



# Osprey Approach: Transfer of Equity/Remortgage

This help guide was last updated on  
Feb 1st, 2023

The latest version is always online at  
<https://support.ospreyapproach.com/?p=20889>





**FILE OPENING FW\_RCR**

Client Salutation

Property Address line 1

Property Address line 2


Property Address line 3

Property Address line 4

Property Postcode

Enter the details of the lender where the mortgage is being redeemed here

Mortgage Lender 1






Mortgage 1 A/C no

Enter the details of the new lender here


Mortgage Lender 2








Mortgage 2 A/C no

Help to Buy



Help to Buy A/C no

Solicitor






Solicitor Reference

Leasehold/Freehold?



Registered/Unregistered?



Mortgage/no mortgage?



Please enter the consideration being paid/received

Property Price

 Submit
  Cancel

# Questionnaire

---

Enter the details of the lender where the mortgage is being redeemed here

Mortgage Lender 1:

▼

...

None selected

Brittannia Building Society

Nationwide Building Society

Mortgage 1 A/C no :

Help to Buy :

▼

...

None selected

ABNS Estate Agents

B Soc 2

Bank 2

Bank 3

Bank 4

Bank 5

Bank 6

Help to Buy A/C no:

Enter the details of the new lender here

Mortgage Lender 2:

▼

...

None selected

Brittannia Building Society

Nationwide Building Society

Mortgage 2 A/C no:

Please enter details of those over 18 who will occupy the property, but not own it

Occupier 1 Title:

Occupier 1 Forename(s):

Occupier 1 Surname:

Occupier 1 Address:

...

---

Submit

Cancel

## OBTAIN TITLE DEEDS FW\_RCR

### Leasehold/Freehold?

Freehold 


Please Select  
Freehold  
Leasehold

### Registered/Unregistered?

Registered 

Please Select  
Registered  
Unregistered

### Ground Rent/Service Charge?

Please Select 


Please Select  
Yes  
No

### Is OP1 joining/removing from title?

Joining 

Please select  
Joining  
Removing




### Is OP2 joining/removing from title?

Please select 

Please select  
Joining  
Removing

### Title No/Root of Title





### Mortgage Lender 1

NAT\_B\_SOC - Nationwide Building Society (Tower House Broadgate Birmingham West Midlands - B45 6RT), 0121 3-   

(None selected)  
BRIT\_B\_SOC - Britannia Building Society (124 Lowston Road Bradford - BD4 5RT), 01222 111111  
NAT\_B\_SOC - Nationwide Building Society (Tower House Broadgate Birmingham West Midlands - B45 6RT), 0121 345 4556

### Mortgage 1 A/C no

### Mortgage Lender 2

BRIT\_B\_SOC - Britannia Building Society (124 Lowston Road Bradford - BD4 5RT), 01222 111111    

(None selected)  
BRIT\_B\_SOC - Britannia Building Society (124 Lowston Road Bradford - BD4 5RT), 01222 111111

**COMPLETION STATEMENT FW\_RCR**

Legal Costs

Ground Rent Apportionment

Service Charge Apportionment

Searches fees

OS1/OS2 fee

Bankruptcy fee

SDLT due

Money on a/c rec'd

Land Registry fee

Mortgage Advance

Mortgage 1 Redemption

Help to Buy Redemption

Management Co Registration fee

Office Copies (exc. VAT)

✓ Submit

Cancel

Note: the user should untick the completion statement they don't want to use

PRE-COMPLETION FW\_RCR

Date of completion

Select a date

Legal Costs

Ground Rent Apportionment

Service Charge Apportionment

Searches fees

OS1/OS2 fee

Bankruptcy fee

SDLT due

Money on a/c rec'd

Land Registry fee

Mortgage Advance

Mortgage 1 Redemption

Management Co Registration fee

Help to Buy Redemption

Office Copies (exc. VAT)

✓ Submit

Cancel

PRIORITY SEARCHES FW\_RCR

OS1/OS2 Expiry Date

Select a date

Bankruptcy Expiry Date

Select a date

✓ Submit

Cancel



**AP1**

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

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

HM Land Registry is unable to give legal advice, but you can find guidance on HM Land Registry applications (including our practice guides for conveyancers) at { HYPERLINK

"https://www.gov.uk/government/organisations/land-registry" }.

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

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

HM LAND REGISTRY USE ONLY  
Record of fees paid

Particulars of under/over payments

Reference number  
Fees debited £

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

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/collecti ons/fees-land-registry-guides" }

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

Place 'X' in the appropriate box.

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

1	Local authority serving the property:  Full postcode of property (if any): { MERGEFIELD FW_RM_PROPERTY_FW_POSTCODE }																				
2	Title number(s) of the property: { MERGEFIELD FW_RM_PROPERTY_FW_TITLENO }																				
3	The application affects { FORMCHECKBOX } the whole of the title(s) { FORMCHECKBOX } part of the title(s) as shown:																				
4	Application, priority and fees <table border="1"> <thead> <tr> <th>Applications in priority order</th> <th>Price paid/Value (£)</th> <th>Fees paid (£)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2">Total fees (£)</td> <td> </td> </tr> </tbody> </table> Fee payment method { FORMCHECKBOX } cheque made payable to 'Land Registry' { FORMCHECKBOX } direct debit, under an agreement with Land Registry			Applications in priority order	Price paid/Value (£)	Fees paid (£)													Total fees (£)		
Applications in priority order	Price paid/Value (£)	Fees paid (£)																			
Total fees (£)																					

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, 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.

5 Documents lodged with this form:	
6 The applicant:	
<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>	
7 This application is sent to Land Registry by	
<div style="border: 1px solid black; padding: 2px;">Key number (if applicable):</div> <p>Name:</p> <p>Address or UK DX box number:</p> <p>Email address:</p> <p>Reference:</p>	
Phone no:	Fax no:
8 Third party notification	
<p>Name:</p> <p>Address or UK DX box number:</p> <p>Email address:</p> <p>Reference:</p>	
9 The address(es) for service for each proprietor of the registered estate(s) to be entered in the register is	
<p>{ FORMCHECKBOX } the address of the property (where this is a single postal address)</p> <p>{ FORMCHECKBOX } the address(es) for service from the transfer/assent</p> <p>{ FORMCHECKBOX } (for existing proprietors who are remaining in the register) the current address(es) for service in the register</p> <p>{ FORMCHECKBOX } the following address(es):</p>	

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:

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.

--

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

(1) Details of conveyancer acting

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

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

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
	{ FO R M CH EC KB OX }	Reference:
	{ FO R M CH EC KB OX }	Reference:
	{ FO R M CH EC KB OX }	Reference:
	{ FO R M CH EC KB OX }	Reference:
	{ FO R M CH EC KB OX }	Reference:

If you are sending an application to give effect to a discharge in Form DS1 or release in Form DS3 for each lender, state in the

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.

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

table below the details of the conveyancer (if any) who represented them.

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

Name of lender		Conveyancer's name, address and reference
	{ FO R M C H E C K B O X }	Reference:
	{ FO R M C H E C K B O X }	Reference:

(2) Evidence of identity

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

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

-----  
-----

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

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

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

(1) Details of conveyancer acting

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

You must also complete (2) below.

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

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

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

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

You must also complete (2) below.

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

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

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



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" } 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.

(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

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.

# **Blank client letter**

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

Your Ref:

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

{ IF { MERGEFIELD LINKNAME\_SURNAME\_1 } = "{ MERGEFIELD LINKNAME\_SURNAME\_2  
}" "{ MERGEFIELD LINKNAME\_TITLE\_1 } and { MERGEFIELD LINKNAME\_TITLE\_2 } {  
MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }" "{ IF {  
MERGEFIELD LINKNAME\_SURNAME\_2 } = "" "{ MERGEFIELD LINKNAME\_TITLE\_1 } {  
MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }" "{  
MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } {  
MERGEFIELD LINKNAME\_SURNAME\_1 } and { MERGEFIELD LINKNAME\_TITLE\_2 } {  
MERGEFIELD LINKNAME\_INITIALS\_2 } { MERGEFIELD LINKNAME\_SURNAME\_2 }" } }  
{ MERGEFIELD CALCULATION\_ADDRESS }

Dear { MERGEFIELD FW\_RM\_CLIENTDET\_FW\_CLI\_SALUT }

**Property: { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }**

Yours sincerely

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

{INCLUDETEXT

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# **Blank Land Registry letter**

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

Your Ref:      { MERGEFIELD FW\_RM\_PARITES\_FW\_LRREF }

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

{ MERGEFIELD FW\_RM\_PARITES\_FW\_LR\_name }  
{ MERGEFIELD FW\_RM\_PARITES\_FW\_LR\_address }

Dear Sirs

**Property:**    { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }

**Title No.**     { MERGEFIELD FW\_RM\_PROPERTY\_FW\_TITLNO }

Yours faithfully

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

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**Blank lender 1 letter**

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

Your Ref:      { MERGEFIELD FW\_RM\_LENDERS\_FW\_MTG1AC }

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

{ MERGEFIELD FW\_RM\_LENDERS\_FW\_MTGLEND1\_name }  
{ MERGEFIELD FW\_RM\_LENDERS\_FW\_MTGLEND1\_address }

Dear Sirs

**Property:**    { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP3 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }  
**Our**            { MERGEFIELD LINKNAME\_FORENAME 1 }{ MERGEFIELD  
**Client:**       LINKNAME\_SURNAME 1 }{ IF { MERGEFIELD LINKNAME\_SURNAME 2  
                 }<> "" " and { MERGEFIELD LINKNAME\_FORENAME 2 }{ MERGEFIELD  
                 LINKNAME\_SURNAME 2 }" "" }  
**Account**       { MERGEFIELD FW\_RM\_LENDERS\_FW\_MTG1AC }  
**No.**

Yours faithfully

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

{INCLUDETEXT

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**Blank lender 2 letter**

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

Your Ref:      { MERGEFIELD FW\_RM\_LENDERS\_FW\_MTG2AC }

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

{ MERGEFIELD FW\_RM\_LENDERS\_FW\_MTGLEND2\_name }  
{ MERGEFIELD FW\_RM\_LENDERS\_FW\_MTGLEND2\_address }

Dear Sirs

**Property:**    { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }  
**Our**            { MERGEFIELD LINKNAME\_FORENAME\_1 } { MERGEFIELD  
**Client:**        LINKNAME\_SURNAME\_1 } { IF { MERGEFIELD LINKNAME\_SURNAME\_2  
} <> "" and { MERGEFIELD LINKNAME\_FORENAME\_2 } { MERGEFIELD  
LINKNAME\_SURNAME\_2 } " " }  
**Account**        { MERGEFIELD FW\_RM\_LENDERS\_FW\_MTG2AC }  
**No.**

Yours faithfully

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

{INCLUDETEXT

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# **Blank letter template**

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

Your Ref:

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

Name  
Address

Dear

**Property: { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP3 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }**

Yours sincerely/faithfully

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

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_exp\_x2x1s6rv4\\LocalState\\OspreyDocuments\\acbae229-4052-476b-9721-cd8973d6632a\\footer.doc"}

# **Blank Local Authority letter**

{INCLUDETEXT

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

Your Ref:      { MERGEFIELD FW\_RM\_PARITES\_FW\_LA\_REF }

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

{ MERGEFIELD FW\_RM\_PARITES\_FW\_LA\_name }  
{ MERGEFIELD FW\_RM\_PARITES\_FW\_LA\_address }

Dear Sirs

**Property: { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP3 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }**

Yours faithfully

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

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# **Blank managing agent letter**

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

Your Ref:      { MERGEFIELD FW\_RM\_PARITES\_FW\_MANAG\_REF }

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

{ MERGEFIELD FW\_RM\_PARITES\_FW\_MANAG\_name }  
{ MERGEFIELD FW\_RM\_PARITES\_FW\_MANAG\_address }

Dear Sirs

**Property: { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP3 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }**

Yours faithfully

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

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**Blank o/s solicitor letter**

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Our Ref:        { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD  
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Your Ref:      { MERGEFIELD FW\_RM\_PARITES\_FW\_OS\_SOL\_REF }

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

{ MERGEFIELD FW\_RM\_PARITES\_FW\_OS\_SOL\_name }  
{ MERGEFIELD FW\_RM\_PARITES\_FW\_OS\_SOL\_address }

Dear Sirs

**Property:**    { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }

**Your**            { MERGEFIELD FW\_RM\_PARITES\_FW\_OP1\_NAME } { IF { MERGEFIELD  
**Client:**        FW\_RM\_PARITES\_FW\_OP2\_NAME } <> "" " and { MERGEFIELD  
FW\_RM\_PARITES\_FW\_OP2\_NAME } " "" }

**Our**            { MERGEFIELD LINKNAME\_FORENAME\_1 } { MERGEFIELD  
**Client:**        LINKNAME\_SURNAME\_1 } { IF { MERGEFIELD LINKNAME\_SURNAME\_2  
} <> "" " and { MERGEFIELD LINKNAME\_FORENAME\_2 } { MERGEFIELD  
LINKNAME\_SURNAME\_2 } " "" }

Yours faithfully

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

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**Blank other party 1 letter**

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client\_no }/{ MERGEFIELD matter\_no }

Your Ref:

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

Name

{ MERGEFIELD FW\_RM\_PARITES\_FW\_OP1\_ADD }

Dear

**Property: { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP3 \f", " }{ MERGEFIELD  
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FW\_RM\_PROPERTY\_FW\_POSTCODE }**

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
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# **Client care letter**



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client\_no }/{ MERGEFIELD matter\_no }

Your Ref:

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

{ IF { MERGEFIELD LINKNAME\_SURNAME\_1 } = "{ MERGEFIELD LINKNAME\_SURNAME\_2  
}" "{ MERGEFIELD LINKNAME\_TITLE\_1 } and { MERGEFIELD LINKNAME\_TITLE\_2 } {  
MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }" "{ IF {  
MERGEFIELD LINKNAME\_SURNAME\_2 } = "" "{ MERGEFIELD LINKNAME\_TITLE\_1 } {  
MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }" "{  
MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } {  
MERGEFIELD LINKNAME\_SURNAME\_1 } and { MERGEFIELD LINKNAME\_TITLE\_2 } {  
MERGEFIELD LINKNAME\_INITIALS\_2 } { MERGEFIELD LINKNAME\_SURNAME\_2 }" }" }  
{ MERGEFIELD CALCULATION\_ADDRESS }

Dear { MERGEFIELD FW\_RM\_CLIENTDET\_FW\_CLI\_SALUT }

**Property: { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }**

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

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

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

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

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

- Checking the title to the property;
- Making searches with the Local Authority and other information providers in accordance with your instructions and the instructions of any lender;
- Advising you about the results of searches;
- Complying with the instructions of your mortgage lender if you are having a mortgage;
- 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 the search results and the mortgage offer.

I will discuss with you the proposed completion date.

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

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

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

### **Government Money Laundering Regulations**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Yours sincerely

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



**Client confirm completion**

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

Your Ref:

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{ IF { MERGEFIELD LINKNAME\_SURNAME\_1 } = "{ MERGEFIELD LINKNAME\_SURNAME\_2 }" "{ MERGEFIELD LINKNAME\_TITLE\_1 } and { MERGEFIELD LINKNAME\_TITLE\_2 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }" "{ IF { MERGEFIELD LINKNAME\_SURNAME\_2 } = "" "{ MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }" "{ MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 } and { MERGEFIELD LINKNAME\_TITLE\_2 } { MERGEFIELD LINKNAME\_INITIALS\_2 } { MERGEFIELD LINKNAME\_SURNAME\_2 }" }" } { MERGEFIELD CALCULATION\_ADDRESS }

Dear { MERGEFIELD FW\_RM\_CLIENTDET\_FW\_CLI\_SALUT }

**Property: { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP2 \f", " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_POSTCODE }**

I am pleased to confirm that I have now completed the Transfer of Equity and Remortgage of the above named property.

I will now proceed to register the change in 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).

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 }**

{INCLUDETEXT

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{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

# **Client confirming searches**



**received**

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Dear { MERGEFIELD FW\_RM\_CLIENTDET\_FW\_CLI\_SALUT }

**Property: { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP2 \f", " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_POSTCODE }**

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

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

1.

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

Yours sincerely

**{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }**

{INCLUDETEXT

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{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

**Client enc. completion statement**

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Dear { MERGEFIELD FW\_RM\_CLIENTDET\_FW\_CLI\_SALUT }

**Property: { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD  
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FW\_RM\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }**

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

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 Transfer.

Yours sincerely

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

{INCLUDETEXT

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**Client enc. final comp stat**

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Dear { MERGEFIELD FW\_RM\_CLIENTDET\_FW\_CLI\_SALUT }

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FW\_RM\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }**

Please find enclosed a final copy of the Completion Statement for your consideration.

If you have any queries regarding the Completion Statement, please let me know.

Yours sincerely

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

{INCLUDETEXT

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**Client enc. mortgage report letter**

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Dear { MERGEFIELD FW\_RM\_CLIENTDET\_FW\_CLI\_SALUT }

**Property: { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD  
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FW\_RM\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }**

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 }**

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_exp2x1s6rv4\\LocalState\\OspreyDocuments\\06cecaac-4e5c-47a8-851e-4a43bd2f6b71\\footer.doc"}

{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

**Client enc. SDLT for signature**

{INCLUDETEXT

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

Your Ref:

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

{ IF { MERGEFIELD LINKNAME\_SURNAME\_1 } = "{ MERGEFIELD LINKNAME\_SURNAME\_2 }" "{ MERGEFIELD LINKNAME\_TITLE\_1 } and { MERGEFIELD LINKNAME\_TITLE\_2 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }" "{ IF { MERGEFIELD LINKNAME\_SURNAME\_2 } = "" "{ MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }" "{ MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 } and { MERGEFIELD LINKNAME\_TITLE\_2 } { MERGEFIELD LINKNAME\_INITIALS\_2 } { MERGEFIELD LINKNAME\_SURNAME\_2 }" }" } { MERGEFIELD CALCULATION\_ADDRESS }

Dear { MERGEFIELD FW\_RM\_CLIENTDET\_FW\_CLI\_SALUT }

**Property: { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP2 \f", " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_POSTCODE }**

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

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

Yours sincerely

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

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_exp2x1s6rv4\\LocalState\\OspreyDocuments\\26ff87e5-1e8c-4f62-a192-8c20320f8cb1\\footer.doc"



**Client enc. TID**



{INCLUDETEXT

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

Your Ref:

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

{ IF { MERGEFIELD LINKNAME\_SURNAME\_1 } = "{ MERGEFIELD LINKNAME\_SURNAME\_2 }" "{ MERGEFIELD LINKNAME\_TITLE\_1 } and { MERGEFIELD LINKNAME\_TITLE\_2 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }" "{ IF { MERGEFIELD LINKNAME\_SURNAME\_2 } = "" "{ MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }" "{ MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 } and { MERGEFIELD LINKNAME\_TITLE\_2 } { MERGEFIELD LINKNAME\_INITIALS\_2 } { MERGEFIELD LINKNAME\_SURNAME\_2 }" }" } { MERGEFIELD CALCULATION\_ADDRESS }

Dear { MERGEFIELD FW\_RM\_CLIENTDET\_FW\_CLI\_SALUT }

**Property: { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP2 \f", " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_POSTCODE }**

I am pleased to confirm that the Transfer of Equity/Remortgage has now been registered by the Land Registry, and I enclose a copy of the Title Information Document for your safekeeping.

This now concludes matters, so I shall proceed to close my file.

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.OspreyApproachSupervisorApp\_exp2x1s6rv4\\LocalState\\OspreyDocuments\\a490b25e-62a7-4ffe-a5a0-4e9494d36930\\footer.doc"}



**Client enc. TR1**

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_expvx2x1s6rv4\\LocalState\\OspreyDocuments\\d55f79d4-f138-43d9-b15a-bc10d1c57194\\header.doc"}

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

Your Ref:

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

{ IF { MERGEFIELD LINKNAME\_SURNAME\_1 } = "{ MERGEFIELD LINKNAME\_SURNAME\_2  
}" "{ MERGEFIELD LINKNAME\_TITLE\_1 } and { MERGEFIELD LINKNAME\_TITLE\_2 } {  
MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }" "{ IF {  
MERGEFIELD LINKNAME\_SURNAME\_2 } = "" "{ MERGEFIELD LINKNAME\_TITLE\_1 } {  
MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }" "{  
MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } {  
MERGEFIELD LINKNAME\_SURNAME\_1 } and { MERGEFIELD LINKNAME\_TITLE\_2 } {  
MERGEFIELD LINKNAME\_INITIALS\_2 } { MERGEFIELD LINKNAME\_SURNAME\_2 }" }"  
{ MERGEFIELD CALCULATION\_ADDRESS }

Dear { MERGEFIELD FW\_RM\_CLIENTDET\_FW\_CLI\_SALUT }

**Property: { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }**

Please find enclosed the Transfer Deed (TR1) for your signature. The Transfer Deed is the document that transfers the ownership of the property between parties. Owners can be added or removed using the TR1.

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 of the property, and the consideration given (if any).

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.

{INCLUDETEXT

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

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

Yours sincerely

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

## **Completion Statement - adding**

**party**

{INCLUDETEXT

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p\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\c9ea8dc0-e110-4c12-8b92-  
75ddb109a30a\\header.doc"}

### **COMPLETION STATEMENT**

Transfer of Equity in { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP3  
\f", " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }

	To Pay £	Received £
Legal Costs	{ MERGEFIELD FW_RM_COSTS_FW_LEGALCOST \# "#,##0.00" }	
VAT	{ =B3*20% \# "#,##0" }	
Land Registry Title Documents	{ MERGEFIELD FW_RM_COSTS_FW_OFFICECOP \# "#,##0" }	
Bankruptcy Search	{ MERGEFIELD FW_RM_COSTS_FW_K15FEE \# "#,##0.00" }	
Land Registry Priority Search	{ MERGEFIELD FW_RM_COSTS_FW_OS1FEE \# "#,##0.00" }	
Searches	{ MERGEFIELD FW_RM_COSTS_FW_SEARCHFEE \# "#,##0.00" }	
Stamp Duty Land Tax	{ MERGEFIELD FW_RM_COSTS_FW_SDLT \# "#,##0.00" }	
Land Registration fee	{ MERGEFIELD FW_RM_COSTS_FW_LRFEE \# "#,##0.00" }	
Managing Agent's registration fee	{ MERGEFIELD FW_RM_COSTS_FW_MGMTREGFEE \# "#,##0.00" }	
Service Charge apportionmen t	{ MERGEFIELD FW_RM_COSTS_FW_SERVICECHG \# "#,##0.00" }	
Ground Rent apportionmen t	{ MERGEFIELD FW_RM_COSTS_FW_GRNDRENT \# "#,##0.00" }	
Mortgage	{ MERGEFIELD	

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorAp  
p\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\c9ea8dc0-e110-4c12-8b92-  
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redemption	FW_RM_COSTS_FW_MTGRED1 \# "#,##0.00" }	
Help to Buy redemption	{ MERGEFIELD FW_RM_COSTS_FW_H2BRED \# "#,##0.00" }	
<b>Total</b>		

### LESS

Consideration Received		{ MERGEFIELD FW_RM_PROPERTY_FW_PRICE \# "#,##0.00" }
Received on account		{ MERGEFIELD FW_RM_COSTS_FW_MONEYAC \# "#,##0.00" }
Received mortgage advance		{ MERGEFIELD FW_RM_COSTS_FW_MTGADV \# "#,##0.00" }
<b>Total</b>		

<b>Balance due:</b>		
---------------------	--	--

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

# **Completion Statement - outgoing**

**party**

### COMPLETION STATEMENT

Transfer of Equity in { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP2 \f", " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD FW\_RM\_PROPERTY\_FW\_POSTCODE }

	To Pay £	Received £
Consideration to pay	{ MERGEFIELD FW_RM_PROPERTY_FW_PRICE \# "###0.00" }	
Legal Costs	{ MERGEFIELD FW_RM_COSTS_FW_LEGALCOST \# "###0.00" }	
VAT	{ =B3*20% \# "###0" }	
Land Registry Title Documents	{ MERGEFIELD FW_RM_COSTS_FW_OFFICECOP \# "###0" }	
Bankruptcy Search	{ MERGEFIELD FW_RM_COSTS_FW_K15FEE \# "###0.00" }	
Land Registry Priority Search	{ MERGEFIELD FW_RM_COSTS_FW_OS1FEE \# "###0.00" }	
Searches	{ MERGEFIELD FW_RM_COSTS_FW_SEARCHFEE \# "###0.00" }	
Stamp Duty Land Tax	{ MERGEFIELD FW_RM_COSTS_FW_SDLT \# "###0.00" }	
Land Registration fee	{ MERGEFIELD FW_RM_COSTS_FW_LRFEE \# "###0.00" }	
Managing Agent's registration fee	{ MERGEFIELD FW_RM_COSTS_FW_MGMTREGFEE \# "###0.00" }	
Service Charge apportionment	{ MERGEFIELD FW_RM_COSTS_FW_SERVICECHG \# "###0.00" }	
Ground Rent apportionment	{ MERGEFIELD FW_RM_COSTS_FW_GRNDRENT \# "###0.00" }	
Mortgage redemption	{ MERGEFIELD FW_RM_COSTS_FW_MTGRED1 \# "###0.00" }	
Help to Buy	{ MERGEFIELD	

redemption	FW_RM_COSTS_FW_H2BRED \# "#,##0.00" }	
<b>Total</b>		

# **LESS**

Received on account		{ MERGEFIELD FW_RM_COSTS_FW_MONEYAC \# "#,##0.00" }
Received mortgage advance		{ MERGEFIELD FW_RM_COSTS_FW_MTGADV \# "#,##0.00" }
<b>Total</b>		

<b>Balance due from you:</b>		
----------------------------------	--	--

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

# Invoice template

{INCLUDETEXT

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{ IF { MERGEFIELD

LINKNAME\_SURNAME\_1 } = Dat { DATE \@ "dd/MM/yyyy" \\* MERGEFORMAT }

"{ MERGEFIELD e

LINKNAME\_SURNAME\_2 }" Bill

"{ MERGEFIELD No.

LINKNAME\_TITLE\_1 } and {

MERGEFIELD

LINKNAME\_TITLE\_2 } {

MERGEFIELD

LINKNAME\_INITIALS\_1 } {

MERGEFIELD

LINKNAME\_SURNAME\_1 }"

"{ IF { MERGEFIELD

LINKNAME\_SURNAME\_2 } =

"" "{ MERGEFIELD

LINKNAME\_TITLE\_1 } {

MERGEFIELD

LINKNAME\_INITIALS\_1 } {

MERGEFIELD

LINKNAME\_SURNAME\_1 }"

"{ MERGEFIELD

LINKNAME\_TITLE\_1 } {

MERGEFIELD

LINKNAME\_INITIALS\_1 } {

MERGEFIELD

LINKNAME\_SURNAME\_1 }

and { MERGEFIELD

LINKNAME\_TITLE\_2 } {

MERGEFIELD

LINKNAME\_INITIALS\_2 } {

MERGEFIELD

LINKNAME\_SURNAME\_2 }"

}"

{ MERGEFIELD

CALCULATION\_ADDRESS }

Our { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{

Ref: MERGEFIELD client\_no }/{ MERGEFIELD matter\_no }

Transfer of Equity in { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " }{

MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP2 \f", " }{ MERGEFIELD

FW\_RM\_PROPERTY\_FW\_PROP3 \f", " }{ MERGEFIELD

FW\_RM\_PROPERTY\_FW\_PROP4 \f" " }{ MERGEFIELD

FW\_RM\_PROPERTY\_FW\_POSTCODE }

**Cost**

**VAT**

**VAT Amount**

{INCLUDETEXT

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Legal Costs	{ MERGEFIELD FW_RM_COSTS_FW_LEGALCOST \# "#,##0.00" }	20%	{ =B3*20% \# "#,##0.00" }
<b>TOTAL</b>	{ =B3+D3 \# "£#,##0.00;(£#,##0.00)" }		



**Lender 1 confirm redemption**

{INCLUDETEXT

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

Your Ref:      { MERGEFIELD FW\_RM\_LENDERS\_FW\_MTG1AC }

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

{ MERGEFIELD FW\_RM\_LENDERS\_FW\_MTGLEND1\_name }  
{ MERGEFIELD FW\_RM\_LENDERS\_FW\_MTGLEND1\_address }

Dear Sirs

**Property:**    { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }  
**Our**            { MERGEFIELD LINKNAME\_FORENAME 1 } { MERGEFIELD  
**Client:**        LINKNAME\_SURNAME 1 } { IF { MERGEFIELD LINKNAME\_SURNAME 2  
} <> "" " and { MERGEFIELD LINKNAME\_FORENAME 2 } { MERGEFIELD  
LINKNAME\_SURNAME 2 } " "" }  
**Account**        { MERGEFIELD FW\_RM\_LENDERS\_FW\_MTG1AC }  
**No.**

Further to completion which took place on { MERGEFIELD  
FW\_RM\_DATES\_FW\_COMPLETION \@ "d MMMM yyyy" }, we write to confirm that we have  
sent the sum of { MERGEFIELD FW\_RM\_COSTS\_FW\_MTGRED1 \# £#,##.00 } to you via  
Telegraphic Transfer to redeem our client's mortgage.

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

Yours faithfully

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

{INCLUDETEXT

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**Lender 1 request redemption stat**

**for info**

{INCLUDETEXT

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

Your Ref:      { MERGEFIELD FW\_RM\_LENDERS\_FW\_MTG1AC }

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

{ MERGEFIELD FW\_RM\_LENDERS\_FW\_MTGLEND1\_name }  
{ MERGEFIELD FW\_RM\_LENDERS\_FW\_MTGLEND1\_address }

Dear Sirs

**Property:**    { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }  
**Our**            { MERGEFIELD LINKNAME\_FORENAME 1 } { MERGEFIELD  
**Client:**        LINKNAME\_SURNAME 1 } { IF { MERGEFIELD LINKNAME\_SURNAME 2  
}<> "" " and { MERGEFIELD LINKNAME\_FORENAME 2 } { MERGEFIELD  
LINKNAME\_SURNAME 2 } " "" }  
**Account**        { MERGEFIELD FW\_RM\_LENDERS\_FW\_MTG1AC }  
**No.**

We act for the above-named client in respect of a remortgage and transfer of equity. We should be grateful if you would please provide us with a redemption statement, for information purposes.

We look forward to hearing from you.

Yours faithfully

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

{INCLUDETEXT

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p\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\66eb3adf-11c5-4d61-a8cd-  
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## **Lender 2 completion letter**



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

Your Ref:      { MERGEFIELD FW\_RM\_LENDERS\_FW\_MTG2AC }

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

{ MERGEFIELD FW\_RM\_LENDERS\_FW\_MTGLEND2\_name }  
{ MERGEFIELD FW\_RM\_LENDERS\_FW\_MTGLEND2\_address }

Dear Sirs

**Property:**    { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP3 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }  
**Our**            { MERGEFIELD LINKNAME\_FORENAME 1 }{ MERGEFIELD  
**Client:**       LINKNAME\_SURNAME 1 }{ IF { MERGEFIELD LINKNAME\_SURNAME 2  
<> "" " and { MERGEFIELD LINKNAME\_FORENAME 2 }{ MERGEFIELD  
LINKNAME\_SURNAME 2 }" "" }  
**Account**       { MERGEFIELD FW\_RM\_LENDERS\_FW\_MTG2AC }  
**No.**

We are pleased to confirm that completion of the remortgage of the above property took place  
on { MERGEFIELD FW\_RM\_DATES\_FW\_COMPLETION \@ "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.OspreyApproachSupervisorAp  
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4d01068f6687\\footer.doc"}



**Lender 2 enc. TID**

{INCLUDETEXT

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

Your Ref:      { MERGEFIELD FW\_RM\_LENDERS\_FW\_MTG2AC }

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

{ MERGEFIELD FW\_RM\_LENDERS\_FW\_MTGLEND2\_name }  
{ MERGEFIELD FW\_RM\_LENDERS\_FW\_MTGLEND2\_address }

Dear Sirs

**Property:**    { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP3 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }  
**Our**            { MERGEFIELD LINKNAME\_FORENAME\_1 }{ MERGEFIELD  
**Client:**       LINKNAME\_SURNAME\_1 }{ IF { MERGEFIELD LINKNAME\_SURNAME\_2  
}<> "" " and { MERGEFIELD LINKNAME\_FORENAME\_2 }{ MERGEFIELD  
LINKNAME\_SURNAME\_2 }" "" }  
**Account**       { MERGEFIELD FW\_RM\_LENDERS\_FW\_MTG2AC }  
**No.**

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

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorAp  
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**Lender enc. COT**

{INCLUDETEXT

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

Your Ref: { MERGEFIELD FW\_RM\_LENDERS\_FW\_MTG2AC }

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

{ MERGEFIELD FW\_RM\_LENDERS\_FW\_MTGLEND2\_name }  
{ MERGEFIELD FW\_RM\_LENDERS\_FW\_MTGLEND2\_address }

Dear Sirs

**Property:** { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " }{ MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP2 \f", " }{ MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP3 \f", " }{ MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP4 \f" " }{ MERGEFIELD FW\_RM\_PROPERTY\_FW\_POSTCODE }  
**Our** { MERGEFIELD LINKNAME\_FORENAME\_1 }{ MERGEFIELD  
**Client:** LINKNAME\_SURNAME\_1 }{ IF { MERGEFIELD LINKNAME\_SURNAME\_2 }<> "" " and { MERGEFIELD LINKNAME\_FORENAME\_2 }{ MERGEFIELD LINKNAME\_SURNAME\_2 }" "" }  
**Account** { MERGEFIELD FW\_RM\_LENDERS\_FW\_MTG2AC }  
**No.**

We write to confirm that completion is due to take place on { MERGEFIELD FW\_RM\_DATES\_FW\_COMPLETION \@ "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 }

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**Managing Agent enc. notice**

{INCLUDETEXT

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

Your Ref:      { MERGEFIELD FW\_RM\_PARITES\_FW\_MANAG\_REF }

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

{ MERGEFIELD FW\_RM\_PARITES\_FW\_MANAG\_name }  
{ MERGEFIELD FW\_RM\_PARITES\_FW\_MANAG\_address }

Dear Sirs

**Property: { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP3 \f", " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " }{ MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }**

Please find enclosed Notice following completion of the Transfer of Equity/Remortgage of the  
above property.

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

Yours faithfully

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

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_exp\_x2x1s6rv4\\LocalState\\OspreyDocuments\\02b40b1c-c2dc-4fe2-8c3b-d018408aed19\\footer.doc"}

# **Occupier letter for lender**

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p\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\6abfab70-6fb4-4839-9f7b-  
6493f9f7f6ba\\header.doc"}

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

Your Ref:

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

{ MERGEFIELD FW\_RM\_CLIENTDET\_FW\_OCC1\_TITLE } { MERGEFIELD  
FW\_RM\_CLIENTDET\_FW\_OCC1\_SURN }  
{ MERGEFIELD FW\_RM\_CLIENTDET\_FW\_OCC1\_ADD }

Dear { MERGEFIELD FW\_RM\_CLIENTDET\_FW\_OCC1\_TITLE } { MERGEFIELD  
FW\_RM\_CLIENTDET\_FW\_OCC1\_SURN }

**Property:**    **{ MERGEFIELD FW\_RM\_PROPERTY FW\_PROP1 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY FW\_PROP2 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY FW\_PROP3 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY FW\_PROP4 \f" " } { MERGEFIELD  
FW\_RM\_PROPERTY FW\_POSTCODE }**  
**Our**            **{ MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD**  
**Client:**       **LINKNAME SURNAME 1 }**

I act on behalf of the above-named client, who is remortgaging their property.

It is a condition of the mortgage lender that any non-owner occupiers of the property must confirm that they will vacate the property should the lender repos 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 repos 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

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"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorAp  
p\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\6abfab70-6fb4-4839-9f7b-  
6493f9f7f6ba\\footer.doc"}

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

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 FW\_RM\_CLIENTDET\_FW\_OCC1\_FORE } { MERGEFIELD  
FW\_RM\_CLIENTDET\_FW\_OCC1\_SURN }

**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.

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.

1	Title number(s) of the property: { MERGEFIELD FW_RM_PROPERTY_FW_TITLENO }
2	Property: { MERGEFIELD FW_RM_PROPERTY_FW_PROP1 \f", " } { MERGEFIELD FW_RM_PROPERTY_FW_PROP2 \f", " } { MERGEFIELD FW_RM_PROPERTY_FW_PROP3 \f", " } { MERGEFIELD FW_RM_PROPERTY_FW_PROP4 \f", " } { MERGEFIELD FW_RM_PROPERTY_FW_POSTCODE }
3	Date:
4	<p>Transferor:</p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:</p> <p><u>For overseas companies</u> (a) Territory of incorporation:</p> <p>(b) Registered number in the United Kingdom including any prefix:</p>
5	<p>Transferee for entry in the register:</p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:</p> <p><u>For overseas companies</u> (a) Territory of incorporation:</p> <p>(b) Registered number in the United Kingdom including any prefix:</p>
6	Transferee's intended address(es) for service for entry in the register:
7	The transferor transfers the property to the transferee

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

Place 'X' in any box that applies.

Add any modifications.

Where the transferee 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 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"](https://www.gov.uk/joint-property-ownership) } and { [HYPERLINK "https://www.gov.uk/government/publications/private-trusts-of-land"](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.

## 8 Consideration

{ FORMCHECKBOX } The transferor has received from the transferee for the property the following sum (in words and figures):

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

{ FORMCHECKBOX } Insert other receipt as appropriate:

## 9 The transferor transfers with

{ FORMCHECKBOX } full title guarantee

{ FORMCHECKBOX } limited title guarantee

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

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

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

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

## 11 Additional provisions



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

If there is more than one transferee and panel 10 has been completed, each transferee must also execute this transfer to comply with the requirements in section 53(1)(b) of the Law of Property Act 1925 relating to the declaration of a trust of land. Please refer to { [HYPERLINK "https://www.gov.uk/joint-property-ownership"](https://www.gov.uk/joint-property-ownership) } and { [HYPERLINK "https://www.gov.uk/government/publications/private-trusts-of-land"](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"](https://www.gov.uk/government/publications/execution-of-deeds) }. Execution as a deed usually means that a witness must also sign, and add their name and address.

Remember to date this deed in panel 3.

## 12 Execution

### 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.