

Client Care Letter

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App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\853e8725-7d87-4577-8295-
c9f826a3ac11\\header.doc"}

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

Your Ref:

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

{ MERGEFIELD fssm_Cli_Names }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD RC_CLI_BANK_FW_CLI_SALUT }

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME } { MERGEFIELD fssm_RC_VEND2NAME
{ MERGEFIELD fssm_RC_VEND3NAME } { MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME } { MERGEFIELD
fssm_RC_PURCH2NAME } { MERGEFIELD fssm_RC_PURCH3NAME } {
MERGEFIELD fssm_RC_PURCH4NAME }

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

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

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

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

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

- Checking the seller's title;
- Raising appropriate enquiries before Contract and reviewing the seller's replies;
- Making searches with the Local Authority and other information providers in accordance with your instructions and the instructions of any lender;
- Reviewing and if necessary amending the Contact and any associated documents;

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c9f826a3ac11\\footer.doc"}

- Advising you about the results of searches, replies to our enquiries and the terms of the Contract and any associated documents;
- Complying with the instructions of your mortgage lender if you are having a mortgage;
- Exchanging Contracts;
- Making appropriate pre-completion searches and generally completing the matter;
- Making the appropriate return to H.M. Revenue & Customs for the purposes of Stamp Duty Land Tax (SDLT) and on receipt of the signed Stamp Duty Land Tax Land Transaction Return Form submitting the same to H.M. Revenue and Customs;
- On receipt of any SDLT monies due from you, arranging for the same to be paid to H.M. Revenue and Customs on your behalf;
- Registering your ownership and any mortgage at the Land Registry

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

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

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

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

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

Government Money Laundering Regulations

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

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

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

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

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

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

- your passport or a photocard driving licence; and

- a utility bill or council tax bill less than 3 months old, showing your current address.

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

- by post (in which case we will require the same material to be copied and certified by a solicitor local to you before you send it to us); or
- electronically at a cost of £10 including VAT, which we will add to your bill.

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

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

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

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

Please return one copy of the Terms of Engagement duly signed together with your cheque in our favour in the sum of £300.00 on account and the completed questionnaire.

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Initial Letter to Solicitor

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32198ec265b3\\header.doc"}

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

Your Ref: { MERGEFIELD RC_ORGANISATION_FW_OS_SOL_REF }

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

{ MERGEFIELD RC_ORGANISATION_FW_OS_SOL_name }
{ MERGEFIELD RC_ORGANISATION_FW_OS_SOL_address }

Dear Sirs

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
}{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

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

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

We look forward to hearing from you with draft contract documentation and please also
advise whether or not you intend to proceed by way of the Law Society Protocol, to include
all searches.{ IF { MERGEFIELD RC_PROPDETAIL_FW_FHLH } = "Leasehold" "

Please find enclosed Leasehold Enquiries which we would be obliged if you would kindly
pass to the Landlord/Managing Agent for completion and return to us." "" }{ ASK Relatedsale
"Is there a related sale?" \d "Yes/No" }{ IF {ref Relatedsale * MERGEFORMAT } = "Yes" "

We are instructed that our client does have a related sale." "

We are instructed that our client does not have a related sale." }{ IF { MERGEFIELD
RC_ORGANISATION_FW_MTGNO MTG } = "Mortgage" "

We are instructed that our client requires a mortgage. Please indicate your client's ability to
proceed with this transaction with regard to any related purchase and mortgage offers." "

We are instructed that our client does not require a mortgage. Please indicate your client's
ability to proceed with this transaction with regard to any related purchase and mortgage
offers." }

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32198ec265b3\\footer.doc"}

In accordance with the latest Conveyancing Protocol we advise that the Conveyancer handling this matter is { MERGEFIELD "CALCULATION_FEE_EARNER_DESCRIPTION" } and the supervising solicitor 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 }

Client sending contract pack letter

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da0e096e0fd5\\header.doc"}

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

Your Ref:

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

{ MERGEFIELD fssm_Cli_Names }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD RC_CLI_BANK_FW_CLI_SALUT }

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
}{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

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

1. Property Information Form
2. Fittings and Contents Form
3. Copy Land Registry Title and filed Plan

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

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

You will likely have heard the phrase *buyer beware*. Essentially, this means that the onus is on the buyer to discover any physical faults of the property. I would therefore strongly suggest that you obtain a survey of the property from a surveyor. There are different types of survey, such as a Homebuyer's Valuation & Survey, or a Full Survey, and a surveyor will be able to assist you in deciding which survey is best.

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da0e096e0fd5\\footer.doc"}

It may be tempting to rely solely on the valuation report conducted on behalf of the lender, if you are obtaining a mortgage, however this report will not usually reveal sufficient information about the state of the property to uncover any potential issues, such as structural problems.

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

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

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Solicitor sending enquiries letter

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3df337ed940e\\header.doc"}

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

Your Ref: { MERGEFIELD RC_ORGANISATION_FW_OS_SOL_REF }

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

{ MERGEFIELD RC_ORGANISATION_FW_OS_SOL_name }
{ MERGEFIELD RC_ORGANISATION_FW_OS_SOL_address }

Dear Sirs

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
}{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

We acknowledge receipt of the Contract pack, and wish to raise the following enquiries:
1.

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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3df337ed940e\\footer.doc"}

TR1

HM Land Registry

Transfer of whole of registered title(s)

TR1

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

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

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

Leave blank if not yet registered.

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 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) of the property: { MERGEFIELD RC_PROPDETAIL_FW_TITLE_NO }
2	Property: { MERGEFIELD fssm_RC_Property }
3	Date:
4	<p>Transferor: { MERGEFIELD fssm_RC_VEND1NAME } { MERGEFIELD fssm_RC_VEND2NAME } { MERGEFIELD fssm_RC_VEND3NAME } { MERGEFIELD fssm_RC_VEND4NAME }</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: { MERGEFIELD fssm_RC_PURCH1NAME } { MERGEFIELD fssm_RC_PURCH2NAME } { MERGEFIELD fssm_RC_PURCH3NAME } { MERGEFIELD fssm_RC_PURCH4NAME }</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 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.

6	Transferee's intended address(es) for service for entry in the register: { MERGEFIELD fssm_RC_Property }
7	The transferor transfers the property to the transferee
8	<p>Consideration</p> <p>{ FORMCHECKBOX } The transferor has received from the transferee for the property the following sum (in words and figures):</p> <p>{ SET largenumber { MERGEFIELD RC_PROPDETAIL_FW_PRICE } } { SET remainder { =MOD(largenumber, 1000000) } } { SET millions { =INT((largenumber - { remainder })/1000000) } }</p> <p>{ IF millions = 0 "" "{ REF millions *Cardtext *UPPER *MERGEFORMAT } MILLION " } { IF remainder = 0 "" "{ REF remainder *Cardtext *Upper *MERGEFORMAT }" } POUNDS</p> <p>{ MERGEFIELD RC_PROPDETAIL_FW_PRICE \# £#,##.00 }</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>
9	<p>The transferor transfers with</p> <p>{ FORMCHECKBOX } full title guarantee</p> <p>{ FORMCHECKBOX } limited title guarantee</p>
10	<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>

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.

{ IF { MERGEFIELD RC_PROPDETAIL_FW_V_AMT } = 1 "
Executed as a deed by
{ MERGEFIELD RC_VENDOR1_V1_COMPANYNAME \f " " } {
MERGEFIELD RC_VENDOR1_V1_FIRSTNAME \f " " } {
MERGEFIELD RC_VENDOR1_V1_SECONDNAME \f " " } {
MERGEFIELD RC_VENDOR1_V1_SURNAME }

.....

in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

" "{ IF { MERGEFIELD RC_PROPDETAIL_FW_V_AMT } = 2
"Executed as a deed by
{ MERGEFIELD RC_VENDOR1_V1_COMPANYNAME \f" " }
MERGEFIELD RC_VENDOR1_V1_FIRSTNAME \f" " }
MERGEFIELD RC_VENDOR1_V1_SECONDNAME \f" " }
MERGEFIELD RC_VENDOR1_V1_SURNAME }

.....
in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

Executed as a deed by
{ MERGEFIELD RC_VENDOR2_V2_COMPANYNAME \f" " }
MERGEFIELD RC_VENDOR2_V2_FIRSTNAME \f" " }
MERGEFIELD RC_VENDOR2_V2_SECONDNAME \f" " }
MERGEFIELD RC_VENDOR2_V2_SURNAME }

.....
in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

" "{ IF { MERGEFIELD RC_PROPDETAIL_FW_V_AMT } = 3
"Executed as a deed by
{ MERGEFIELD RC_VENDOR1_V1_COMPANYNAME \f" " }
MERGEFIELD RC_VENDOR1_V1_FIRSTNAME \f" " }
MERGEFIELD RC_VENDOR1_V1_SECONDNAME \f" " }
MERGEFIELD RC_VENDOR1_V1_SURNAME }

.....

in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

Executed as a deed by
{ MERGEFIELD RC_VENDOR2_V2_COMPANYNAME \f" " }
MERGEFIELD RC_VENDOR2_V2_FIRSTNAME \f" " }
MERGEFIELD RC_VENDOR2_V2_SECONDNAME \f" " }
MERGEFIELD RC_VENDOR2_V2_SURNAME }

.....
in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

Executed as a deed by
{ MERGEFIELD RC_VENDOR3_V3_COMPANYNAME \f" " }
MERGEFIELD RC_VENDOR3_V3_FIRSTNAME \f" " }
MERGEFIELD RC_VENDOR3_V3_SECONDNAME \f" " }
MERGEFIELD RC_VENDOR3_V3_SURNAME }

.....
in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

" "{ IF { MERGEFIELD RC_PROPDETAIL_FW_V_AMT } = 4
"Executed as a deed by
{ MERGEFIELD RC_VENDOR1_V1_COMPANYNAME \f" " }
MERGEFIELD RC_VENDOR1_V1_FIRSTNAME \f" " }
MERGEFIELD RC_VENDOR1_V1_SECONDNAME \f" " }
MERGEFIELD RC_VENDOR1_V1_SURNAME }

.....
in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

Executed as a deed by
{ MERGEFIELD RC_VENDOR2_V2_COMPANYNAME \f" " }
MERGEFIELD RC_VENDOR2_V2_FIRSTNAME \f" " }
MERGEFIELD RC_VENDOR2_V2_SECONDNAME \f" " }
MERGEFIELD RC_VENDOR2_V2_SURNAME }

.....
in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

Executed as a deed by
{ MERGEFIELD RC_VENDOR3_V3_COMPANYNAME \f" " }
MERGEFIELD RC_VENDOR3_V3_FIRSTNAME \f" " }
MERGEFIELD RC_VENDOR3_V3_SECONDNAME \f" " }
MERGEFIELD RC_VENDOR3_V3_SURNAME }

.....
in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

Executed as a deed by
{ MERGEFIELD RC_VENDOR4_V4_COMPANYNAME \f" " }
{ MERGEFIELD RC_VENDOR4_V4_FIRSTNAME \f" " }
{ MERGEFIELD RC_VENDOR4_V4_SECONDNAME \f" " }
{ MERGEFIELD RC_VENDOR4_V4_SURNAME }

.....
in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

" "Please select amount of Vendors in the file opening task" }"
}" }"

{ IF { MERGEFIELD RC_PROPDETAIL_FW_P_AMT } = 1 "
Executed as a deed by
{ MERGEFIELD RC_PURCH1_P1_COMPANYNAME \f" " }
{ MERGEFIELD RC_PURCH1_P1_FIRSTNAME \f" " }
{ MERGEFIELD RC_PURCH1_P1_SECONDNAME \f" " }
{ MERGEFIELD RC_PURCH1_P1_SURNAME \f" " }

.....
in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

" "

{ IF { MERGEFIELD RC_PROPDETAIL_FW_P_AMT } = 2 "
Executed as a deed by
{ MERGEFIELD RC_PURCH1_P1_COMPANYNAME \f" " } {
MERGEFIELD RC_PURCH1_P1_FIRSTNAME \f" " } {
MERGEFIELD RC_PURCH1_P1_SECONDNAME \f" " } {
MERGEFIELD RC_PURCH1_P1_SURNAME \f" " }

.....

in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

Executed as a deed by
{ MERGEFIELD RC_PURCH2_P2_COMPANYNAME \f" " } {
MERGEFIELD RC_PURCH2_P2_FIRSTNAME \f" " } {
MERGEFIELD RC_PURCH2_P2_SECONDNAME \f" " } {
MERGEFIELD RC_PURCH2_P2_SURNAME \f" " }

.....

in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

" "{ IF { MERGEFIELD RC_PROPDETAIL_FW_P_AMT } = 3 "
Executed as a deed by
{ MERGEFIELD RC_PURCH1_P1_COMPANYNAME \f" " } {
MERGEFIELD RC_PURCH1_P1_FIRSTNAME \f" " } {
MERGEFIELD RC_PURCH1_P1_SECONDNAME \f" " } {
MERGEFIELD RC_PURCH1_P1_SURNAME \f" " }

.....

in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

Executed as a deed by
{ MERGEFIELD RC_PURCH2_P2_COMPANYNAME \f" " }
{ MERGEFIELD RC_PURCH2_P2_FIRSTNAME \f" " }
{ MERGEFIELD RC_PURCH2_P2_SECONDNAME \f" " }
{ MERGEFIELD RC_PURCH2_P2_SURNAME \f" " }

.....
in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

Executed as a deed by
{ MERGEFIELD RC_PURCH3_P3_COMPANYNAME \f" " }
{ MERGEFIELD RC_PURCH3_P3_FIRSTNAME \f" " }
{ MERGEFIELD RC_PURCH3_P3_SECONDNAME \f" " }
{ MERGEFIELD RC_PURCH3_P3_SURNAME \f" " }

.....
in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

" "{ IF { MERGEFIELD RC_PROPDETAIL_FW_P_AMT } = 4 "
Executed as a deed by
{ MERGEFIELD RC_PURCH1_P1_COMPANYNAME \f" " }{
MERGEFIELD RC_PURCH1_P1_FIRSTNAME \f" " }{
MERGEFIELD RC_PURCH1_P1_SECONDNAME \f" " }{
MERGEFIELD RC_PURCH1_P1_SURNAME \f" " }

.....
in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

Executed as a deed by
{ MERGEFIELD RC_PURCH2_P2_COMPANYNAME \f" " }{
MERGEFIELD RC_PURCH2_P2_FIRSTNAME \f" " }{
MERGEFIELD RC_PURCH2_P2_SECONDNAME \f" " }{
MERGEFIELD RC_PURCH2_P2_SURNAME \f" " }

.....
in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

Executed as a deed by
{ MERGEFIELD RC_PURCH3_P3_COMPANYNAME \f" " }{
MERGEFIELD RC_PURCH3_P3_FIRSTNAME \f" " }{
MERGEFIELD RC_PURCH3_P3_SECONDNAME \f" " }{
MERGEFIELD RC_PURCH3_P3_SURNAME \f" " }

.....
in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

Executed as a deed by
{ MERGEFIELD RC_PURCH4_P4_COMPANYNAME \f" " }
MERGEFIELD RC_PURCH4_P4_FIRSTNAME \f" " }
MERGEFIELD RC_PURCH4_P4_SECONDNAME \f" " }
MERGEFIELD RC_PURCH4_P4_SURNAME \f" " }

.....
in the presence of:

Signature of
witness

Name (in BLOCK
CAPITALS)

Address

" " Please select amount of Purchasers in the file opening task "
}" }" }" }

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.

solicitor enc draft TR1.TA13

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor
App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\2029111a-2028-4d61-a98d-
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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref: { MERGEFIELD RC_ORGANISATION_FW_OS_SOL_REF }

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

{ MERGEFIELD RC_ORGANISATION_FW_OS_SOL_name }
{ MERGEFIELD RC_ORGANISATION_FW_OS_SOL_address }

Dear Sirs

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
}{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

Please find enclosed draft Transfer and Form TA13 for your replies.

We should be grateful if you would please approve the Transfer as soon as possible so we
may send it to our client for signature. We should also be grateful if you would provide your
replies to Form TA13 as soon as possible.

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Client enclosing mortgage

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0294b2872261\\header.doc"}

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

Your Ref:

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

{ MERGEFIELD fssm_Cli_Names }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD RC_CLI_BANK_FW_CLI_SALUT }

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
}{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

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

I wish to raise the following important points with you:

1.

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

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Occupier lender letter (criteria

applied only if the occupier fields

are complete)

{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 RC_OCCUPIER_FW_OCC1_TITLE } { MERGEFIELD
RC_OCCUPIER_FW_OCC1_SURN }
{ MERGEFIELD RC_OCCUPIER_FW_OCC1_ADD }

Dear { MERGEFIELD RC_OCCUPIER_FW_OCC1_TITLE } { MERGEFIELD
RC_OCCUPIER_FW_OCC1_SURN }

Re: { MERGEFIELD fssm_RC_Property }

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME } { MERGEFIELD
fssm_RC_PURCH2NAME } { MERGEFIELD fssm_RC_PURCH3NAME } {
MERGEFIELD fssm_RC_PURCH4NAME }

I act on behalf of the above-named Purchasers, who are buying the property subject to a mortgage.

It is a condition of the Purchaser's mortgage lender that any non-owner occupiers of the property must confirm that they will vacate the property should the lender reposes the property due to failure to keep up payments on the mortgage.

I should be grateful if you would please sign this letter acknowledging that you will not have any right to remain in the property should the lender have cause to reposes it.

I am obliged to inform you that you are entitled to independent legal advice regarding this issue. If you would like to obtain advice, please provide your solicitor with a copy of this letter and do not sign it.

If you decide you do not wish to take advice, please sign and date the letter and return it to me as soon as possible.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

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I confirm that I am aware I may obtain independent legal advice, however I do not wish to. I understand that I will have no right to remain in the property should the mortgage lender reposes the property in the future.

Signed.....

Dated.....

{ MERGEFIELD RC_OCCUPIER_FW_OCC1_FORE } { MERGEFIELD
RC_OCCUPIER_FW_OCC1_SURN }

Client enc. help to buy report

{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 fssm_Cli_Names }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD RC_CLI_BANK_FW_CLI_SALUT }

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
}{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

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

I wish to raise the following important points:

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 }

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Letter Enclosing Search Report

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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 fssm_Cli_Names }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD RC_CLI_BANK_FW_CLI_SALUT }

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

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 }

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client enc. SDLT form for

signature

{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 fssm_Cli_Names }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD RC_CLI_BANK_FW_CLI_SALUT }

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
}{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

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 }

{INCLUDETEXT

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report on title template

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REPORT ON TITLE

PROPERTY: { MERGEFIELD fssm RC Property }

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

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

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

Title to the Property

The property you are buying is { MERGEFIELD RC_PROPDETAIL_FW_FHLH }. It is registered at the Land Registry under Title Number { MERGEFIELD RC_PROPDETAIL_FW_TITLE_NO }. A copy of the Title Document and Plan has already been provided to you.

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

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

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

I wish to highlight the following important covenants and easements:

The Seller has noted the boundaries they have maintained in the Property Information Form. However, the title to the property states you should maintain X boundaries.{ IF { MERGEFIELD RC_PROPDETAIL_FW_FHLH } = "Leasehold" "

The Lease

{INCLUDETEXT

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pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\ca873744-dc71-4551-b580-
19cdfaa735fb\\footer.doc"}

The lease is for a term of X years. The property is described in the X Schedule to the Lease and is edged red on the plan attached.

The Ground Rent is £X and is payable [insert how often to be paid]

The Service Charge is £X and is payable [insert how often to be paid]

The Management Company will collect these payments from you.

The rights benefiting the property are set out in Clause/Schedule X of the lease.

The rights in favour of adjoining owners are set out in Clause/Schedule X of the lease.

Covenants for the benefit of the Landlord/Managing Company and which you must abide by are contained within Clause/Schedule X of the lease.

The duties of the Management Company are set out in Clause/Schedule X of the lease. They usually include things such as cleaning exterior windows and general maintenance of communal areas.

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

" " " }

Seller's Information Forms

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

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

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

Buildings Insurance

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

I should be grateful if you would please provide me with a copy of the buildings insurance policy you have taken out.

" "It is the responsibility of the Landlord/Managing Company to insure the building. You and the other tenants will pay a proportion of the annual costs of buildings insurance. I enclose a copy of this year's insurance policy for your records.

" }

client enc. Report on title letter

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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 fssm_Cli_Names }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD RC_CLI_BANK_FW_CLI_SALUT }

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
}{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

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

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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client enc. contract for signature

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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 fssm_Cli_Names }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD RC_CLI_BANK_FW_CLI_SALUT }

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME } { MERGEFIELD fssm_RC_VEND2NAME
{ MERGEFIELD fssm_RC_VEND3NAME } { MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME } { MERGEFIELD
fssm_RC_PURCH2NAME } { MERGEFIELD fssm_RC_PURCH3NAME } {
MERGEFIELD fssm_RC_PURCH4NAME }

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.

Please note that upon exchange, you will be required to provide my firm with a deposit of 10% of the purchase price. When contracts are exchanged, you will lose this deposit if you decide to withdraw from the transaction.

You should also be aware that the contract provides for interest of [insert interest noted in contract], which will be payable upon the purchase price of the property for any delay to completion. Essentially, this means that if completion does not take place on the agreed day, the party who has caused the delay will be liable to pay interest to the other party. This does not happen very often, however you should be aware that if completion is delayed interest will be payable.

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.

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Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

send client TR1 for signature

{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 fssm_Cli_Names }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD RC_CLI_BANK_FW_CLI_SALUT }

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
}{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

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

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

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

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

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA
pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\ab20d9bf-3cd6-4365-9da0-
c0993b1928cc\\footer.doc"}

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Draft completion statement

COMPLETION STATEMENT

Purchase of { MERGEFIELD fssm_RC_Property }

Purchase Price

{ IF { MERGEFIELD RC_COSTS_FW_CONTENTS } >= 0.01 "Contents of property
" "" }

{ IF { MERGEFIELD RC_COSTS_FW_LEGALCOST } >= 0.01 "Legal Costs
" "" }

{ IF { MERGEFIELD RC_PROPDETAIL_ALLOWANCE } >= 0.01 "Allowance
" "" }

{ IF { MERGEFIELD RC_COSTS_FW_K15FEE } >= 0.01 "Bankruptcy Search
" "" }

{ IF { MERGEFIELD RC_COSTS_FW_OS1FEE } >= 0.01 "Land Registry Priority Search
" "" }

{ IF { MERGEFIELD RC_COSTS_FW_SEARCHFEE } >= 0.01 "Searches
" "" }

{ IF { MERGEFIELD RC_COSTS_FW_SDLT } >= 0.01 "Land Registration fee
" "" }

Total

{ MERGEFIELD
RC_PROPDETAIL
_FW_PRICE \#
"£#,##0.00}
 { IF {
 MERGEFIELD
RC_COSTS_FW_C
ONTENTS } >=
0.01 "{ =B3*20% \#
"£#,##0.00;(£#,##0.
00)" }" ""}
 { IF {
 MERGEFIELD
RC_COSTS_FW_L
EGALCOST } >=
0.01 "{ =B4*20% \#
"£#,##0.00;(£#,##0.
00)" }" ""}
 { IF {
 MERGEFIELD
RC_PROPDETAIL
_ALLOWANCE }
 >= 0.01 "{
 =B5*20% \#
"£#,##0.00;(£#,##0.
00)" }" ""}
 { IF {
 MERGEFIELD
RC_COSTS_FW
_K15FEE } >=
0.01 "{ =B6*20% \#
"£#,##0.00;(£#,##0.
00)" }" ""}
 { IF {
 MERGEFIELD
RC_COSTS_FW
_OS1FEE } >=
0.01 "{ =B7*20% \#
"£#,##0.00;(£#,##0.
00)" }" ""}
 { IF {
 MERGEFIELD
RC_COSTS_FW
_SEARCHFEE }
 >= 0.01 "{
 =B8*20% \#
"£#,##0.00;(£#,##0.
00)" }" ""}
 { IF {
 MERGEFIELD
RC_COSTS_FW
_SDLT } >= 0.01
 "Land Registration fee
" "" }

```
{ IF{ MERGEFIELD RC_COSTS_FW_LRFEE } >= 0.01
"Stamp Duty Land Tax
" "" }
```

```
{ IF { MERGEFIELD RC_COSTS_FW_MGMTREGFEE }
>= 0.01 " Managing Agent's registration fee
" "" }
```

```
{ IF { MERGEFIELD RC_DISBS_OTHER_DISB_VAT_O1
} >= 0.01 "{ MERGEFIELD
RC_DISBS_OTHER_DISB_VAT_O1_N }
" "" }
```

```
{ IF { MERGEFIELD RC_DISBS_OTHER_DISB_VAT_O2
} >= 0.01 "{ MERGEFIELD
RC_DISBS_OTHER_DISB_VAT_O2_N}
" "" }
```

```
{ IF { MERGEFIELD RC_DISBS_OTHER_DISB_VAT_O3
} >= 0.01 "{ MERGEFIELD
RC_DISBS_OTHER_DISB_VAT_O3_N }
" "" }
```

```
{ IF { MERGEFIELD RC_DISBS_OTHER_DISB_VAT_O4
} >= 0.01 "{ MERGEFIELD
RC_DISBS_OTHER_DISB_VAT_O4_N }
" "" }
```

```
{ IF { MERGEFIELD RC_DISBS_OTHER_DISB_VAT_O5
} >= 0.01 "{ MERGEFIELD
RC_DISBS_OTHER_DISB_VAT_O5_N }
" "" }
```

```
_SDLT } >= 0.01
"{ =B9*20% \#
"£#,##0.00;(£#,##0.
00)" " "" }
{ IF{
MERGEFIELD
RC_COSTS_FW
_LRFEE } >= 0.01
"{ MERGEFIELD
RC_COSTS_FW
_LRFEE \#
"£#,##0.00}" " "" }
{ IF {
MERGEFIELD
RC_COSTS_FW
_MGMTREGFEE
} >= 0.01 "{
=B11*20% \#
"£#,##0.00;(£#,##0.
00)" " "" }
{ IF {
MERGEFIELD
RC_DISBS_OTHE
R_DISB_VAT_O1 }
>= 0.01 "{
=B12*20% \#
"£#,##0.00;(£#,##0.
00)" " "" }
{ IF {
MERGEFIELD
RC_DISBS_OTHE
R_DISB_VAT_O2 }
>= 0.01 "{
=B13*20% \#
"£#,##0.00;(£#,##0.
00)" " "" }
{ IF {
MERGEFIELD
RC_DISBS_OTHE
R_DISB_VAT_O3 }
>= 0.01 "{
=B14*30% \#
"£#,##0.00;(£#,##0.
00)" " "" }
{ IF {
MERGEFIELD
RC_DISBS_OTHE
R_DISB_VAT_O4 }
>= 0.01 "{
=B15*40% \#
"£#,##0.00;(£#,##0.
00)" " "" }
{ IF {
MERGEFIELD
RC_DISBS_OTHE
R_DISB_VAT_O5 }
>= 0.01 "{
=B16*50% \#
"£#,##0.00;(£#,##0.
```

```
{ IF { MERGEFIELD RC_S_FEES_SUP_FEE_O1 } >=
0.01 "{ MERGEFIELD RC_S_FEES_SUP_FEE_O1_N }
" "" }
```

```
{ IF { MERGEFIELD RC_S_FEES_SUP_FEE_O2 } >=
0.01 "{ MERGEFIELD RC_S_FEES_SUP_FEE_N }
" "" }
```

```
{ IF { MERGEFIELD RC_S_FEES_SUP_FEE_O3 } >=
0.01 "{ MERGEFIELD RC_S_FEES_SUP_FEE_O3_N }
" "" }
```

```
{ IF { MERGEFIELD RC_S_FEES_SUP_FEE_O4 } >=
0.01 "{ MERGEFIELD RC_S_FEES_SUP_FEE_O4_N }
" "" }
```

```
{ IF { MERGEFIELD RC_S_FEES_SUP_FEE_O5 } >=
0.01 "{ MERGEFIELD RC_S_FEES_SUP_FEE_O5_N }
" "" }
```

```
{ IF { MERGEFIELD RC_DISBS_OTHER_DISB_NV_O1 } >=
0.01 "{ MERGEFIELD
RC_DISBS_OTHER_DISB_NV_O1_N }
" "" }
```

```
{ IF { MERGEFIELD RC_DISBS_OTHER_DISB_NV_O2 }
>= 0.01 "{ MERGEFIELD
RC_DISBS_OTHER_DISB_NV_O2_N }
" "" }
```

```
{ IF { MERGEFIELD RC_DISBS_OTHER_DISB_NV_O3 }
>= 0.01 "{ MERGEFIELD
RC_DISBS_OTHER_DISB_NV_O3_N }
" "" }
```

```
00)" "" }" "" }
{ IF {
MERGEFIELD
RC_S_FEES_SUP
_FEE_O1 } >= 0.01
"{ =B17*50% \#
"£#,##0.00;(£#,##0.
00)" "" }" "" }
{ IF {
MERGEFIELD
RC_S_FEES_SUP
_FEE_O2 } >= 0.01
"{ =B18*50% \#
"£#,##0.00;(£#,##0.
00)" "" }" "" }
{ IF {
MERGEFIELD
RC_S_FEES_SUP
_FEE_O3 } >= 0.01
"{ =B19*50% \#
"£#,##0.00;(£#,##0.
00)" "" }" "" }
{ IF {
MERGEFIELD
RC_S_FEES_SUP
_FEE_O4 } >= 0.01
"{ =B20*50% \#
"£#,##0.00;(£#,##0.
00)" "" }" "" }
{ IF {
MERGEFIELD
RC_S_FEES_SUP
_FEE_O5 } >= 0.01
"{ =B21*50% \#
"£#,##0.00;(£#,##0.
00)" "" }" "" }
{ IF {
MERGEFIELD
RC_DISBS_OTHE
R_DISB_NV_O1 }
>= 0.01 "{
MERGEFIELD
RC_DISBS_OTHE
R_DISB_NV_O1 \#
"£#,##0.00}" "" }
{ IF {
MERGEFIELD
RC_DISBS_OTHE
R_DISB_NV_O2 }
>= 0.01 "{
MERGEFIELD
RC_DISBS_OTHE
R_DISB_NV_O2 \#
"£#,##0.00}" "" }
{ IF {
MERGEFIELD
RC_DISBS_OTHE
R_DISB_NV_O3 }
>= 0.01 "{
MERGEFIELD
```

```
{ IF { MERGEFIELD RC_DISBS_OTHER_DISB_NV_O4 }
>= 0.01 "{ MERGEFIELD
RC_DISBS_OTHER_DISB_NV_O4_N }
" "" }
```

```
{ IF { MERGEFIELD RC_DISBS_OTHER_DISB_NV_O5 }
>= 0.01 "{ MERGEFIELD
RC_DISBS_OTHER_DISB_NV_O5_N }
" "" }
```

```
{ IF { MERGEFIELD fssm_RC_SC_APPO } >= 0.01 "
Service Charge apportionment
" "" }
```

```
{ IF { MERGEFIELD fssm_RC_GR_APPO } >= 0.01 "
Ground Rent apportionment
" "" }
```

```
RC_DISBS_OTHE
R_DISB_NV_O3 \#
"£#,##0.00" " "" }
{ IF {
MERGEFIELD
RC_DISBS_OTHE
R_DISB_NV_O4 }
>= 0.01 "{
MERGEFIELD
RC_DISBS_OTHE
R_DISB_NV_O4 \#
"£#,##0.00" " "" }
{ IF {
MERGEFIELD
RC_DISBS_OTHE
R_DISB_NV_O5 }
>= 0.01 "{
MERGEFIELD
RC_DISBS_OTHE
R_DISB_NV_O5 \#
"£#,##0.00" " "" }
{ IF {
MERGEFIELD
fssm_RC_SC_AP
PO } >= 0.01 "{
MERGEFIELD
fssm_RC_SC_AP
PO }" "" }
{ IF {
MERGEFIELD
fssm_RC_GR_A
PPO } >= 0.01 "{
MERGEFIELD
fssm_RC_GR_A
PPO }" "" }
```

Total	{ =SUM(ABOVE)
	\#
	"£#,##0.00;(£#,
	#0.00)" }

Less

```
{ IF { MERGEFIELD RC_COSTS_FW_MONEYAC } >=
0.01 "Received on account
" "" }
```

```
{ IF { MERGEFIELD RC_COSTS_FW_DEPOSITRECD }
>= 0.01 "Deposit
" "" }
```

```
{ IF{
MERGEFIELD
RC_COSTS_FW
_MONEYAC } >=
0.01 "{
MERGEFIELD
RC_COSTS_FW
_MONEYAC \#
"£#,##0.00" " "" }
{ IF{
MERGEFIELD
RC_COSTS_FW
_DEPOSITRECD
```

	} >= 0.01 "{ MERGEFIELD RC_COSTS_FW _DEPOSITRECD \# "£#,##0.00" }" "" }
{ IF { MERGEFIELD RC_COSTS_FW_MTGADV } >= 0.01 "Received mortgage advance " "" }	{ IF { MERGEFIELD RC_COSTS_FW _MTGADV } >= 0.01 "{ MERGEFIELD RC_COSTS_FW _MTGADV \# "£#,##0.00" }" "" } { IF { MERGEFIELD RC_COSTS_FW _H2BADV } >= 0.01 "{ MERGEFIELD RC_COSTS_FW _H2BADV \# "£#,##0.00" }" "" }
{ IF { MERGEFIELD RC_COSTS_FW_H2BADV } >= 0.01 "Received Help to Buy advance " "" }	
	{ =SUM(ABOVE) \# "£#,##0.00;(£#,# #0.00)" }
	<hr/> Total <hr/>
{ IF { =C29-C37 \# "£#,##0.00;(£#,##0.00)" } > 0.00 " Money due from you to complete" " Money due to you" }	{ =C29-C37 \# "£#,##0.00; £#,##0.00" }

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

Client notifying them of draft

completion statement

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor
App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\c7d6f434-4156-4e3e-9e02-
b888f9fb9d73\\header.doc"}

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

Your Ref:

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

{ MERGEFIELD fssm_Cli_Names }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD RC_CLI_BANK_FW_CLI_SALUT }

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

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

If I am also dealing with your sale, the sale proceeds will have been taken into account on this statement.

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA
pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\c7d6f434-4156-4e3e-9e02-
b888f9fb9d73\\footer.doc"}

Client confirming exchange

{INCLUDETEXT

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App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\852a3736-55ff-4140-b773-
57a900575265\\header.doc"}

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

Your Ref:

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

{ MERGEFIELD fssm_Cli_Names }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD RC_CLI_BANK_FW_CLI_SALUT }

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
}{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

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

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

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA
pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\852a3736-55ff-4140-b773-
57a900575265\\footer.doc"}

Sol exchange letter

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor
App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\ff82d993-5bca-4854-a7a3-
87aa800ba600\\header.doc"

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

Your Ref: { MERGEFIELD RC_ORGANISATION_FW_OS_SOL_REF }

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

{ MERGEFIELD RC_ORGANISATION_FW_OS_SOL_name }
{ MERGEFIELD RC_ORGANISATION_FW_OS_SOL_address }

Dear Sirs

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
}{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

We confirm our telephone conversation when we agreed to an exchange of contracts on {
MERGEFIELD RC_DATES_FW_EXCHANGE \@ "d MMMM yyyy"} at { MERGEFIELD
RC_DATES_FW_EXCHGTIME } pursuant to The Law Society's Formula { MERGEFIELD
RC_DATES_FW_FORMULA } with completion fixed for { MERGEFIELD
RC_DATES_I_COMPLTIONDATE \@ "d MMMM yyyy"} and enclose our clients' part signed
contract.

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
pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\ff82d993-5bca-4854-a7a3-
87aa800ba600\\footer.doc"

Send COT to lender

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor
App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\3805ba46-c48d-4a07-a77c-
2caba70ecbb8\\header.doc"}

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

Your Ref: { MERGEFIELD RC_ORGANISATION_FW_MTG1AC }

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

{ MERGEFIELD RC_ORGANISATION_FW_MTGLEND1_name }
{ MERGEFIELD RC_ORGANISATION_FW_MTGLEND1_address }

Dear Sirs

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME } { MERGEFIELD
fssm_RC_VEND2NAME } { MERGEFIELD fssm_RC_VEND3NAME } {
MERGEFIELD fssm_RC_VEND4NAME }

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME } { MERGEFIELD
fssm_RC_PURCH2NAME } { MERGEFIELD fssm_RC_PURCH3NAME } {
MERGEFIELD fssm_RC_PURCH4NAME }

Account No: { MERGEFIELD RC_ORGANISATION_FW_MTG1AC }

We write to confirm that completion is due to take place on { MERGEFIELD
RC_DATES_I_COMPLTIONDATE \@ "d MMMM yyyy"}.

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA
pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\3805ba46-c48d-4a07-a77c-
2caba70ecbb8\\footer.doc"}

Send COT to Help to Buy

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor
App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\27781fd7-6336-4d9a-9b49-
421e9149efb9\\header.doc"}

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

Your Ref: { MERGEFIELD RC_ORGANISATION_FW_H2B_AC }

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

{ MERGEFIELD RC_ORGANISATION_FW_H2B_name }
{ MERGEFIELD RC_ORGANISATION_FW_H2B_address }

Dear Sirs

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME } { MERGEFIELD
fssm_RC_VEND2NAME } { MERGEFIELD fssm_RC_VEND3NAME } {
MERGEFIELD fssm_RC_VEND4NAME }

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME } { MERGEFIELD
fssm_RC_PURCH2NAME } { MERGEFIELD fssm_RC_PURCH3NAME } {
MERGEFIELD fssm_RC_PURCH4NAME }

Account No: { MERGEFIELD RC_ORGANISATION_FW_H2B_AC }

We write to confirm that completion is due to take place on { MERGEFIELD
RC_DATES_I_COMPLTIONDATE \@ "d MMMM yyyy"}.

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

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\\27781fd7-6336-4d9a-9b49-
421e9149efb9\\footer.doc"}

Invoice to client

{ MERGEFIELD fssm_Cli_Names }	Dat { QUOTE { DATE \@ "d MMMM yyyy"} }
{ MERGEFIELD CALCULATION_ADDRESS }	e Bill No.
	Our { MERGEFIELD MATTER_FEE_EARNER_ID }/{ Ref: MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Purchase of { MERGEFIELD fssm_RC_Property }

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

Client send final completion

statement

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor
App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\dfc02be3-3ca9-4ed3-b9fb-
9ef5f377d138\\header.doc"}

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

Your Ref:

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

{ MERGEFIELD fssm_Cli_Names }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD RC_CLI_BANK_FW_CLI_SALUT }

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
}{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

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

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA
pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\dfc02be3-3ca9-4ed3-b9fb-
9ef5f377d138\\footer.doc"}

Solicitor completion letter

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor
App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\c44583e6-51e1-4fdb-bd37-
1347b9560a2b\\header.doc"}

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

Your Ref: { MERGEFIELD RC_ORGANISATION_FW_OS_SOL_REF }

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

{ MERGEFIELD RC_ORGANISATION_FW_OS_SOL_name }
{ MERGEFIELD RC_ORGANISATION_FW_OS_SOL_address }

Dear Sirs

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
}{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

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

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

We also look forward to receiving evidence of discharge of any charge over the property.

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA
pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\c44583e6-51e1-4fdb-bd37-
1347b9560a2b\\footer.doc"}

Client confirming completion

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor
App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\320ab7f9-f940-4d20-af9e-
a65e78477c68\\header.doc"}

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

Your Ref:

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

{ MERGEFIELD fssm_Cli_Names }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD RC_CLI_BANK_FW_CLI_SALUT }

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

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

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

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA
pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\320ab7f9-f940-4d20-af9e-
a65e78477c68\\footer.doc"}

Lender confirming completion

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor
App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\3b664ca2-3261-42e5-9222-
64ecaaa14c07\\header.doc"}

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

Your Ref: { MERGEFIELD RC_ORGANISATION_FW_MTG1AC }

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

{ MERGEFIELD RC_ORGANISATION_FW_MTGLEND1_name }
{ MERGEFIELD RC_ORGANISATION_FW_MTGLEND1_address }

Dear Sirs

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME } { MERGEFIELD
fssm_RC_VEND2NAME } { MERGEFIELD fssm_RC_VEND3NAME } {
MERGEFIELD fssm_RC_VEND4NAME }

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME } { MERGEFIELD
fssm_RC_PURCH2NAME } { MERGEFIELD fssm_RC_PURCH3NAME } {
MERGEFIELD fssm_RC_PURCH4NAME }

Account No: { MERGEFIELD RC_ORGANISATION_FW_MTG1AC }

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA
pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\3b664ca2-3261-42e5-9222-
64ecaaa14c07\\footer.doc"}

Help to Buy confirming completion

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor
App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\46e5ebf3-e73a-483f-bb76-
97fbe9d54132\\header.doc"}

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

Your Ref: { MERGEFIELD RC_ORGANISATION_FW_H2B_AC }

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

{ MERGEFIELD RC_ORGANISATION_FW_H2B_name }
{ MERGEFIELD RC_ORGANISATION_FW_H2B_address }

Dear Sirs

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD
fssm_RC_VEND2NAME }{ MERGEFIELD fssm_RC_VEND3NAME }{
MERGEFIELD fssm_RC_VEND4NAME }

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

Account No: { MERGEFIELD RC_ORGANISATION_FW_H2B_AC }

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA
pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\46e5ebf3-e73a-483f-bb76-
97fbe9d54132\\footer.doc"}

AP1 (Criteria applied – only if

property registered)

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.

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

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'.
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

1 Local authority serving the property:
{ MERGEFIELD RC_ORGANISATION_I_COUNCIL }
Full postcode of property (if any):
{ MERGEFIELD RC_PROPDETAIL_I_POSTCODE }

2 Title number(s) of the property:
{ MERGEFIELD RC_PROPDETAIL_FW_TITLE_NO }

3 The application affects
{ FORMCHECKBOX } the whole of the title(s)
{ FORMCHECKBOX } part of the title(s) as shown:

4 Application, priority and fees

Applications in priority order	Price paid/Value (£)	Fees paid (£)
Transfer	{ MERGEFIELD RC_PROPDETAIL_FW_P RICE \# "£,##.00;(£,##.00)" }	{ MERGEFIELD RC_COSTS_FW_LRF EE }

list, unless you specify otherwise.

Place 'X' in the appropriate box.

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

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

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

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

This panel must always be completed.

A key number is only available to professional customers,

{ IF { MERGEFIELD RC_ORGANIS ATION_FW_M TGNOMTG } = "Mortgage" "Charge" "" }		
{ IF { MERGEFIELD RC_ORGANIS ATION_FW_H 2B_name }= "" "" "Charge" }		
Total fees (£)		{ =SUM(ABOVE) \# "#,##0.00" }

Fee payment method

{ FORMCHECKBOX }

cheque made payable to 'Land Registry'

{ FORMCHECKBOX }
Registry

direct debit, under an agreement with Land

5 Documents lodged with this form:

Transfer Deed

{ IF { MERGEFIELD
RC_ORGANISATION_FW_MTG
NOMTG } =
"Mortgage" "Mortgage Deed" "" }

{ IF {
MERGEFIELD
RC_ORGANISA
TION_FW_H2B_
name }= "" ""
Help to Buy
Deed" }

6 The applicant:

{ MERGEFIELD fssm_RC_PURCH1NAME } { MERGEFIELD
fssm_RC_PURCH2NAME } { MERGEFIELD fssm_RC_PURCH3NAME } {
MERGEFIELD fssm_RC_PURCH4NAME }

For UK incorporated companies/LLPs

Registered number of company or limited liability partnership including
any prefix:

For overseas companies

(a) Territory of incorporation:

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

7 This application is sent to Land Registry by

Key number (if applicable):

Name: { MERGEFIELD PRACTICEINFO_PRACTICE_NAME }

such as solicitors.

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

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

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

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

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.

Address or UK DX box number:

{ IF { MERGEFIELD BRANCHINFO_DX_NO }= "" "{ MERGEFIELD BRANCHINFO_HOUSE \f", "{ MERGEFIELD BRANCHINFO_AREA \f", "{ MERGEFIELD BRANCHINFO_POSTAL_TOWN \f", "{ MERGEFIELD BRANCHINFO_COUNTY \f" "{ MERGEFIELD BRANCHINFO_POSTCODE }
" "{ MERGEFIELD BRANCHINFO_DX_NO } }

Email address: { MERGEFIELD CALCULATION_FEE_EARNER_EMAIL }

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

Phone no: { MERGEFIELD BRANCHINFO_PHONE_NO }

Fax no: { MERGEFIELD BRANCHINFO_FAX_NO }

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

{ 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.

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.

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.

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

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

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:

11 Disclosable overriding interests

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

12 Confirmation of identity

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

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

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

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

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

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

includes solicitors and licensed conveyancers.

1 Where the application is sent to Land Registry by a conveyancer
3

(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 fssm_RC_VEND1NAME } { MERGEFIELD fssm_RC_VEND2NAME } { MERGEFIELD fssm_RC_VEND3NAME } { MERGEFIELD fssm_RC_VEND4NAME }	{ FORM CHECK BOX }	{ MERGEFIELD RC_ORGANISATION_FW_OS_SOL_name } { MERGEFIELD RC_ORGANISATION_FW_OS_SOL_address } { MERGEFIELD RC_ORGANISATION_FW_OS_SOL_dxno } Reference: { MERGEFIELD RC_ORGANISATION_FW_OS_SOL_REF }
{ MERGEFIELD fssm_RC_PURCH1NAME } { MERGEFIELD fssm_RC_PURCH2NAME } { MERGEFIELD fssm_RC_PURCH3NAME } { MERGEFIELD fssm_RC_PURCH4NAME }	{ FORM CHECK BOX }	Reference:
{ MERGEFIELD RC_ORGANISATION_FW_MTGLEND1_name }	{ FORM CHECK BOX }	Reference:

{ MERGEFIELD RC_ORGANISATION_FW_H2B_name }	{ FORMCHECKBOX }	Reference:
	{ FORMCHECKBOX }	Reference:

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

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

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

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

<p>the transaction. Otherwise complete the details in the third column. If the party is not represented insert 'none' in the third column.</p> <p>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.</p>		{ F O R M C H E C K B O X }	Reference:
<p>Place 'X' in the appropriate box(es).</p> <p>Insert the name of each unrepresented transferor, landlord, transferee, tenant, borrower or lender for whom you give this confirmation.</p> <p>Evidenc</p>	<p>(2) Evidence of identity</p> <p>Where any transferor, landlord, transferee, tenant, borrower or lender listed in (1) was not represented by a conveyancer</p> <p>{ FORMCHECKBOX } I confirm that I am satisfied that sufficient steps have been taken to verify the identity of</p> <p>-----</p> <p>-----</p> <p>and that they are the registered proprietor or have the right to be registered as the registered proprietor</p> <p>{ 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</p>		

e 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-change-s-to-hm-land-registry-s-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

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

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.

		Reference:
		Reference:
		Reference:
		Reference:
		Reference:

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.

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

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"

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.

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

(2) Evidence of identity

{ 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

} 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.

15

Signature of conveyancer: _____

Date:

OR

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.

FR1 (Criteria applied – only if

property unregistered)

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

Failure to enter the current market value of the land in this panel and/or to include a fee based on Scale 1 will result in a requisition being raised or rejection of the application.

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

Place 'X' in the appropriate box.

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

Provide the full name(s) of the person(s) applying for first registration. Where a conveyancer lodges the application, this must be the name(s) of the client(s), not the conveyancer.

If the application is based on adverse possession or lost deeds, you may add a telephone number and/or email address for the applicant that we can use for arranging any survey which may be needed.

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

This panel must always be completed.

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

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

This is the address to which we will normally send requisitions and return documents. 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.

5	Application, priority and fees		
	Applications in priority order	Price paid/Value (£)	Fees paid (£)
	First registration of the freehold/leasehold estate		
	Total fees (£)		
Fee payment method { FORMCHECKBOX } cheque made payable to 'Land Registry' { FORMCHECKBOX } direct debit, under an agreement with Land Registry			
6	The applicant: <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:		
	7 This application is sent to Land Registry by Key number (if applicable): Name: Address or UK DX box number: Email address: Reference:		
	Phone no:	Fax no:	

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.

8	<p>The address(es) for service for each proprietor of the estate to be entered in the register is</p> <p>{ FORMCHECKBOX } the address of the property (where this is a single postal address)</p> <p>{ FORMCHECKBOX } the following address(es):</p>
---	--

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

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 applicants 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 applicants 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.

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 8.

Complete as appropriate where the proprietor of the charge 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.

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

Rule 28 of the Land Registration Rules 2003 sets out the disclosable overriding interests that you must tell us about.

9	<p>Where the applicant is more than one person</p> <p>{ FORMCHECKBOX } they hold the property on trust for themselves as joint tenants</p> <p>{ FORMCHECKBOX } they hold the property on trust for themselves as tenants in common in equal shares</p> <p>{ FORMCHECKBOX } they hold the property on trust:</p>
10	<p>Name and address(es) for service for the proprietor of any charge to be entered 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>
11	<p>Disclosable overriding interests</p> <p>{ FORMCHECKBOX } Disclosable overriding interests affect the estate.</p>

This panel must be completed for all applications for first registration regardless of whether you are relying on title documents or only on a statutory declaration or statement of truth. Failure to complete this panel is likely to result in the rejection of the application.

If you are lodging certified copy deeds only, have you remembered to include the { HYPERLINK "https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/750562/First_registration_copy_deeds_conveyancers_certificate_19Sept.docx" }?

Place 'X' in the appropriate box.

If applicable complete the second statement with details of the interest(s); for interests disclosed only by searches do not include those shown on local land charge searches. Certify any interests disclosed by searches that do not affect the estate being registered.

If you do not place 'X' in the box we will assume that you have examined the applicant's title or are satisfied that it has been examined in the usual way.

12	<p>Certificate</p> <p>The title is based on the title documents listed in Form DL which are all those under the control of the applicant.</p> <p>Details of rights, interests and claims affecting the estate (other than non-disclosable interests falling within rule 28(2) of the Land Registration Rules 2003) known to the applicant are, where applicable, disclosed in the title documents and Form DI if accompanying this application.</p> <p>{ FORMCHECKBOX } The applicant knows of no other such rights, interests and claims. Only the applicant is in actual possession of the property or in receipt of the rent and profits from the property.</p> <p>{ FORMCHECKBOX } The applicant knows only of the following additional such rights, interests and claims, including those of any person (other than the applicant) in actual possession of the property or in receipt of the rent and profits from the property:</p>
13	<p>Examination of title</p> <p>{ FORMCHECKBOX } I/we have not fully examined the applicant's title to the estate, including any appurtenant rights, or satisfied myself/ourselves that it has been fully examined by a conveyancer in the usual way prior to this application.</p>

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.

The requirement of registration is contained in section 4, Land Registration Act 2002. Further guidance is contained in Practice Guide 1.

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

14	<p>Confirmation of identity</p> <p>When registering transfers, charges, leases and other dispositions of land, 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 15(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 register a transfer, lease or charge, dated on or after 10 November 2008 and the requirement of registration applies, complete one of the following</p> <p>{ FORMCHECKBOX } I am a conveyancer, and I have completed panel 15</p> <p>{ FORMCHECKBOX } I am not a conveyancer, and I have completed panel 16</p>				
15	<p>Where the application is sent to Land Registry by a conveyancer</p> <p>(1) Details of conveyancer acting</p> <p>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.</p> <p>Where a party is not represented by a conveyancer you must also complete (2) below.</p> <table border="1" data-bbox="630 1870 1532 1977"> <tr> <td data-bbox="630 1870 1018 1977">Name of transferor, landlord, transferee, tenant, borrower or lender</td> <td data-bbox="1018 1870 1101 1977"></td> <td data-bbox="1101 1870 1532 1977">Conveyancer's name, address and reference</td> </tr> </table>		Name of transferor, landlord, transferee, tenant, borrower or lender		Conveyancer's name, address and reference
Name of transferor, landlord, transferee, tenant, borrower or lender		Conveyancer's name, address and reference			

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 15(1). That includes separate boxes for attorneys and donors where appropriate.

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

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

Evidence of identity is defined in panel 14. Full details of the evidence of identity that is required can be found in {

	{ FO RM CH EC KB OX }	Reference:
	{ FO RM CH EC KB OX }	Reference:
	{ FO RM CH EC KB OX }	Reference:
	{ FO RM CH EC KB OX }	Reference:
	{ FO RM CH EC KB OX }	Reference:
<p>(2) Evidence of identity</p> <p>Where any transferor, landlord, transferee, tenant, borrower or lender listed in (1) was not represented by a conveyancer</p> <p>{ FORMCHECKBOX } I confirm that I am satisfied that sufficient steps have been taken to verify the identity of</p> <p>-----</p> <p>-----</p> <p>and that they are the transferor, landlord, transferee, tenant, borrower or lender listed in (1) (as appropriate)</p> <p>{ FORMCHECKBOX } I enclose evidence of identity in respect of each unrepresented transferor, landlord, transferee, tenant, borrower or lender for whom I have not</p>		

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-evidence-of-identity-requirements-pg67a" } available on the GOV.UK website.

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 16(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 14. 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"

	provided the confirmation above													
16	<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 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.</p> <p>You must also complete (2) below.</p> <table><tr><th>Name of transferor, landlord, transferee, tenant, borrower or lender</th><th>Conveyancer's name, address and reference</th></tr><tr><td></td><td>Reference:</td></tr><tr><td></td><td>Reference:</td></tr><tr><td></td><td>Reference:</td></tr><tr><td></td><td>Reference:</td></tr><tr><td></td><td>Reference:</td></tr></table>		Name of transferor, landlord, transferee, tenant, borrower or lender	Conveyancer's name, address and reference		Reference:		Reference:		Reference:		Reference:		Reference:
Name of transferor, landlord, transferee, tenant, borrower or lender	Conveyancer's name, address and reference													
	Reference:													
	Reference:													
	Reference:													
	Reference:													
	Reference:													
	<p>(2) Evidence of identity</p> <p>{ FORMCHECKBOX } for each applicant named in panel 6 is enclosed</p> <p>{ FORMCHECKBOX } for each unrepresented transferor, landlord, transferee, tenant, borrower or lender listed in (1) is enclosed</p>													

{ available on the GOV.UK website.

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

If you are lodging certified copy deeds only, have you remembered to include the { HYPERLINK "https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/750562/First_registration_copy_deeds_conveyancers_certificate_19Sept.docx" }?

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.

17

Signature of conveyancer: -----

Date:

OR

Signature of applicant: -----

Date:

DL (Criteria applied - only if

property unregistered)

- **Any parts of the form that are not typed should be completed in black ink and in block capitals.**
- Please complete and lodge this form in duplicate.
- If the application is a first registration application and you supply the original and a certified copy of a statutory declaration, stamp duty land tax certificate or land transaction tax certificate, subsisting lease, subsisting charge or the latest document of title (for example any conveyance to the applicant) we will return the original; if a certified copy is not supplied, we may retain the original document and it may be destroyed.
- If the application is not a first registration then 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.
- 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 Property address including postcode (if any): { MERGEFIELD fssm_RC_Property }				
2 Documents lodged with this form <ul style="list-style-type: none">— The first column is for Land Registry use only. If Land Registry places an asterisk '*' in this column, it shows that we have kept that document.— Please number the documents in sequence; copies should also be numbered and listed as separate documents.— You need not list the names on land charges searches. Simply enter the search number.				
Land Registry use only	Item no	Date	Document type	Parties

Land Registry use only	Item no	Date	Document type	Parties

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.

Client send TID

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor
App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\5e3c7989-5691-4129-804f-
6fdf81dc060b\\header.doc"}

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

Your Ref:

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

{ MERGEFIELD fssm_Cli_Names }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD RC_CLI_BANK_FW_CLI_SALUT }

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
}{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

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

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

1. Title Information Document
- 2.

Finally, thank you for instructing this firm to deal with your conveyancing. 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 }

{INCLUDETEXT

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6fdf81dc060b\\footer.doc"}

I confirm I have received the documents listed above.

Signed.....

Dated.....

{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

{ IF { MERGEFIELD LINKNAME_SURNAME_2 } <> ""

"Signed.....

Dated.....

{ MERGEFIELD LINKNAME_FORENAME_2 } { MERGEFIELD LINKNAME_SURNAME_2 }

" "" }

Lender send TID

{INCLUDETEXT

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

Your Ref: { MERGEFIELD RC_ORGANISATION_FW_MTG1AC }

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

{ MERGEFIELD RC_ORGANISATION_FW_MTGLEND1_name }
{ MERGEFIELD RC_ORGANISATION_FW_MTGLEND1_address }

Dear Sirs

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD
fssm_RC_VEND2NAME }{ MERGEFIELD fssm_RC_VEND3NAME }{
MERGEFIELD fssm_RC_VEND4NAME }

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

Account No: { MERGEFIELD RC_ORGANISATION_FW_MTG1AC }

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

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Help to Buy enc. TID

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

Your Ref: { MERGEFIELD RC_ORGANISATION_FW_H2B_AC }

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

{ MERGEFIELD RC_ORGANISATION_FW_H2B_name }
{ MERGEFIELD RC_ORGANISATION_FW_H2B_address }

Dear Sirs

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD
fssm_RC_VEND2NAME }{ MERGEFIELD fssm_RC_VEND3NAME }{
MERGEFIELD fssm_RC_VEND4NAME }

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

Account No: { MERGEFIELD RC_ORGANISATION_FW_H2B_AC }

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

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Sol mtg discharge undertaking

(Criteria applied – only if property

has a mortgage)

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor
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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref: { MERGEFIELD RC_ORGANISATION_FW_OS_SOL_REF }

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

{ MERGEFIELD RC_ORGANISATION_FW_OS_SOL_name }
{ MERGEFIELD RC_ORGANISATION_FW_OS_SOL_address }

Dear Sirs

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
}{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

Thank you for providing evidence of discharge of your client's mortgage. We confirm that
you are now released from your undertaking in this regard.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT



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Initial Email to Estate Agent













































Subject

RE: {Formula\$RC_Property}

MESSAGE BODY

 E-mail Template 

B **I** **U** ABC |     Styles | Paragraph | Font Family | Font Size

Client confirming enquiries raised

FWRCPI

RE: {Formula\$RC_Property}

MESSAGE BODY

[illegible]

Client confirming replies to


enquiries received from seller's

solicitor

Subject

RE: {Formula\$RC_Property}

MESSAGE BODY

 E-mail Template

B *I* U ABC | [List Icons] | Styles | Paragraph | Arial | 2 (10pt)

[Rich Text Editor Icons]

Dear {RC_CLI_BANK\$FW_CLI_SALUT}

Property: {Formula\$RC_Property}

I am pleased to confirm that I have now received replies to my enquiries from the seller's solicitors. I will now prepare my Report on Title and provide you with a copy in the next few days.

If you have any queries in the meantime, please do not hesitate to get in touch.

Kind regards,

{CALCULATION\$FEE_EARNER_DESCRIPTION}

{PRACTICEINFO\$PRACTICE_NAME}



Client confirming searches


submitted


Subject

RE: {Formula\$RC_Property}

MESSAGE BODY

 E-mail Template 

B *I* U ABC |  Styles | Paragraph | Font Family | Font Size



Dear {RC_CLI_BANK\$FW_CLI_SALUT}

Property: {Formula\$RC_Property}

I am pleased to confirm that I have now submitted your searches and await the response. Please note that it can take between four to six weeks for the results and I will prepare my report on the results as soon as they are all available.

If you have any queries in the meantime, please do not hesitate to get in touch.

Kind regards,

{CALCULATION\$FEE_EARNER_DESCRIPTION}

{PRACTICEINFO\$PRACTICE_NAME}

Estate Agent confirming searches

submitted FWRCPI

RE: {Formula\$RC_Property}

E-mail Template

B I U ABC | [List Icons] | Styles ▾ Paragraph ▾ Arial ▾ 2 (10pt) ▾

[Link Icon] [Image Icon] [Table Icon] [Text Color Icon] [Background Color Icon] [Font Face Icon] [FontSize Icon] [Bulleted List Icon] [Numbered List Icon] [Decrease Indent Icon] [Increase Indent Icon] [Quote Left Icon] [Quote Right Icon] [Unlink Icon] [Link Icon] [Anchor Icon] [Insert Image Icon] [HTML Icon] [Source Code Icon]

[Undo Icon] [Redo Icon] [Find & Replace Icon] [Spelling Check Icon] [Hyperlink Icon] [Page Number Icon] [Header/Footer Icon] [Print Preview Icon] [Print Icon]

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 can confirm that we have submitted searches in the above matter and shall let you know once we receive the results.

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

Kind regards,

{CALCULATION\$FEE_EARNER_DESCRIPTION}
(PRACTICEINFO\$PRACTICE_NAME)



Estate Agent confirm enquiries

raised with seller FWRCPI


Subject

RE: {Formula\$RC_Property}

MESSAGE BODY

 E-mail Template 

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

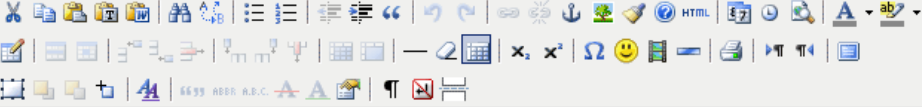


Styles

Paragraph

Arial

2 (10pt)



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 can confirm that we have now raised enquiries with the seller's solicitors. We shall of course let you know once we have received a response to the same.

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

Kind regards,

{CALCULATION\$FEE_EARNER_DESCRIPTION}

{PRACTICEINFO\$PRACTICE_NAME}



Estate agent confirming


completion FWRCPI





Subject

RE: {Formula\$RC_Property}

MESSAGE BODY

 E-mail Template 

B *I* U 





















   





















Styles





















Paragraph





















Arial

2 (10pt)

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 are pleased to confirm that we have completed the purchase of the above property on behalf of our mutual client. May we take this opportunity to thank you for your assistance throughout this transaction.

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

Kind regards,

{CALCULATIONS\$FEE_EARNER_DESCRIPTION}

{PRACTICEINFO\$PRACTICE_NAME}

Estate Agent confirming exchange

FWRCPI

RE: {Formula\$RC_Property}

E-mail Template

B I U ABC |
 [List Icons] |
 Styles |
 Paragraph |
 Font Family |
 Font Size

[Rich Text Editor Icons]

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 are pleased to confirm that we have now exchanged, with completion set for {RC_DATES\$I_COMPLTIONDATE}.

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

Kind regards,

{CALCULATION\$FEE_EARNER_DESCRIPTION}

{PRACTICEINFO\$PRACTICE_NAME}