FW_TITLE3 \b " and "**}**. A copy of the Title Document and Plan has already been provided to you.

The property is edged red on the Land Registry plan provided. The Title Document contains details of the covenants (“restrictions”) which you must abide by, together with any easements (“rights”) you may have.

The rights which benefit the property are set out in the Title Register/Schedule of the Conveyance/Transfer.

The Charges Register/Schedule X to the Conveyance/Transfer shows any rights adjoining properties may have over this property.

I wish to highlight the following important covenants and easements:

The Seller has noted the boundaries they have maintained in the Property Information Form. However, the title to the property states you should maintain X boundaries.

Seller’s CPSE Forms

I have already provided you with copies of these forms. You should read through the forms carefully and ensure you are happy with the replies given. I am happy to raise further enquiries with the Seller's Solicitor should you require further clarification of any answers within the forms. Please note that it is important that any queries you have are raised and dealt with satisfactorily before exchange of contracts. Once you have exchanged, you will be committed to buy the property, or face losing your 10% deposit.

You should also note that the Seller cannot guarantee the structure of the property. It is down to your investigation to satisfy yourself as to the structure. If you have any doubts, you should instruct a surveyor or other professional.

It is often the case that where a Guarantee for works to the property has been provided, the trading body has ceased trading. This will often result in the Guarantee being worthless. I have not made any enquiries in this regard, however if you would like me to check they are still trading, I would be happy to discuss the additional costs of doing so. Alternatively, you may make your own enquiries.

Buildings Insurance

Please be aware that it is your responsibility (and usually a condition of any mortgage you take) to insure the property from the date of exchange. You should take out contents insurance (if you wish) from the date of completion, or date you move your furniture into the property of this is before completion.

Sol completion letter

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\ca7006d0-7088-4ed0-8cf0-2c51f01a966a\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_REF }

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: { MERGEFIELD "fssm_RC_Property" }
Your Client: { MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }
Our Client: { MERGEFIELD LINKNAME_SURNAME_1 }

We write following completion which took place on { MERGEFIELD FW_CP_PROPINFO_FW_COMPLETION \@ "d MMMM yyyy"}. We should be grateful if you would please send us the following documents:

1. Title Information Document
2. Transfer Deed executed by your clients and dated with today's date;
3. Any other deeds, documents or searches relating to this property.

May we take this opportunity to thank you for your kind assistance throughout this transaction.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Sol enc. draft TR1

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\0d3968d1-5515-4528-bbcc-f326f8f228ab\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_REF }

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: Your Client: { MERGEFIELD "fssm_RC_Property" }
{ MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }
Our Client: { MERGEFIELD LINKNAME_SURNAME_1 }

Please find enclosed draft Transfer for your approval.

We should be grateful if you would please approve the Transfer as soon as possible so we may send it to our client for signature.

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Sol enc. enquiries

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\61b9bc68-479c-4d2c-9f6a-1f7b7025cee7\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref: **{** MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_REF **}**

{ QUOTE **{** DATE \@ "d MMMM yyyy" **} }**

{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_name **}**
{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_address **}**

Dear Sirs

Re: Your Client: Our Client: **{ MERGEFIELD "fssm_RC_Property" }**
{ MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }
{ MERGEFIELD LINKNAME_SURNAME_1 }

We acknowledge receipt of the Contract pack, and wish to raise the following enquiries:

1.

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

SoI exchange letter

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\cff7a9d1-84e8-4d7f-a013-b2f048c2d6b5\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_REF }

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: Your Client: Our Client: **{ MERGEFIELD "fssm_RC_Property" } { MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" } { MERGEFIELD LINKNAME_SURNAME_1 }**

We confirm our telephone conversation when we agreed to an exchange of contracts on { MERGEFIELD FW_CP_PROPINFO_FW_EXCHANGE \@ "d MMMM yyyy"} at { MERGEFIELD FW_CP_PROPINFO_FW_EXCHGTIME } pursuant to The Law Society's Formula { MERGEFIELD FW_CP_PROPINFO_FW_FORMULA } with completion fixed for { MERGEFIELD FW_CP_PROPINFO_FW_COMPLETION \@ "d MMMM yyyy"}.

We look forward to receiving your client's part signed contract.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Sol initial letter

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\079031d1-b305-46f2-915f-b6e8a2441468\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_REF }

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: Your Client: Our Client: **{ MERGEFIELD "fssm_RC_Property" } { MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" } { MERGEFIELD LINKNAME_SURNAME_1 }**

We are acting for the above named in their proposed purchase of the above property from your clients at the price of { MERGEFIELD FW_CP_PROPINFO_FW_PRICE \# £#,##.00}, subject to contract. Please confirm that you are similarly instructed.

We look forward to receiving a draft Contract as soon as possible.

We look forward to hearing from you with draft contract documentation.

{ IF { MERGEFIELD FW_CP_PROPINFO_FW_MTGNOMTG } = "Mortgage" "

We are instructed that our client requires a mortgage." "

We are instructed that our client does not require a mortgage." }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Sol mtg discharge undertaking

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\e0df4e89-7791-4ac6-8606-d038499eedc2\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref: **{** MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_REF **}**

{ QUOTE **{** DATE \@ "d MMMM yyyy" **} }**

{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_name **}**
{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_address **}**

Dear Sirs

Re: Your Client: Our Client: **{ MERGEFIELD "fssm_RC_Property" }** **{ MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }** **{ MERGEFIELD LINKNAME_SURNAME_1 }**

We can confirm that you are now released from you undertaking following removal of your client's charge from the Title.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

TR1

HM Land Registry

Transfer of whole of registered title(s)

TR1

Any parts of the form that are not typed should be completed in black ink and in block capitals.

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

For information on how HM Land Registry processes your personal information, see our **{** HYPERLINK "https://www.gov.uk/government/organisations/land-registry/about/personal-information-charter" **}**.

Leave blank if not yet registered.	1 Title number(s) of the property: **{** MERGEFIELD FW_CP_PROPINFO_FW_TITLE1**} {** MERGEFIELD FW_CP_PROPINFO_FW_TITLE2 \b ", "**} {** MERGEFIELD FW_CP_PROPINFO_FW_TITLE3 \b " & "**}**
Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.	2 Property: **{** MERGEFIELD FW_CP_PROPINFO_FW_PROP1 \f ", "**}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP2 \f ", "**}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP3 \f ", "**}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP4 \f ", "**}{** MERGEFIELD FW_CP_PROPINFO_FW_POSTCODE **}**
Remember to date this deed with the day of completion, but not before it has been signed and witnessed.	3 Date:
Give full name(s) of **all** the persons transferring the property. Complete as appropriate where the transferor is a company.	4 Transferor: **{** MERGEFIELD FW_CP_OTHERSIDE_FW_COMP1 **}** **{** MERGEFIELD FW_CP_OTHERSIDE_FW_OS1_FORENAME **} {** MERGEFIELD FW_CP_OTHERSIDE_FW_OS1_SURNAME **} {** IF **{** MERGEFIELD FW_CP_OTHERSIDE_FW_OS2_SURNAME **}**<> "" "and **{** MERGEFIELD FW_CP_OTHERSIDE_FW_OS2_FORENAME **}** **{** MERGEFIELD FW_CP_OTHERSIDE_FW_OS2_SURNAME **}**" "" **}** <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: <u>For overseas companies</u> (a) Territory of incorporation: (b) Registered number in the United Kingdom including any prefix:
Give full name(s) of **all** the persons to be shown as registered proprietors. Complete as appropriate where the transferee is a company. Also, for an overseas company, unless an arrangement with HM Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.	5 Transferee for entry in the register: **{** MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" "and **{** MERGEFIELD LINKNAME_FORENAME_2 **} {** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}** <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: <u>For overseas companies</u> (a) Territory of incorporation:

(b) Registered number in the United Kingdom including any prefix:

Each transferee may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

6 Transferee's intended address(es) for service for entry in the register:
{ MERGEFIELD FW_CP_PROPINFO_FW_PROP1 \f '', ''**}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP2 \f '', ''**}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP3 \f '', ''**}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP4 \f '', ''**}{** MERGEFIELD FW_CP_PROPINFO_FW_POSTCODE **}**

7 The transferor transfers the property to the transferee

Place 'X' in the appropriate box. State the currency unit if other than sterling. If none of the boxes apply, insert an appropriate memorandum in panel 11.

8 Consideration

{ FORMCHECKBOX } The transferor has received from the transferee for the property the following sum (in words and figures):
{ MERGEFIELD FW_CP_PROPINFO_FW_PRICE \# £#,##.00**}**

{ SET largenumber **{** MERGEFIELD FW_CP_PROPINFO_FW_PRICE **} }{** SET remainder **{** =MOD(largenumber, 1000000) **} }{** SET millions **{** =INT((**{** largenumber **}-{** remainder **})**/1000000) **} }{** IF millions = 0 "" "**{** REF millions *Cardtext *UPPER *MERGEFORMAT **}** MILLION "**}{** IF remainder = 0 "" "**{** REF remainder *Cardtext *Upper *MERGEFORMAT **}**" **}** POUNDS

{ FORMCHECKBOX } The transfer is not for money or anything that has a monetary value

{ FORMCHECKBOX } Insert other receipt as appropriate:

Place 'X' in any box that applies.

Add any modifications.

9 The transferor transfers with

{ FORMCHECKBOX } full title guarantee

{ FORMCHECKBOX } limited title guarantee

Where the transferee is more than one person, place 'X' in the appropriate box.

10 Declaration of trust. The transferee is more than one person and

{ FORMCHECKBOX } they are to hold the property on trust for themselves as joint tenants

{ FORMCHECKBOX } they are to hold the property on trust for themselves as tenants in common in equal shares

Complete as necessary.

The registrar will enter a Form A restriction in the register *unless*:
- an 'X' is placed:
  - in the first box, or
  - in the third box and the details of the trust or of the trust instrument show that the transferees are to hold the property on trust for themselves alone as joint tenants, *or*
- it is clear from completion of a form JO lodged with this application that the transferees are to hold the property on trust for themselves alone as joint tenants.

Please refer to ***{*** *HYPERLINK "https://www.gov.uk/joint-property-ownership"* ***}*** and **{** HYPERLINK "https://www.gov.uk/government/publications/private-trusts-of-land" **}** for further guidance. These are both available on the GOV.UK website.

{ FORMCHECKBOX **}** they are to hold the property on trust:

Insert here any required or permitted statement, certificate or application and any agreed covenants, declarations and so on.

11 Additional provisions

The transferor must execute this transfer as a deed using the space opposite. If there is more than one transferor, all must execute. Forms of execution are given in Schedule 9 to the Land Registration Rules 2003. If the transfer contains transferee's covenants or declarations or contains an application by the transferee (such as for a restriction), it must also be executed by the transferee.

If there is more than one transferee and panel 10 has been completed, each transferee must also execute this transfer to comply with the requirements in section 53(1)(b) of the Law of Property Act 1925 relating to the declaration of a trust of land. Please refer to ***{*** *HYPERLINK "https://www.gov.uk/joint-property-ownership"* ***}*** and **{** HYPERLINK "https://www.gov.uk/government/publications/private-trusts-of-land" **}** for further guidance.

Examples of the correct form of execution are set out in **{** HYPERLINK "https://www.gov.uk/government/publications/execution-of-deeds" **}**. Execution as a deed usually means that a witness must also sign, and add their name and address.

Remember to date this deed in panel 3.

12 Execution

IN WITNESS of which this document has been duly executed as a deed and delivered on the date stated at the beginning of this document.

Executed as a deed by
NAME

……

in the presence of:

Signature of witness ……

Name (in BLOCK CAPITALS) ……

Address ……

WARNING
If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

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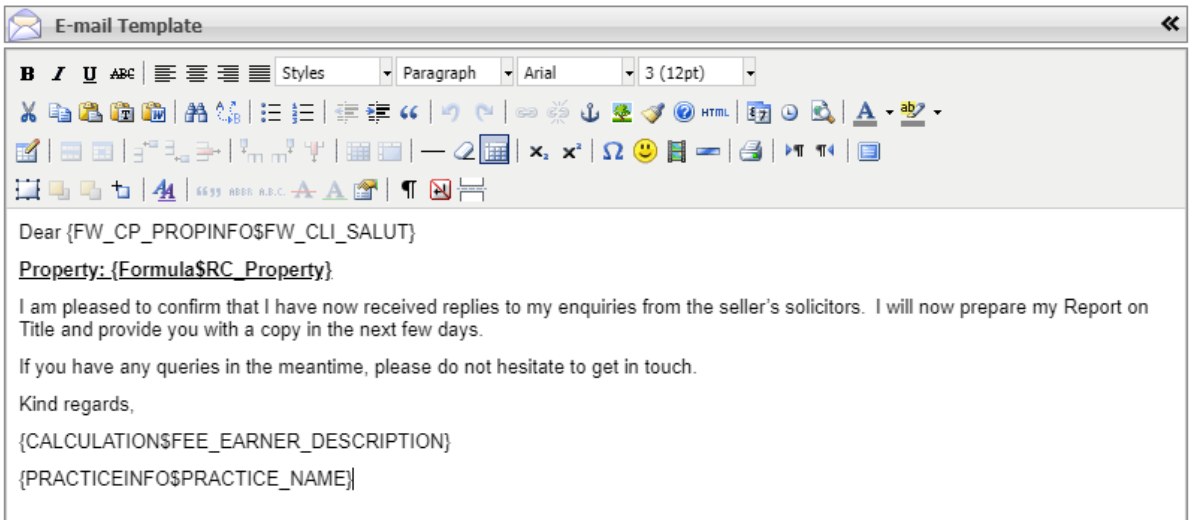
Client confirming replies to

enquiries from Seller’s solicitor

Subject {Formula$RC_Property}

MESSAGE BODY

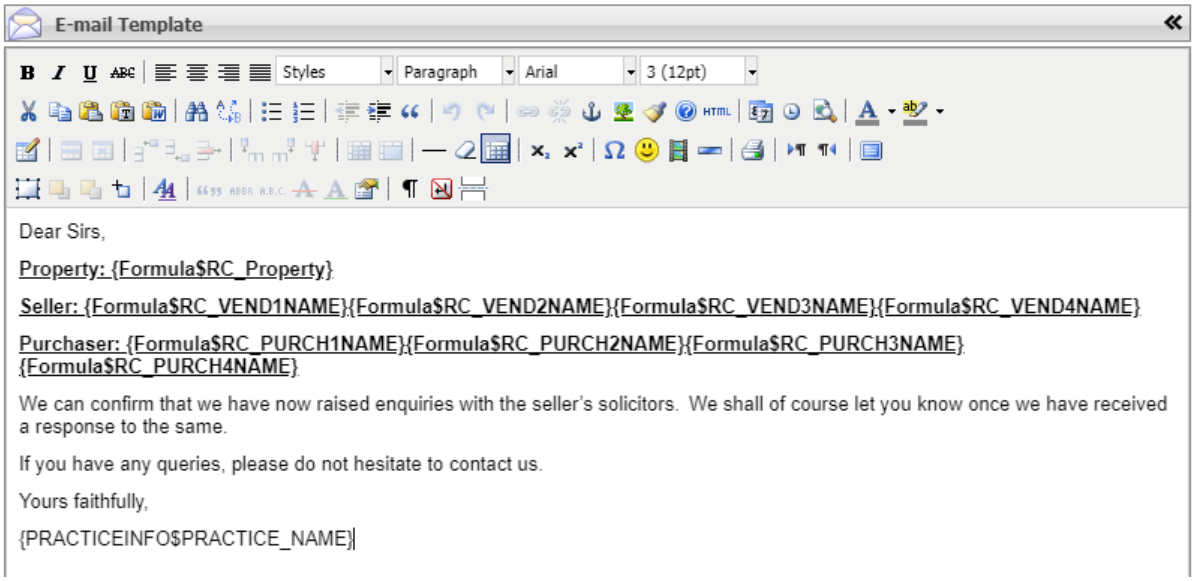


Estate Agent confirm enquiries

raised with Seller

Subject {Formula$RC_Property}

MESSAGE BODY

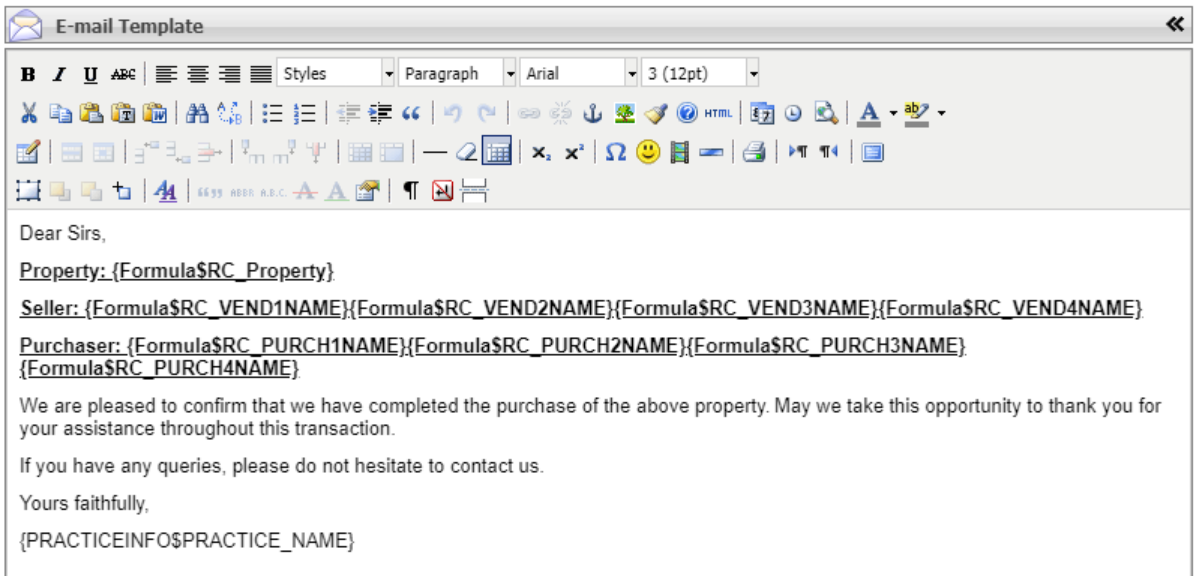


Estate Agent confirming

completion

Subject {Formula$RC_Property}

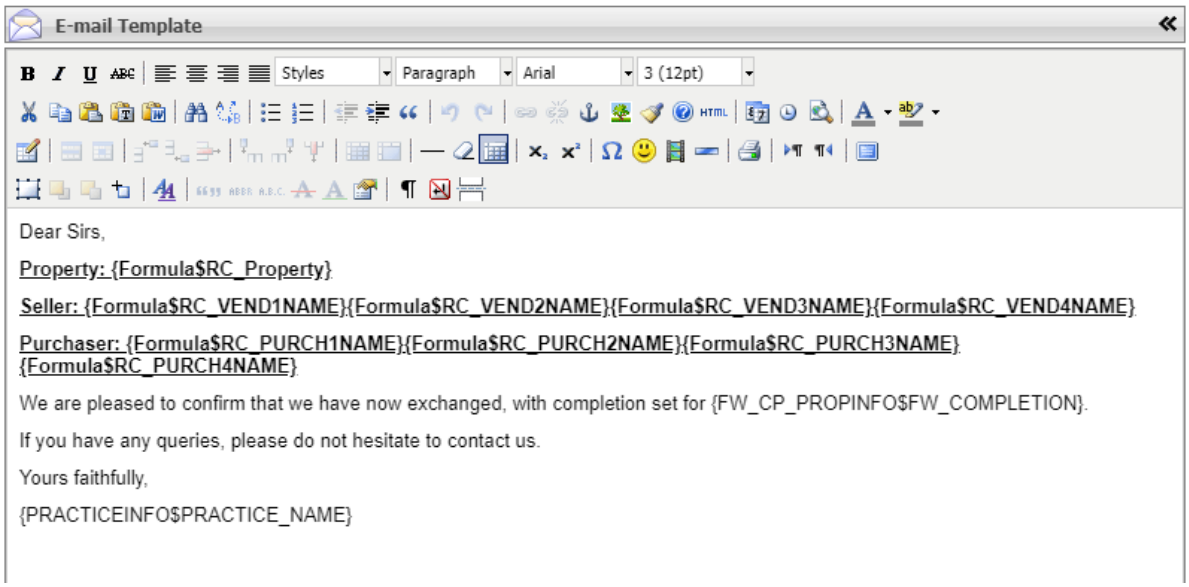
MESSAGE BODY



Estate Agent confirming exchange

Subject {Formula$RC_Property}

MESSAGE BODY

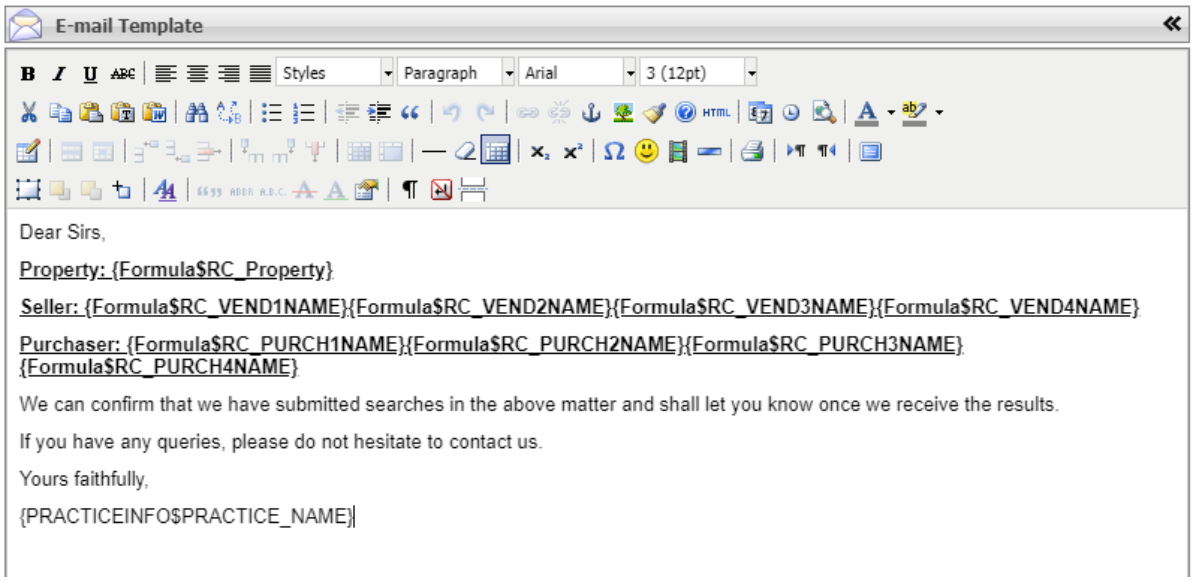


Estate Agent confirming Searches

Submitted

Subject {Formula$RC_Property}

MESSAGE BODY



Initial email to Estate Agent

Subject {Formula$RC_Property}

MESSAGE BODY

E-mail Template

Styles | Paragraph | Arial | 3 (12pt)

Dear Sirs,

Property: {Formula$RC_Property}

Seller: {Formula$RC_VEND1NAME}{Formula$RC_VEND2NAME}{Formula$RC_VEND3NAME}{Formula$RC_VEND4NAME}

Purchaser: {Formula$RC_PURCH1NAME}{Formula$RC_PURCH2NAME}{Formula$RC_PURCH3NAME}
{Formula$RC_PURCH4NAME}

Thank you for confirmation of the negotiated sale of the above property.

We will keep you up to date with the progress of this matter.

If you have any queries regarding the sale, please do not hesitate to contact {CALCULATION$FEE_EARNER_DESCRIPTION}, the fee earner with conduct of this matter.

Yours faithfully,

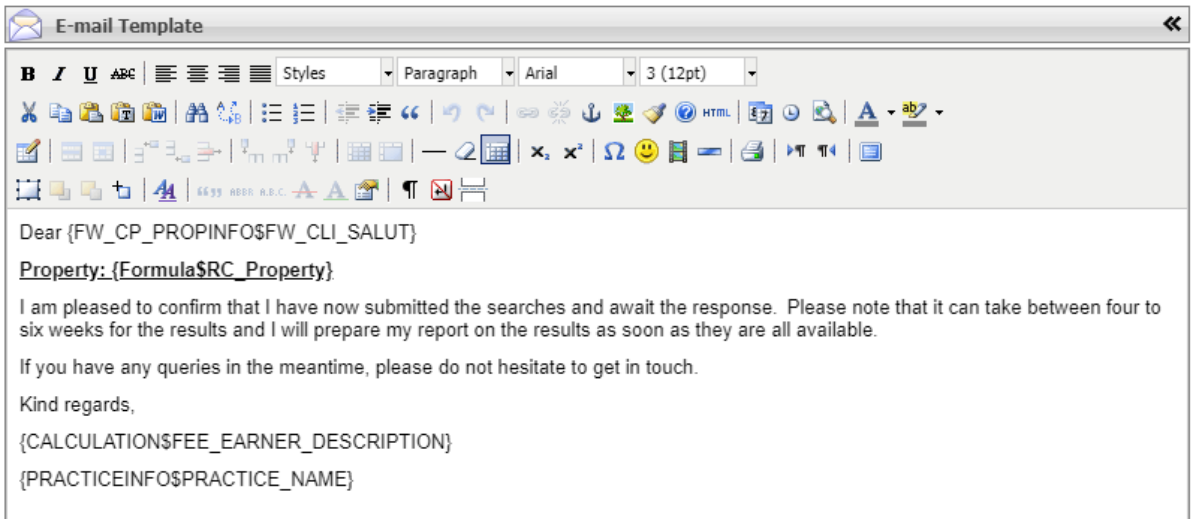
{PRACTICEINFO$PRACTICE_NAME}

Client confirming searches

submitted

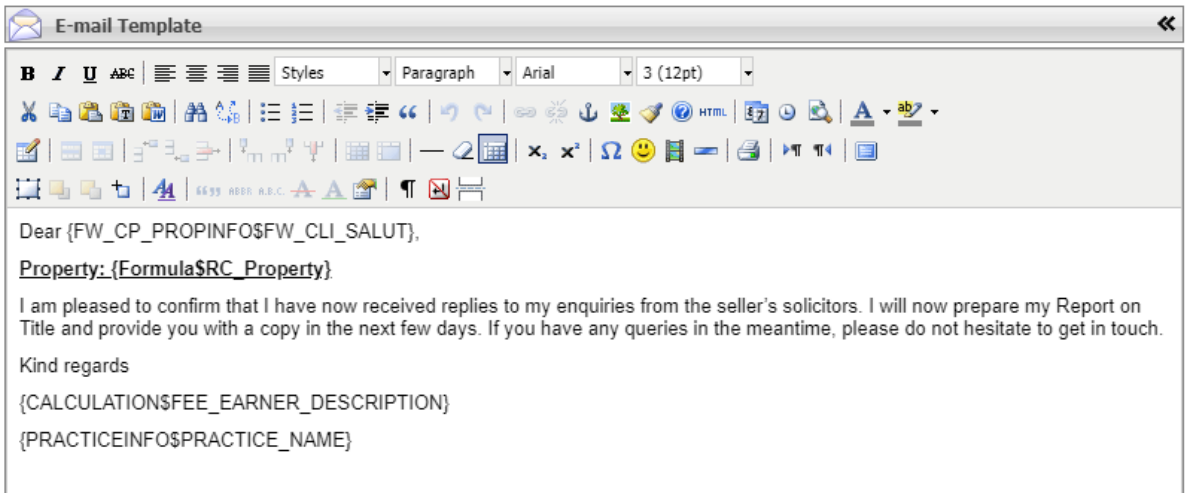
Subject {Formula$RC_Property}

MESSAGE BODY



Client confirming enquiries to

Seller’s solicitors

Subject {Formula$RC_Property}

MESSAGE BODY