Osprey Approach: Commercial Property - Lessee

This help guide was last updated on
Jan 13th, 2023

The latest version is always online at
https://support.ospreyapproach.com/?p=23871

ALLOCATE A CUSTOM QUESTIONNAIRE

FILE OPENING FWCPLE

Client salutation

Estate Agent

(None selected)

(None selected)

BestEstateAgents - Best Estate Agents (Estate Agent House Area Town County - Town),

Estate Agent Ref

Other side solicitor 1 contact

None selected

None selected

1 - Tom Cromwell (Solicitors and Co) (123 Test 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 Address line 1

Property Address line 2

Property Address line 3

Property Address line 4

Property Postcode

Submit Cancel

LESSEE'S DETAILS FWCPLE

Other side solicitor 1 contact

None selected

- None selected
- 1 - Tom Cromwell (Solicitors and Co) (123 Test 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

Other side company name

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

Estate Agent

(None selected)

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

Estate Agent Ref

Property Address line 1

Property Address line 2

ALLOCATE A CUSTOM QUESTIONNAIRE

LAND REGISTRY DETAILS FWCPLE

Land Registry Ref

Land Registry

(None selected)

(None selected)

Title No. 1

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

WAS DRAFT LEASE APPROVED? FWCPLE

Was draft Lease approved?

Please Select

Please Select

Yes

No

Does Lease require registration at Land Registry?

Please Select

Please Select

Yes

No

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

COMPLETION STATEMENT – NO REGISTRATION FWCPLE

Legal Costs

0.00

Money on a/c rec'd

0.00

SDLT due

0.00

Ground Rent Apportionment

0.00

Service Charge Apportionment

0.00

Date to complete Lease

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

COMPLETION STATEMENT – REGISTRATION REQUIRED FWCPL

Legal Costs

0.00

Money on a/c rec'd

0.00

SDLT due

0.00

Ground Rent Apportionment

0.00

Service Charge Apportionment

0.00

Date to complete Lease

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

COMPLETION FWCPLE

Date to complete Lease

Select a date

Submit Cancel

Send a text message to a client

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

ALLOCATE A CUSTOM QUESTIONNAIRE

LAND REGISTRY DETAILS FWCPLE

Land Registry Ref

Land Registry

(None selected)

(None selected)

Title No. 1

Submit Cancel

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_CPL_PROPINFO_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_CPL_PROPINFO_FW_TITLE1 **}**

Place 'X' in the appropriate box.

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

3 The application affects

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

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

4 Application, priority and fees

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.

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

Fee payment method

Place 'X' in the appropriate box.

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

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

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

5 Documents lodged with this form:

Lease

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.

6 The applicant:

{ MERGEFIELD LINKNAME_SURNAME_1 **}**

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.

<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:

This panel must always be completed.

7 This application is sent to Land Registry by

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

Key number (if applicable):

Name: **{** MERGEFIELD PRACTICEINFO_PRACTICE_NAME

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.

}

Address or UK DX box number:

{ MERGEFIELD PRACTICEINFO_DX_NO **}**

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.

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

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

{ FORMCHECKBOX **}** I am a conveyancer, and I have

"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.**

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.

1 3 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.

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.

Name of transferor, landlord, transferee, tenant, borrower or lender		Conveyancer's name, address and reference
{ MERGEFIELD FW_CPL_OTHRSIDE_FW_COMP 1 **}**	**{** FORMCHECKBOX **}**	**{** MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_name **}** **{** MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_address **}** **{** MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_dxno **}** Reference: **{** MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_REF **}**
{ MERGEFIELD LINKNAME_SURNAME_1 **}**	**{** FORMCHECKBOX **}**	Reference:
	{ FORMCHECKBOX **}**	**{ }**
	{ FORMCHECKBOX **}**	Reference:

	{ FO RM CH EC KB OX **}**	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 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.

Name of lender		Conveyancer’s name, address and reference
	{ FO RM CH EC KB OX **}**	Reference:
	{ FO RM CH EC KB OX **}**	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.

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 lender	Conveyancer's name, address and reference
	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\\5a011f1d-804b-4a3c-86c3-b30cefc1d019\\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_CPL_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }

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\\17d44dc8-662b-419d-ba98-baf1cd2935d5\\header.doc"**}**

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

Your Ref: **{** MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_REF **}**

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

{ MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_name **}**
{ MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_address **}**

Dear Sirs

Re: **{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }**

Your Client: **{ MERGEFIELD FW_CPL_OTHRSIDE_FW_COMP1 }**

Our Client: **{ MERGEFIELD LINKNAME_SURNAME_1 }**

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\\f2c7ee14-5294-43dd-b02b-e1f3a17b7936\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CPL_ORGS_FW_LRREF }

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

{ MERGEFIELD FW_CPL_ORGS_FW_LR_name }
{ MERGEFIELD FW_CPL_ORGS_FW_LR_address }

Dear Sirs

Re: **{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }**

Title No. **{ MERGEFIELD FW_CPL_PROPINFO_FW_TITLE1 }**

Our Client: **{ MERGEFIELD LINKNAME_SURNAME_1 }**

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Solicitor letter

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\0d701575-3873-4773-9800-3f81e107c901\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_REF }

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

{ MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: **{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }**

Your Client: **{ MERGEFIELD FW_CPL_OTHRSIDE_FW_COMP1 }**

Our Client: **{ MERGEFIELD LINKNAME_SURNAME_1 }**

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Cli send confirmation of

registration Lease

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\ff37686e-3568-44a0-9e0c-6f8430acdd49\\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_CPL_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }

I can confirm that the Land Registry have completed registration of your lease and I enclose a copy of the title document, together with the signed copy of the Lease. Please keep these documents safe as you may wish to refer to them in the future.

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 }

Client care letter

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\882a2107-968a-4ce9-89e4-9d32900fd812\\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_CPL_PROPINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }

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 title to the property;
- Approving and amending the draft Lease (where necessary) received from the lessor's solicitors;
- Completing the matter

I will let you know once the draft Lease has been received and will forward it you for your approval. Once the Lease 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 completion.

I will discuss with you the proposed completion date.

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.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client confirm completion details

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\b6fdb439-92a2-4b1e-a4c2-065585ac935a\\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_CPL_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }

Please find enclosed the final copy of the Completion Statement. As you are aware, completion is due to take place on { MERGEFIELD FW_CPL_PROPINFO_FW_COMPLEASE \@ "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 confirm completion

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\b805dd39-6f9b-444c-aa64-bfce8208046d\\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_CPL_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }

I am pleased to confirm that completion of the Lease took place on { MERGEFIELD FW_CPL_PROPINFO_FW_COMPLEASE \@ "d MMMM yyyy"}.{ IF { MERGEFIELD FW_CPL_PROPINFO_FW_LEASEREG } = "Yes" "

I will now proceed to register the Lease with the Land Registry, and will provide you with copies of the Title Documents as soon as it has been registered. Please note that it can take several weeks for the Land Registry to process registrations.

" "

" }May I take this opportunity to thank you for your kind instructions in this matter. If I, or my Firm, may be of any further 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 enc. amended lease

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\47869c04-7604-4077-8503-78936427b221\\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_CPL_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }

I have received a further copy of the draft Lease, enclosed for your consideration.

I wish to point out the following:

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client enc. draft Lease for

approval

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\a3f1afa6-1743-429c-b7e6-c752d44f170c\\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_CPL_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }

I have now received a copy of the draft lease from the Lessor's solicitors. I should be grateful if you would please read through the lease carefully.

I wish to draw the following clauses to your attention:

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client enc. engrossed lease report

on title

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\aaab7d3d-2725-48ad-b723-9c6c9a978e46\\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_CPL_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }

Please find enclosed my Report on Title for your consideration.

If you are content, please sign the Lease where indicated. Your signature must be witnessed. The witness must be over the age of 18 and unrelated to you and the transaction. They must sign and PRINT their name and address where indicated.

Once signed, please forward the Lease to me. You SHOULD NOT date it any way, as I will date the Lease on the day of completion.

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\\1848b999-15be-4485-87c3-552c90f9b0ea\\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_CPL_PROPINFO_FW_CLI_SALUT }

Re: **{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }**

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\\6e067ca5-e5e9-49a8-bbae-3c78cdd23276\\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_CPL_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }

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. Title Documents

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\0d0a5b9c-eb5f-4d2f-b635-d5183664914a\\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_CPL_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }

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

1. Copy Land Registry Title and filed Plan
2.

I await a copy of the draft lease and will forward this to you so soon as I can.

Having received the title 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.

Please let me know of any enquiries you wish me to raise with the Lessor'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

Lease of **{** MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 **}{** MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 **}{** MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 **}{** MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 **}{** MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE **}**

	To Pay £	Received £
Legal Costs	**{** MERGEFIELD FW_CPL_COST_FW_LEGALCOST \# "#,##0.00" **}**	
VAT	**{** =B2*20% \# "#,##0.00" **}**	
Apportioned Service Charge	**{** MERGEFIELD FW_CPL_COST_FW_SERVICECHG \# "#,##0.00" **}**	
Apportioned Ground Rent	**{** MERGEFIELD FW_CPL_COST_FW_GRNDRENT \# "#,##0.00" **}**	
SDLT due	**{** MERGEFIELD FW_CPL_COST_FW_SDLT \# "#,##0.00"**}**	
{ IF **{** MERGEFIELD FW_CPL_COST_FW_LRFEE **}**= "" "" "Land Registration Fee" **}**	**{** IF **{** MERGEFIELD FW_CPL_COST_FW_LRFEE **}**= "" "" "**{** MERGEFIELD FW_CPL_COST_FW_LRFEE \# "#,##0.00" **}**" **}**	
Total	**{** =SUM(ABOVE) \# "#,##0.00" **}**	

LESS

Received on account		**{** MERGEFIELD FW_CPL_COST_FW_MONEYAC \# "#,##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 **}**

Invoice

{ 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 }

Lease of { MERGEFIELD FW_CPL_PROPINFO_FW_PROP1\f" " }{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2\f" " }{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3\f" " }{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4\f" " }{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }

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

Report on Title

REPORT ON TITLE

PROPERTY: { MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }

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

The purpose of this report is to highlight important information about the property you are leasing, before you enter into the lease.

I will of course be happy to discuss any legal questions you may have.

Title to the Property

The Lease

I wish to draw your attention to the following important points:

Sol completion letter

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\ce6da71c-37da-4cc7-b4b1-28f168d935ad\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_REF }

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

{ MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: **{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }**

Your Client: **{ MERGEFIELD FW_CPL_OTHRSIDE_FW_COMP1 }**

Our Client: **{ MERGEFIELD LINKNAME_SURNAME_1 }**

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

1. Your client's part signed lease.

We enclose a copy of our client's part signed lease for your records.

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. amendments to lease

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\0d40af91-8012-4681-b8de-cb697cc58d32\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_REF }

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

{ MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: **{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }**

Your Client: **{ MERGEFIELD FW_CPL_OTHRSIDE_FW_COMP1 }**

Our Client: **{ MERGEFIELD LINKNAME_SURNAME_1 }**

Thank you for providing a draft Lease. We have amended the Lease with tracked changes and uploaded it to our secure Deal Room for your consideration.

We look forward to receiving your approval to the amendments.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Sol enc. enquires

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\6a883d85-de7d-4c31-968a-0381fe24858e\\header.doc"**}**

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

Your Ref: **{** MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_REF **}**

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

{ MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_name **}**
{ MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_address **}**

Dear Sirs

Re: **{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }**
Your Client: **{ MERGEFIELD FW_CPL_OTHRSIDE_FW_COMP1 }**
Our Client: **{ MERGEFIELD LINKNAME_SURNAME_1 }**

We acknowledge receipt of the title documents, 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 }

Sol request engrossed lease

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\8cc6d42c-b20c-484d-8d27-af1da5f9c621\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_REF }

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

{ MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: **{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }**

Your Client: **{ MERGEFIELD FW_CPL_OTHRSIDE_FW_COMP1 }**

Our Client: **{ MERGEFIELD LINKNAME_SURNAME_1 }**

We can confirm we approve the draft lease provided and should be grateful if you would please send an engrossed copy for our client's signature.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Solicitors initial letter

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\e992e585-6574-438e-868e-3ebeb5a4825c\\header.doc"**}**

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

Your Ref: **{** MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_REF **}**

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

{ MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_name **}**
{ MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_address **}**

Dear Sirs

Re: **{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD FW_CPL_PROPINFO_FW_POSTCODE }**

Your Client: **{ MERGEFIELD FW_CPL_OTHRSIDE_FW_COMP1 }**

Our Client: **{ MERGEFIELD LINKNAME_SURNAME_1 }**

We are acting for the above named in their proposed lease of the above property from your client. Please confirm that you are similarly instructed.

We look forward to hearing from you with the draft Lease.

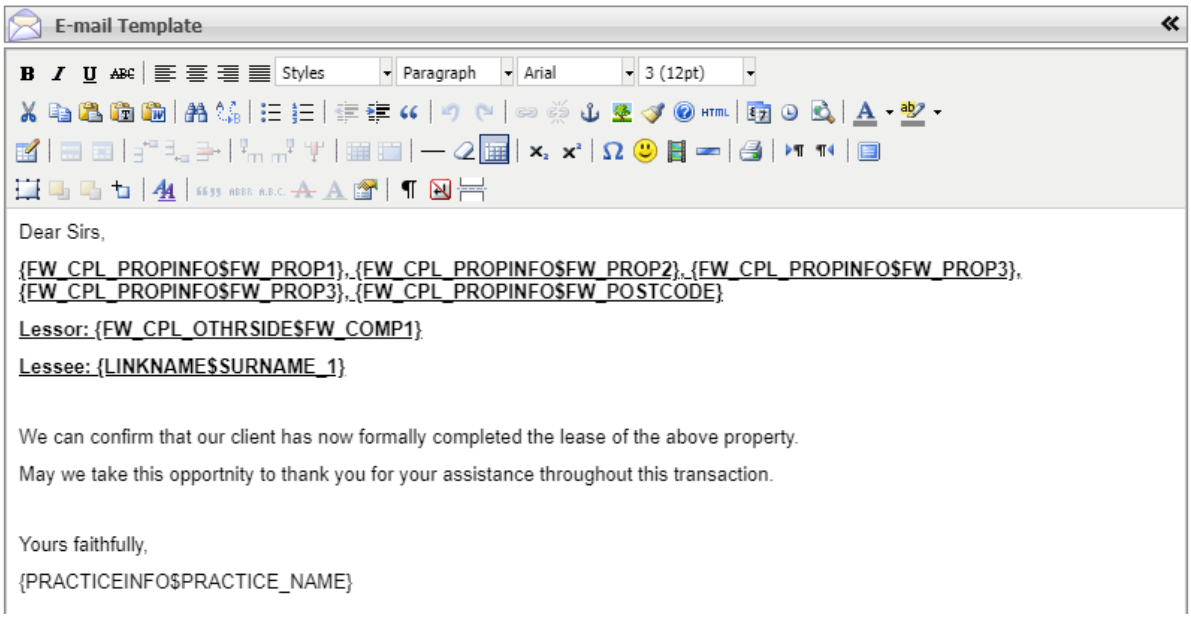
Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Estate Agent completion email

Subject {FW_CPL_PROPINFO$FW_PROP1}, {FW_CPL_PROPINFO$FW_PROP2}, {FW_CPL_PROPINFO$FW_

MESSAGE BODY



Estate Agent initial email

Subject {FW_CPL_PROPINFO$FW_PROP1}, {FW_CPL_PROPINFO$FW_PROP2}, {FW_CPL_PROPINFO$FW_

MESSAGE BODY

E-mail Template

Styles | Paragraph | Arial | 3 (12pt)

Dear Sirs,

{FW_CPL_PROPINFO$FW_PROP1}, {FW_CPL_PROPINFO$FW_PROP2}, {FW_CPL_PROPINFO$FW_PROP3}, {FW_CPL_PROPINFO$FW_PROP3}, {FW_CPL_PROPINFO$FW_POSTCODE}

Lessor: {FW_CPL_OTHRSIDE$FW_COMP1}

Lessee: {LINKNAME$SURNAME_1}

Thank you for providing us with your Heads of Terms. We can confirm that we represent the Lessee in this matter.

We shall keep you updated as to progress. Please do not hesitate to contact the fee earner with conduct of this matter if you require any assistance, {CALCULATION$FEE_EARNER_DESCRIPTION}.

Yours faithfully,

{PRACTICEINFO$PRACTICE_NAME}