

# Osprey Approach: InfoTrack Freehold Sale

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

The latest version is always online at  
<https://support.ospreyapproach.com/?p=23881>

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FILE OPENING FW\_CPS

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

1 - Tom Cromwell (Solicitors and Co) (123 Test Test Test - TE57 1NG),  
13 - Alex Hiscutt (No Organisation) ( - ),  
15 - Samuel John (Test Solicitor) ( - ),  
14 - Sol Test (No Organisation) ( - ),

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

Property Price

0.00

Matter Type


Please Select

Please Select

Sale

NUMBER OF PARTIES FW\_CPS

Amount of Vendors

Please select 

Please select


1

2

3

4

Amount of Purchasers

Please select 

Please select

1

2

3

4

 Submit

Cancel

**VENDOR 1 FW\_CPS**

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\_CPS**

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\_CPS**

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

**VENDOR 4 FW\_CPS**

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



**PURCHASER 1 FW\_CPS**

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

PURCHASER 2 FW\_CPS

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\_CPS

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\_CPS

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

DRAFT CONTRACT PACK FW\_CPS

Title Number

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

✓ Submit

Cancel

COMPLETION STATEMENT FW\_CPS

Property Price

0.00

Legal Costs

0.00

Office Copies (exc. VAT)

0.00

Mortgage 1 Redemption

0.00

Mortgage 2 Redemption

0.00

Estate Agent's Fees (inc. VAT)

0.00

✓ Submit

Cancel

EXCHANGE FW\_CPS

Date of exchange

Select a date

Law Society Formula

Time of exchange

Completion Date

Select a date

✓ Submit

Cancel

Send text message to a client

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]

PRE-COMPLETION FW\_CPS

Property Price

0.00

Legal Costs

0.00

Office Copies (exc. VAT)

0.00

Mortgage 1 Redemption

0.00

Mortgage 2 Redemption

0.00

Estate Agent's Fees (inc. VAT)

0.00

✓ Submit

Cancel

Send a text message to a client

Dear [FW\_CP\_PROPINFO\_FW\_CLI\_SALUT], I  
am pleased to confirm completion of the sale .  
Kind regards,  
[CALCULATION\_FEE\_EARNER\_DESCRIPTION]

# **Blank Client letter**



{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor  
App\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\fa076352-5eab-4770-a2dd-  
a04b6e649565\\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" }**

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

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# **Blank Estate Agent letter**

{INCLUDETEXT

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1661aefc82a8\\header.doc"}

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD  
client\_no }/{ MERGEFIELD matter\_no }

Your Ref: { MERGEFIELD FW\_CP\_ORGS\_FW\_EA\_REF }

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

{ MERGEFIELD FW\_CP\_ORGS\_FW\_EA\_name }  
{ MERGEFIELD FW\_CP\_ORGS\_FW\_EA\_address }

Dear Sirs

**Re: { MERGEFIELD "fssm RC Property" }**

**Buyer: { MERGEFIELD "fssm RC PURCH1NAME" }{ MERGEFIELD  
"fssm RC PURCH2NAME" }{ MERGEFIELD "fssm RC PURCH3NAME" }{  
MERGEFIELD "fssm RC PURCH4NAME" }**

**Seller: { MERGEFIELD "fssm RC VEND1NAME" }{ MERGEFIELD  
"fssm RC VEND2NAME" }{ MERGEFIELD "fssm RC VEND3NAME" }{ MERGEFIELD  
"fssm RC VEND4NAME" }**

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

{INCLUDETEXT

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# **Blank Land Registry letter**

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6ff9f84d8ad7\\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:** { MERGEFIELD "fssm RC Property" }  
**Title** { MERGEFIELD FW\_CP\_PROPINFO\_FW\_TITLE1 \b", "{ MERGEFIELD  
**No:** FW\_CP\_PROPINFO\_FW\_TITLE2 \b", "{ MERGEFIELD  
FW\_CP\_PROPINFO\_FW\_TITLE3 \b", "{  
**Our** { MERGEFIELD "fssm RC VEND1NAME" }{ MERGEFIELD  
**Clie** "fssm RC VEND2NAME" }{ MERGEFIELD "fssm RC VEND3NAME" }{  
**nt:** MERGEFIELD "fssm RC VEND4NAME" }

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

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# **Blank letter template**

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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 }

{INCLUDETEXT

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# **Blank Mortgage Lender 1 letter**



{INCLUDETEXT

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834b984c3a94\\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** { MERGEFIELD FW\_CP\_ORGS\_FW\_MTG1AC }  
**No:**  
**Our** { MERGEFIELD LINKNAME SURNAME 1 }  
**Client:**

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

{INCLUDETEXT

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# **Blank Mortgage Lender 2 letter**

{INCLUDETEXT

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b152eb4c5873\\header.doc"}

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD  
client\_no }/{ MERGEFIELD matter\_no }

Your Ref: { MERGEFIELD FW\_CP\_ORGS\_FW\_MTG2AC }

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

{ MERGEFIELD FW\_CP\_ORGS\_FW\_MTGLEND2\_name }  
{ MERGEFIELD FW\_CP\_ORGS\_FW\_MTGLEND2\_address }

Dear Sirs

**Re:** { MERGEFIELD "fssm RC Property" }  
**Acco** { MERGEFIELD FW\_CP\_ORGS\_FW\_MTG2AC }  
**unt**  
**No:**  
**Our** { MERGEFIELD "fssm RC VEND1NAME" } { MERGEFIELD  
**Client** "fssm RC VEND2NAME" } { MERGEFIELD "fssm RC VEND3NAME" } {  
**:** MERGEFIELD "fssm RC VEND4NAME" }

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
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b152eb4c5873\\footer.doc"}

# **Blank OS Solicitor**

{INCLUDETEXT

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228d14a0a587\\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" }  
**You** { MERGEFIELD "fssm RC PURCH1NAME" }{ MERGEFIELD  
**r** "fssm RC PURCH2NAME" }{ MERGEFIELD "fssm RC PURCH3NAME" }{  
**Clie** MERGEFIELD "fssm RC PURCH4NAME" }  
**nt:**  
**Our** { MERGEFIELD "fssm RC VEND1NAME" }{ MERGEFIELD  
**Clie** "fssm RC VEND2NAME" }{ MERGEFIELD "fssm RC VEND3NAME" }{  
**nt:** MERGEFIELD "fssm RC VEND4NAME" }

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
pp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\afa42083-e67e-4d6c-ae8b-  
228d14a0a587\\footer.doc"

# **Client care letter**

{INCLUDETEXT

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fcea5211a524\\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" }**

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 your title to the property;
- Drafting the Contract and submitting the Contract and all relevant documentation to the buyer's solicitors;
- Dealing with any mortgage lender with a charge registered against the property or any other bodies with an interest in the property;
- Dealing with any enquiries received from the buyer's solicitors;
- Exchanging Contracts;
- Approving the draft Transfer on your behalf;
- Completing the matter;
- Discharging any mortgages registered against the property;

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
pp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\6bba618f-eac0-4e16-80d5-  
fcea5211a524\\footer.doc"}

If the property is leasehold please let me have your last ground rent receipt and if applicable copies of your service charge accounts. If you do not have these papers please advise me of the name and address of the person or firm to whom you pay Ground Rent/Service Charge and I shall apply to them direct. Please note that they may make a charge for the supply of this information for which you will be responsible.

I will let you know once the Contract has been sent to the buyer's solicitors for approval and will forward any enquiries I receive from the buyer's solicitors. Once the Contract is approved I will send this to you for you to sign or ask you to call into the office to sign it with me in readiness for exchange.

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.

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 enclosed and return it to us along with the following:

1. Evidence of identification;
2. Your cheque in the sum of £{ ASK amount "Insert amount required on account" } { ref amount \#"0.00" \\* MERGEFORMAT };
3. Completed Sale Questionnaire;
4. Completed Fixtures and Fittings Questionnaire;
5. Signed Authority for Release of Deeds.

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
 { MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

**Client confirm completion**

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor  
App\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\20cfdb81-de6b-4718-908c-  
47546e4fb810\\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 the sale of the above property completed on { MERGEFIELD  
FW\_CP\_PROPINFO\_FW\_COMPLETION \@ "d MMMM yyyy" }

In accordance with your instructions, I have sent the completion monies to your account via  
CHAPS transfer.

As this concludes matters, may I take this opportunity to thank you for your kind instructions  
in this matter. 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 }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
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# **Client confirm exchange**

{INCLUDETEXT

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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 contracts were exchanged on { MERGEFIELD  
FW\_CP\_PROPINFO\_FW\_EXCHANGE \@ "d MMMM yyyy"} and completion of the sale is  
due on { MERGEFIELD FW\_CP\_PROPINFO\_FW\_COMPLETION \@ "d MMMM yyyy"}.

I will send you a final copy of the Completion Statement shortly.

You should ensure that your removal arrangements are confirmed for the day of completion,  
as you will have until { ASK ContractTime "What time must the client vacate the property?  
Insert time from contract" \d "2pm" } { REF ContractTime } to vacate the property on the day  
of completion.

You should drop off all sets of keys at the Estate Agent once you have completed, or leave  
them in a prominent place within the property for the Purchasers. Also include a note of any  
codes for alarm systems etc.

You should also take meter readings for your electricity/gas etc as you will need to provide  
them to your suppliers upon 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 }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
pp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\630428da-6547-4b7a-86bd-  
78eae6ffbd5\\footer.doc"}

**Client enc. contract for signature**

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor  
App\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\34830c91-a251-4990-b870-  
20619cc7100e\\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 }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
pp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\34830c91-a251-4990-b870-  
20619cc7100e\\footer.doc"}

**Client enc. draft completion**



**statement**

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor  
App\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\f6d300db-cc58-439f-a757-  
1b3a1ea77504\\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 we will receive from the sale of your property, less my firm's costs and any disbursements incurred. This is to give you an indication of the total amount I will receive from the sale.

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 sale which will show the final amount.

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
pp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\f6d300db-cc58-439f-a757-  
1b3a1ea77504\\footer.doc"

**Client enc. enquiries**

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor  
App\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\3162c1ff-975c-431a-af6c-  
ae41df23b8dd\\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 a set of enquiries from the Purchaser's solicitor which I should be grateful if you would please consider and provide your response to.

If you have any queries whilst answering the enquiries please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
pp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\3162c1ff-975c-431a-af6c-  
ae41df23b8dd\\footer.doc"}

**Client enc. final comp stat**

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor  
App\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\3162c1ff-975c-431a-af6c-  
ae41df23b8dd\\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 a set of enquiries from the Purchaser's solicitor which I should be grateful if you would please consider and provide your response to.

If you have any queries whilst answering the enquiries please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
pp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\3162c1ff-975c-431a-af6c-  
ae41df23b8dd\\footer.doc"}

**Client received redemption**

**statement**



{INCLUDETEXT

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App\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\2df36ead-bb01-4019-b87d-  
5481cf12e263\\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 your redemption statement from your Lender, a copy of which is enclosed herewith. This is purely for information purposes for the moment, as I will request an up to date figure from your Lender once we have a completion date set.

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

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

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pp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\2df36ead-bb01-4019-b87d-  
5481cf12e263\\footer.doc"}

**Client sending TR1 for signature**

{INCLUDETEXT

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App\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\c636f4a7-d367-4536-bb46-  
3c626b7c468d\\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 you to the Purchaser.

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 Purchaser'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 }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
pp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\c636f4a7-d367-4536-bb46-  
3c626b7c468d\\footer.doc"}



# **Completion Statement**

## COMPLETION STATEMENT

Sale of { MERGEFIELD "fssm\_RC\_Property" }

	To Pay £	Received £
Legal Costs	{ MERGEFIELD FW_CP_COST_FW_LEGALCOST \# "#,##0.00" }	
VAT	{ =B2*20% \# "#,##0.00" }	
Land Registry copy Title Documents	{ MERGEFIELD FW_CP_COST_FW_OFFICECOP \# "#,##0.00" }	
VAT	{ =B4*20% \# "#,##0.00" }	
Estate Agent's fee	{ MERGEFIELD FW_CP_COST_FW_EAFEE \# "#,##0.00" }	
Mortgage Redemption	{ MERGEFIELD FW_CP_COST_FW_MTGRED1 \# "#,##0.00" }	
<b>Total</b>	{ =SUM(ABOVE) \# "#,##0.00" }	

### LESS

Purchase Price	{ MERGEFIELD FW_CP_PROPINFO_FW_PRICE \# "#,##0.00" }	
Received on account		{ MERGEFIELD FW_CP_COST_FW_MONEYAC \# "#,##0.00" }
<b>Total</b>		{ =SUM(ABOVE) \# "#,##0.00" }
<b>Balance due from you:</b>	{ =Recd-ToPay \# "#,##0.00" }	

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{  
MERGEFIELD matter\_no }

**DS1**



# HM Land Registry

## Cancellation of entries relating to a registered charge

# DS1

**This form should be accompanied by either Form AP1 or Form DS2**

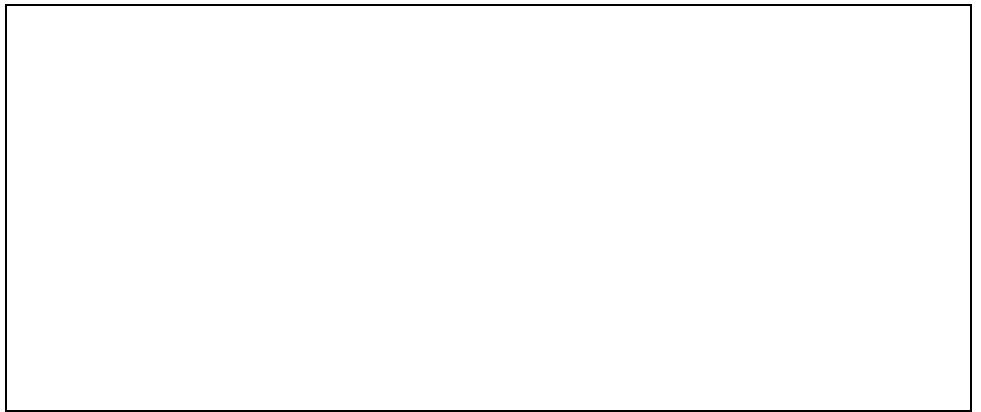
**Any parts of the form that are not typed should be completed in black ink and in block capitals.**

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.

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" }.

	1 Title number(s) of the property:
Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.	2 Property: { MERGEFIELD fssm_RC_Property }
	3 Date:
Include register entry number, if more than one charge of same date to same lender.	4 Date of charge:
Complete as appropriate where the lender is a company.	5 Lender:  <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:
	6 The lender acknowledges that the property identified in panel 2 is no longer charged as security for the payment of sums due under the charge
	7 Date of Land Registry facility letter (if any):
<p>The lender must execute this as a deed using the space opposite. If there is more than one lender, all must execute. Forms of execution are given in Schedule 9 to the Land Registration Rules 2003.</p> <p>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.</p> <p>Alternatively the lender may sign in accordance with the facility letter</p>	8 Execution

referred to in panel 7.



**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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**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.

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

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.

1	Local authority serving the property:	
	Full postcode of property (if any): { MERGEFIELD FW_CP_PROPINFO_FW_POSTCODE }	
2	Title number(s): { MERGEFIELD FW_CP_PROPINFO_FW_TITLE1 }	
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
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.

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.

**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-registry-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.**

5	<p>The applicant: { MERGEFIELD LINKNAME_SURNAME_1 }</p> <p>For UK incorporated companies/LLPs Registered number of company or limited liability partnership including any prefix:</p> <p>For overseas companies (a) Territory of incorporation:</p> <p>(b) Registered number in the United Kingdom including any prefix:</p>				
6	<p>This application is sent to Land Registry by</p> <div style="border: 1px solid black; padding: 2px;">Key number (if applicable):</div> <p>Name: { MERGEFIELD PRACTICEINFO_PRACTICE_NAME } Address or UK DX box number: { MERGEFIELD PRACTICEINFO_HOUSE \f", "{ MERGEFIELD PRACTICEINFO_AREA \f", "{ MERGEFIELD PRACTICEINFO_POSTAL_TOWN \f", "{ MERGEFIELD PRACTICEINFO_COUNTY \f" "{ MERGEFIELD PRACTICEINFO_POSTCODE }</p> <p>DX: { MERGEFIELD PRACTICEINFO_DX_NO }</p> <p>Email address: { MERGEFIELD CALCULATION_FEE_EARNER_EMAIL } Reference: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }</p> <table border="1" style="width: 100%;"> <tr> <td>Phone no: { MERGEFIELD PRACTICEINFO_PHONE_NO }</td> <td>Fax no: { MERGEFIELD PRACTICEINFO_FAX_NO }</td> </tr> </table>	Phone no: { MERGEFIELD PRACTICEINFO_PHONE_NO }	Fax no: { MERGEFIELD PRACTICEINFO_FAX_NO }		
Phone no: { MERGEFIELD PRACTICEINFO_PHONE_NO }	Fax no: { MERGEFIELD PRACTICEINFO_FAX_NO }				
7	<p>The applicant applies for the cancellation of the entries of the registered charge referred to in the accompanying Form DS1</p>				
8	<p>Confirmation of identity</p> <p>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.</p> <p>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.</p> <p>'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.</p> <p>If this application is to give effect to a discharge in Form DS1 complete one of the following</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">{ FORMCHECKBOX }</td> <td>I am a conveyancer, and I have completed panel 9</td> </tr> <tr> <td>{ FORMCHECKBOX }</td> <td>I am not a conveyancer, and I have completed panel 10</td> </tr> </table>	{ FORMCHECKBOX }	I am a conveyancer, and I have completed panel 9	{ FORMCHECKBOX }	I am not a conveyancer, and I have completed panel 10
{ 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
<div> <div>{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_name }</div> <div>{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_address }</div> <div>DX: { MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_dxno }</div> </div>	{ 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-registry-s-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.



<b>10</b>	<p>Where the application is sent to Land Registry by someone who is not a conveyancer</p> <p>(1) Details of conveyancer acting</p> <p>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.</p> <p>You must also complete (2) below.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th style="width: 40%; padding: 5px;">Name of lender</th> <th style="padding: 5px;">Conveyancer's name, address and reference</th> </tr> <tr> <td style="height: 60px;"></td> <td style="padding: 5px; vertical-align: top;">Reference:</td> </tr> <tr> <td style="height: 60px;"></td> <td style="padding: 5px; vertical-align: top;">Reference:</td> </tr> </table> <div style="margin-top: 10px;"> <p>(2) Evidence of identity</p> <p>{ FORMCHECKBOX } for each applicant named in panel 5 is enclosed</p> <p>{ FORMCHECKBOX } for each unrepresented lender listed in (1) is enclosed</p> </div>	Name of lender	Conveyancer's name, address and reference		Reference:		Reference:
Name of lender	Conveyancer's name, address and reference						
	Reference:						
	Reference:						
<b>11</b>	<p>Signature of conveyancer: _____</p> <p>Date: _____</p> <p style="text-align: center; margin: 10px 0;">OR</p> <p>Signature of applicant: _____</p> <p>Date: _____</p>						

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.

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.**

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

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

#### 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.

# **Estate Agent completion letter**

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor  
App\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\82eebb08-e728-4c77-8aab-  
01c6eb505ef9\\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" }**  
**Buy { MERGEFIELD "fssm RC PURCH1NAME" } { MERGEFIELD**  
**er: "fssm RC PURCH2NAME" } { MERGEFIELD "fssm RC PURCH3NAME" } {**  
**MERGEFIELD "fssm RC PURCH4NAME" }**  
**Sell { MERGEFIELD "fssm RC VEND1NAME" } { MERGEFIELD**  
**er: "fssm RC VEND2NAME" } { MERGEFIELD "fssm RC VEND3NAME" } {**  
**MERGEFIELD "fssm RC VEND4NAME" }**

We are pleased to confirm that completion took place on { MERGEFIELD  
FW\_CP\_PROPINFO\_FW\_COMPLETION \@ "d MMMM yyyy"}. We enclose a cheque in  
the sum of { MERGEFIELD FW\_CP\_COST\_FW\_EAFEE \# £#,##.00} / We have transmitted  
via BACS/CHAPS the sum of { MERGEFIELD FW\_CP\_COST\_FW\_EAFEE \# £#,##.00} in  
respect of your fees. We should be grateful if you would please provide us with a receipted  
invoice.

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 }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
pp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\82eebb08-e728-4c77-8aab-  
01c6eb505ef9\\footer.doc"}

# Invoice Template

```

{ IF { MERGEFIELD
LINKNAME_SURNAME_1 } Dat { DATE \@ "dd/MM/yyyy" \* MERGEFORMAT }
= "{ MERGEFIELD e
LINKNAME_SURNAME_2 }" Bill
"{ MERGEFIELD No.
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
}

```

Our { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{  
Ref: MERGEFIELD client\_no }/{ MERGEFIELD matter\_no  
}

Sale of { MERGEFIELD "fssm\_RC\_Property" }

	<b>Cost</b>	<b>VAT</b>	<b>VAT Amount</b>
Legal Costs	{ MERGEFIELD FW_CP_COST_FW_LEGALCOST \# "#,##0.00" }	20%	{ =B3*20% \# "#,##0.00" }
Land Registry Documents	{ MERGEFIELD FW_CP_COST_FW_OFFICECOP \# "#,##0.00" }	20%	{ =B4*20% \# "#,##0.00" }
<b>TOTAL</b>	{ =B3+B4+D3+D4 \# "£#,##0.00;(£#,##0.00)" }		



**Lender 2 confirm completion**

{INCLUDETEXT

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App\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\3c5a4507-4040-439a-8b5b-  
254d4b173a9c\\header.doc"}

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD  
client\_no }/{ MERGEFIELD matter\_no }

Your Ref: { MERGEFIELD FW\_CP\_ORGS\_FW\_MTG2AC }

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

{ MERGEFIELD FW\_CP\_ORGS\_FW\_MTGLEND2\_name }  
{ MERGEFIELD FW\_CP\_ORGS\_FW\_MTGLEND2\_address }

Dear Sirs

**Re:** { MERGEFIELD "fssm RC Property" }  
**Acco** { MERGEFIELD FW\_CP\_ORGS\_FW\_MTG2AC }  
**unt**  
**No:**  
**Our** { MERGEFIELD "fssm RC PURCH1NAME" }{ MERGEFIELD  
**Client** "fssm RC PURCH2NAME" }{ MERGEFIELD "fssm RC PURCH3NAME" }{  
**:** MERGEFIELD "fssm RC PURCH4NAME" }

Further to completion which took place on { MERGEFIELD  
FW\_CP\_PROPINFO\_FW\_COMPLETION \@ "d MMMM yyyy"}, we write to confirm that  
we have sent the sum of { MERGEFIELD FW\_CP\_COST\_FW\_MTGRED2 } to you via  
Telegraphic Transfer to redeem our client's mortgage.

We should be grateful if you would please confirm receipt of the same as soon as possible.

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
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**Lender 2 request final redemp stat**

{INCLUDETEXT

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ceLimited.OspreyApproachSupervisorApp\_exp  
xx2x1s6rv4\\LocalState\\OspreyDocuments\\3121d8b0-2516-4706-b07c-e4f39128553e\\header.doc"

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD  
client\_no }/{ MERGEFIELD matter\_no }

Your Ref: { MERGEFIELD FW\_CP\_ORGS\_FW\_MTG2AC }

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

{ MERGEFIELD FW\_CP\_ORGS\_FW\_MTGLEND2\_name }  
{ MERGEFIELD FW\_CP\_ORGS\_FW\_MTGLEND2\_address }

Dear Sirs

**Re:** { MERGEFIELD "fssm RC Property" }  
**Account** { MERGEFIELD FW\_CP\_ORGS\_FW\_MTG2AC }  
**No:**  
**Our** { MERGEFIELD LINKNAME SURNAME 1 }  
**Client:**

We have now exchanged contracts and should be grateful if you would please provide us with a redemption statement to { MERGEFIELD FW\_CP\_PROPINFO\_FW\_COMPLETION \@ "d MMMM yyyy"}.

We look forward to hearing from you as soon as possible.

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\Prac  
ticeLimited.OspreyApproachSupervisor  
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**Lender 2 request redemption**

**statement**

{INCLUDETEXT

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3ae05b503655\\header.doc"

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD  
client\_no }/{ MERGEFIELD matter\_no }

Your Ref: { MERGEFIELD FW\_CP\_ORGS\_FW\_MTG2AC }

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

{ MERGEFIELD FW\_CP\_ORGS\_FW\_MTGLEND2\_name }  
{ MERGEFIELD FW\_CP\_ORGS\_FW\_MTGLEND2\_address }

Dear Sirs

**Re:** { MERGEFIELD "fssm RC Property" }  
**Acco** { MERGEFIELD FW\_CP\_ORGS\_FW\_MTG2AC }  
**unt**  
**No:**  
**Our** { MERGEFIELD "fssm RC PURCH1NAME" }{ MERGEFIELD  
**Client** "fssm RC PURCH2NAME" }{ MERGEFIELD "fssm RC PURCH3NAME" }{  
**:** MERGEFIELD "fssm RC PURCH4NAME" }

We act on behalf of the above-named Seller, and should be grateful if you would please provide us with a redemption statement. This statement is purely for information at this stage and we shall contact you again for a final figure once we have a completion date set.

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
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3ae05b503655\\footer.doc"

**Lender confirm completion**

{INCLUDETEXT

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e457f040afd5\\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" }  
**Acco** { MERGEFIELD FW\_CP\_ORGS\_FW\_MTG1AC }  
**unt**  
**No:**  
**Our** { MERGEFIELD "fssm RC PURCH1NAME" }{ MERGEFIELD  
**Client** "fssm RC PURCH2NAME" }{ MERGEFIELD "fssm RC PURCH3NAME" }{  
**:** MERGEFIELD "fssm RC PURCH4NAME" }

Further to completion which took place on{ MERGEFIELD  
FW\_CP\_PROPINFO\_FW\_COMPLETION \@ "d MMMM yyyy"}, we write to confirm that  
we have sent the sum of { MERGEFIELD FW\_CP\_COST\_FW\_MTGRED1 } to you via  
Telegraphic Transfer to redeem our client's mortgage.

We should be grateful if you would please confirm receipt of the same as soon as possible.

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor  
App\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\6e7ab38c-d269-4ed5-84d6-  
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**Lender request final redemp stat**



{INCLUDETEXT

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b71bf615a548\\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" } }{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" }  
**Acco** { MERGEFIELD FW\_CP\_ORGS\_FW\_MTG1AC }  
**unt**  
**No:**  
**Our** { MERGEFIELD "fssm RC PURCH1NAME" }{ MERGEFIELD  
**Client** "fssm RC PURCH2NAME" }{ MERGEFIELD "fssm RC PURCH3NAME" }{  
**:** MERGEFIELD "fssm RC PURCH4NAME" }

We have now exchanged contracts and should be grateful if you would please provide us  
with a redemption statement to { MERGEFIELD FW\_CP\_PROPINFO\_FW\_COMPLETION  
\@ "d MMMM yyyy"}.

We look forward to hearing from you as soon as possible.

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

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b71bf615a548\\footer.doc"}

**Lender request redemption**

**statement**

{INCLUDETEXT

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6b3f9fe559cb\\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" } }{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" }  
**Acco** { MERGEFIELD FW\_CP\_ORGS\_FW\_MTG1AC }  
**unt**  
**No:**  
**Our** { MERGEFIELD "fssm RC PURCH1NAME" }{ MERGEFIELD  
**Client** "fssm RC PURCH2NAME" }{ MERGEFIELD "fssm RC PURCH3NAME" }{  
**:** MERGEFIELD "fssm RC PURCH4NAME" }

We act on behalf of the above-named Seller, and should be grateful if you would please provide us with a redemption statement. This statement is purely for information at this stage and we shall contact you again for a final figure once we have a completion date set.

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
pp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\39e89323-9444-4ac0-b9ed-  
6b3f9fe559cb\\footer.doc"}

**Sol approving TR1**

{INCLUDETEXT

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74a375d76ba3\\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" } }{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: { MERGEFIELD "fssm RC Property" }**  
**You { MERGEFIELD "fssm RC VEND1NAME" }{ MERGEFIELD**  
**r "fssm RC VEND2NAME" }{ MERGEFIELD "fssm RC VEND3NAME" }{**  
**Clie MERGEFIELD "fssm RC VEND4NAME" }**  
**nt:**  
**Our { MERGEFIELD "fssm RC PURCH1NAME" }{ MERGEFIELD**  
**Clie "fssm RC PURCH2NAME" }{ MERGEFIELD "fssm RC PURCH3NAME" }{**  
**nt: MERGEFIELD "fssm RC PURCH4NAME" }**

Thank you for your draft Transfer, which we approve and will forward to our client for signature.

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

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74a375d76ba3\\footer.doc"

# **Sol completion letter**

{INCLUDETEXT

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5c06dc01f39a\\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" }  
**You** { MERGEFIELD "fssm RC PURCH1NAME" }{ MERGEFIELD  
**r** "fssm RC PURCH2NAME" }{ MERGEFIELD "fssm RC PURCH3NAME" }{  
**Clie** MERGEFIELD "fssm RC PURCH4NAME" }  
**nt:**  
**Our** { MERGEFIELD "fssm RC VEND1NAME" }{ MERGEFIELD  
**Clie** "fssm RC VEND2NAME" }{ MERGEFIELD "fssm RC VEND3NAME" }{  
**nt:** MERGEFIELD "fssm RC VEND4NAME" }

Further to completion which took place on { MERGEFIELD  
FW\_CP\_PROPINFO\_FW\_COMPLETION \@ "d MMMM yyyy"}, please find enclosed the  
following documents:

1. Signed Transfer
- 2.

We should be grateful if you would kindly acknowledge safe receipt of the enclosed documents.

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 }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
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# **Sol exchange letter**

{INCLUDETEXT

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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" }  
**You** { MERGEFIELD "fssm RC VEND1NAME" } { MERGEFIELD  
**r** "fssm RC VEND2NAME" } { MERGEFIELD "fssm RC VEND3NAME" } {  
**Clie** MERGEFIELD "fssm RC VEND4NAME" }  
**nt:**  
**Our** { MERGEFIELD "fssm RC PURCH1NAME" } { MERGEFIELD  
**Clie** "fssm RC PURCH2NAME" } { MERGEFIELD "fssm RC PURCH3NAME" } {  
**nt:** MERGEFIELD "fssm RC PURCH4NAME" }

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 }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
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**Sol initial letter**

{INCLUDETEXT

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71e433084ff6\\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" }  
**You** { MERGEFIELD "fssm RC VEND1NAME" } { MERGEFIELD  
**r** "fssm RC VEND2NAME" } { MERGEFIELD "fssm RC VEND3NAME" } {  
**Clie** MERGEFIELD "fssm RC VEND4NAME" }  
**nt:**  
**Our** { MERGEFIELD "fssm RC PURCH1NAME" } { MERGEFIELD  
**Clie** "fssm RC PURCH2NAME" } { MERGEFIELD "fssm RC PURCH3NAME" } {  
**nt:** MERGEFIELD "fssm RC PURCH4NAME" }

We understand that you act for the proposed purchasers of the above property.

We confirm that we represent the Sellers who have agreed a sale, subject to contract, in the sum of { MERGEFIELD FW\_CP\_PROPINFO\_FW\_PRICE \# £#,##.00}.

We have requested our client's title deeds and when these are received we shall forward a draft contract with for approval.

We advise that the Conveyancer handling this matter is { MERGEFIELD "CALCULATION\_FEE\_EARNER\_DESCRIPTION" } and the supervising Partner is { MERGEFIELD "CALCULATION\_EXECUTIVE\_NAME" }. Please supply this information in relation to your Conveyancer, if not already supplied.

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
pp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\67d6c565-50c5-4524-a08d-  
71e433084ff6\\footer.doc"}



**Sol replies to enqs.**

{INCLUDETEXT

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App\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\4feb0bcc-a752-44f5-a69a-  
44126f84aeb2\\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" }  
**You** { MERGEFIELD "fssm RC VEND1NAME" }{ MERGEFIELD  
**r** "fssm RC VEND2NAME" }{ MERGEFIELD "fssm RC VEND3NAME" }{  
**Clie** MERGEFIELD "fssm RC VEND4NAME" }  
**nt:**  
**Our** { MERGEFIELD "fssm RC PURCH1NAME" }{ MERGEFIELD  
**Clie** "fssm RC PURCH2NAME" }{ MERGEFIELD "fssm RC PURCH3NAME" }{  
**nt:** MERGEFIELD "fssm RC PURCH4NAME" }

Please find enclosed our client's replies to enquiries.

We should be grateful if you would please send us your draft Transfer for our approval and completion.

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

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pp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\4feb0bcc-a752-44f5-a69a-  
44126f84aeb2\\footer.doc"}

**Sol send evidence of mtg**



**discharge**

{INCLUDETEXT

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f604c7b0bc2d\\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" } }{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: { MERGEFIELD "fssm RC Property" }**  
**You { MERGEFIELD "fssm RC VEND1NAME" }{ MERGEFIELD**  
**r "fssm RC VEND2NAME" }{ MERGEFIELD "fssm RC VEND3NAME" }{**  
**Clie MERGEFIELD "fssm RC VEND4NAME" }**  
**nt:**  
**Our { MERGEFIELD "fssm RC PURCH1NAME" }{ MERGEFIELD**  
**Clie "fssm RC PURCH2NAME" }{ MERGEFIELD "fssm RC PURCH3NAME" }{**  
**nt: MERGEFIELD "fssm RC PURCH4NAME" }**

Please find enclosed evidence of discharge of our client's mortgage.

We should be grateful if you would please confirm that we are now released from our undertaking.

We look forward to hearing from you.

Yours faithfully

**{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }**  
**{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }**

{INCLUDETEXT

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**Sol sending contract pack**

{INCLUDETEXT

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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" }  
**You** { MERGEFIELD "fssm RC VEND1NAME" } { MERGEFIELD  
**r** "fssm RC VEND2NAME" } { MERGEFIELD "fssm RC VEND3NAME" } {  
**Clie** MERGEFIELD "fssm RC VEND4NAME" }  
**nt:**  
**Our** { MERGEFIELD "fssm RC PURCH1NAME" } { MERGEFIELD  
**Clie** "fssm RC PURCH2NAME" } { MERGEFIELD "fssm RC PURCH3NAME" } {  
**nt:** MERGEFIELD "fssm RC PURCH4NAME" }

Further in the above matter, please find enclosed Contract Pack comprising the following documents:

1. Title Document for Title Number { MERGEFIELD FW\_CP\_PROPINFO\_FW\_TITLE1 } {  
MERGEFIELD FW\_CP\_PROPINFO\_FW\_TITLE2 } \b, " { MERGEFIELD  
FW\_CP\_PROPINFO\_FW\_TITLE3 } \b, "
2. CPSE X
4. EPC

We look forward to receiving any enquiries you may have.

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA  
pp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\deff0d04-f0a0-42f9-bd75-  
5ef4c5314374\\footer.doc"}



**TP1**

**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.

When application for registration is made these title number(s) should be entered in panel 2 of Form AP1.

Insert address, including postcode (if any), or other description of the property transferred. Any physical exclusions, such as mines and minerals, should be defined.

Place 'X' in the appropriate box and complete the statement.

For example 'edged red'.

For example 'edged and numbered 1 in blue'.

Any plan lodged must be signed by the transferor.

Remember to date this deed with the day of completion, but not before it has been signed and witnessed.

Give full name(s) of **all** of the persons transferring the property.

Complete as appropriate where the transferor is a company.

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.

1	Title number(s) out of which the property is transferred:
2	Other title number(s) against which matters contained in this transfer are to be registered or noted, if any:
3	<p>Property:</p> <p>The property is identified</p> <p>{ FORMCHECKBOX } on the attached plan and shown:</p> <p>{ FORMCHECKBOX } on the title plan(s) of the above titles and shown:</p>
4	Date:
5	<p>Transferor:</p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:</p> <p><u>For overseas companies</u> (a) Territory of incorporation:</p> <p>(b) Registered number in the United Kingdom including any prefix:</p>
6	<p>Transferee for entry in the register:</p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:</p> <p><u>For overseas companies</u> (a) Territory of incorporation:</p> <p>(b) Registered number in the United Kingdom including any prefix:</p>

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.

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 12.

Place 'X' in any box that applies.

Add any modifications.

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

7	Transferee's intended address(es) for service for entry in the register:	
8	The transferor transfers the property to the transferee	
9	<p>Consideration</p> <p>{ FORMCHECKBOX }            The transferor has received from the transferee for the property the following sum (in words and figures):</p> <p>{ MERGEFIELD FW_CP_PROPINFO_FW_PRICE }</p> <p>{ 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</p> <p>{ FORMCHECKBOX }            The transfer is not for money or anything that has a monetary value</p> <p>{ FORMCHECKBOX }            Insert other receipt as appropriate:</p>	
10	<p>The transferor transfers with</p> <p>{ FORMCHECKBOX }            full title guarantee</p> <p>{ FORMCHECKBOX }            limited title guarantee</p>	
11	<p>Declaration of trust. The transferee is more than one person and</p> <p>{ FORMCHECKBOX }            they are to hold the property on trust for themselves as joint tenants</p> <p>{ FORMCHECKBOX }            they are to hold the property on trust for themselves as tenants in common in equal shares</p> <p>{ FORMCHECKBOX }            they are to hold the property on</p>	



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.

Use this panel for:

- definitions of terms not defined above
- rights granted or reserved
- restrictive covenants
- other covenants
- agreements and declarations
- any required or permitted statements
- other agreed provisions.

The prescribed subheadings may be added to, amended, repositioned or omitted.

Any other land affected by rights granted or reserved or by restrictive covenants should be defined by reference to a plan.

Any other land affected should be defined by reference to a plan and the title numbers referred to in panel 2.

Any other land affected should be defined by reference to a plan and the title numbers referred to in panel 2.

trust:

## 12 Additional provisions

### Definitions

### Rights granted for the benefit of the property

### Rights reserved for the benefit of other land

Include words of covenant.

Restrictive covenants by the transferee

Include words of covenant.

Restrictive covenants by the transferor

Insert here any required or permitted statements, certificates or applications and any agreed declarations and so on.

Other

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 11 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 4.

## 13 Execution

### 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.

**TR1**

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

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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.

Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.

Remember to date this deed with the day of completion, but not before it has been signed and witnessed.

Give full name(s) of **all** the persons transferring the property.

Complete as appropriate where the transferor is a company.

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

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 " & " }
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 } }
3	Date:
4	<p>Transferor:</p> <p>{ MERGEFIELD LINKNAME_FORENAME_1 } \f " " { { MERGEFIELD LINKNAME_SURNAME_1 } } IF { MERGEFIELD LINKNAME_SURNAME_2 } &lt;&gt; " " " and { MERGEFIELD LINKNAME_FORENAME_2 } { MERGEFIELD LINKNAME_SURNAME_2 } " " " }</p> <p>{ MERGEFIELD FW_CP_OTHERSIDE_FW_OS1_FORENAME \f " " } { MERGEFIELD FW_CP_OTHERSIDE_FW_OS1_SURNAME } IF { MERGEFIELD FW_CP_OTHERSIDE_FW_OS2_SURNAME &lt;&gt; " " " and { MERGEFIELD FW_CP_OTHERSIDE_FW_OS1_FORENAME \f " " } { MERGEFIELD FW_CP_OTHERSIDE_FW_OS2_SURNAME } "</p> <p>" " }</p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:</p> <p><u>For overseas companies</u> (a) Territory of incorporation:</p> <p>(b) Registered number in the United Kingdom including any prefix:</p>
5	<p>Transferee for entry in the register:</p> <p>{ 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 } }</p> <p><u>For UK incorporated companies/LLPs</u></p>

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.

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.

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.

Place 'X' in any box that applies.

Add any modifications.

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

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:

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

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:

9 The transferor transfers with

{ FORMCHECKBOX } full title guarantee

{ FORMCHECKBOX } limited title guarantee

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.

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

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.

{ FORMCHECKBOX }  
trust:

they are to hold the property on

## 11 Additional provisions

## 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  
{ MERGEFIELD FW\_CP\_OTHERSIDE\_FW\_COMP1 }

.....

in the presence of:

Signature of .....  
witness

Name (in BLOCK .....  
CAPITALS)

Address .....  
{ IF { MERGEFIELD  
FW\_CP\_OTHERSIDE\_FW\_OS2\_SURNAME } <> "" }

Executed as a deed by  
{ MERGEFIELD FW\_CP\_OTHERSIDE\_FW\_OS2\_FORENAME  
{ MERGEFIELD FW\_CP\_OTHERSIDE\_FW\_OS2\_SURNAME  
}

.....

in the presence of:

Signature of .....  
witness

Name (in BLOCK .....  
CAPITALS)

Address .....

" " " }

Executed as a deed by  
{ MERGEFIELD LINKNAME\_FORENAME\_1 } { MERGEFIELD  
LINKNAME\_SURNAME\_1 }

.....

in the presence of:

Signature of .....  
witness

Name (in BLOCK .....  
CAPITALS)

Address .....

{ IF { MERGEFIELD LINKNAME\_SURNAME\_2 } <> " " "  
Executed as a deed by  
{ MERGEFIELD LINKNAME\_FORENAME\_2 } { MERGEFIELD  
LINKNAME\_SURNAME\_2 }

.....

in the presence of:

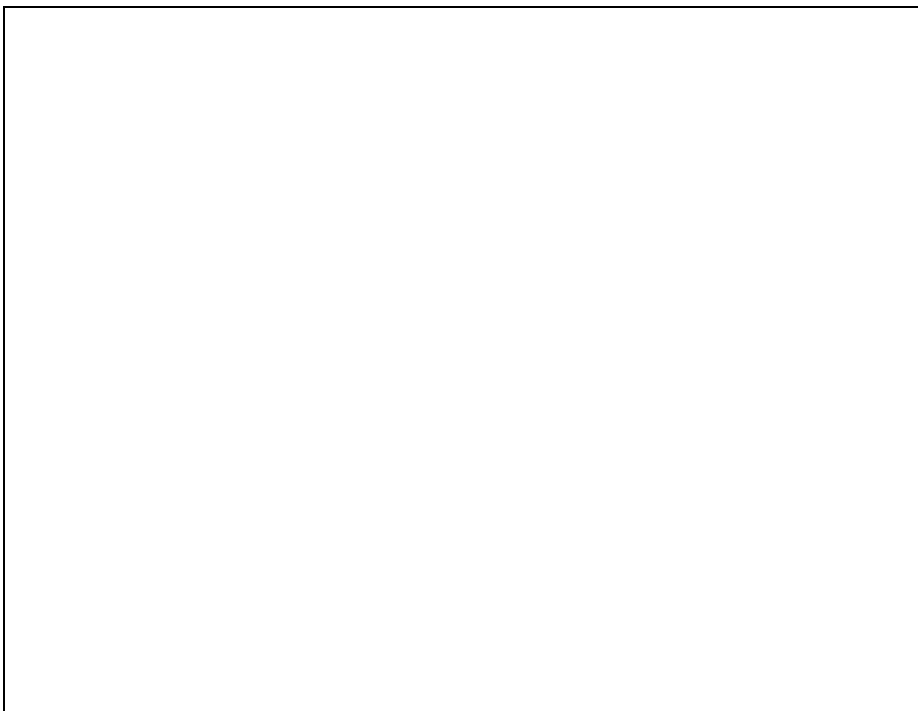
Signature of .....  
witness

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.

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**Client confirm replies to enqs.**





**sent to Buyer**













































Subject

{Formula\$RC\_Property}

## MESSAGE BODY

 E-mail Template

**B** *I* U ABC |     Styles | Paragraph | Arial | 3 (12pt)

                                             <



**Estate Agent Enqs. received, sent**


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

Subject


{Formula\$RC\_Property}


## MESSAGE BODY


 E-mail Template 


**B** **I** **U** 




















































   




















































Styles 




















































Paragraph 

Arial 

3 (12pt) 

Dear Sirs,

**Property:** {Formula\$RC\_Property}

**Seller:** {Formula\$RC\_VEND1NAME}{Formula\$RC\_VEND2NAME}{Formula\$RC\_VEND3NAME}{Formula\$RC\_VEND4NAME}

**Buyer:** {Formula\$RC\_PURCH1NAME}{Formula\$RC\_PURCH2NAME}{Formula\$RC\_PURCH3NAME}{Formula\$RC\_PURCH4NAME}

We have received enquiries from the Purchaser's solicitors, and these have been sent to our client for their reply.

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}

**Estate agent confirm exchange**









**request invoice**












































Subject

{Formula\$RC\_Property}

## MESSAGE BODY

 E-mail Template 

**B** **I** **U** ABC |     Styles | Paragraph | Arial | 3 (12pt)



**Client confirm contract pack sent**





**to buyer**












































Subject

{Formula\$RC\_Property}

## MESSAGE BODY

 E-mail Template 

**B** **I** **U** **ABC** |     Styles | Paragraph | Arial | 3 (12pt)



                                            


## **Initial email to Estate Agent**





Subject

{Formula\$RC\_Property}

## MESSAGE BODY

 E-mail Template 

**B** **I** **U** 























































   

Styles

Paragraph

Arial

3 (12pt)

**Estate Agent contract pack sent to**





**buyer**


Subject

{Formula\$RC\_Property}

## MESSAGE BODY

 E-mail Template 

**B** **I** **U** **ABC**

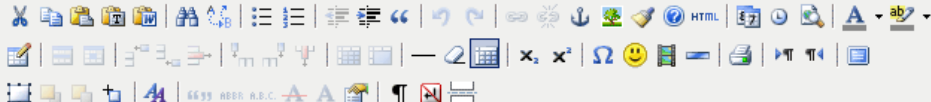






Styles

Paragraph

Arial

3 (12pt)



6699 ADDR. A.B.C.    

Dear Sirs,

**Property:** {Formula\$RC\_Property}

**Seller:** {Formula\$RC\_VEND1NAME}{Formula\$RC\_VEND2NAME}{Formula\$RC\_VEND3NAME}{Formula\$RC\_VEND4NAME}

**Buyer:** {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}