Osprey Approach: InfoTrack Sale

This help guide was last updated on
Aug 6th, 2024

The latest version is always online at
https://support.ospreyapproach.com/?p=21393

NUMBER OF PARTIES FWRCSI

Amount of Vendors

Please select	⌄
Please select
1
2
3
4

Amount of Purchasers

Please select	⌄
Please select
1
2
3
4

✓ Submit   Cancel

VENDOR 1 FWRCSI

Vendor 1 Title

Vendor 1 First Name

Vendor 1 Second Name

Vendor 1 Surname

Vendor 1 Company Name

Vendor 1 Mobile Number

Vendor 1 Email address

Vendor 1 Building Name

Vendor 1 Street Number

Vendor 1 Street Name

Vendor 1 Town

Vendor 1 County

Vendor 1 Postcode

✓ Submit   Cancel

VENDOR 2 FWRCSI

Vendor 2 Title

Vendor 2 First Name

Vendor 2 Second Name

Vendor 2 Surname

Vendor 2 Company Name

Vendor 2 Mobile Number

Vendor 2 Email address

Vendor 2 Building Name

Vendor 2 Street Number

Vendor 2 Street Name

Vendor 2 Town

Vendor 2 County

Vendor 2 Postcode

✓ Submit   Cancel

VENDOR 3 FWRCSI

Vendor 3 Title

Vendor 3 First Name

Vendor 3 Second Name

Vendor 3 Surname

Vendor 3 Company Name

Vendor 3 Mobile Number

Vendor 3 Email address

Vendor 3 Building Name

Vendor 3 Street Number

Vendor 3 Street Name

Vendor 3 Town

Vendor 3 County

Vendor 3 Postcode

✓ Submit   Cancel

VENDOR 4 FWRCSI

Vendor 4 Title

Vendor 4 First Name

Vendor 4 Second Name

Vendor 4 Surname

Vendor 4 Company Name

Vendor 4 Mobile Number

Vendor 4 Email address

Vendor 4 Building Name

Vendor 4 Street Number

Vendor 4 Street Name

Vendor 4 Town

Vendor 4 County

Vendor 4 Postcode

✓ Submit   Cancel

VENDOR 4 FWRCSI

PURCHASER 1 FWRCSI

Purchaser 1 Title

Purchaser 1 First Name

Purchaser 1 Second Name

Purchaser 1 Surname

Purchaser 1 Company Name

Purchaser 1 Mobile Number

Purchaser 1 Email address

Purchaser 1 Building Name

Purchaser 1 Street Number

Purchaser 1 Street Name

Purchaser 1 Town

Purchaser 1 County

Purchaser 1 Postcode

✓ Submit   Cancel

PURCHASER 1 FWRCSI

PURCHASER 2 FWRCSI

Purchaser 2 Title

Purchaser 2 First Name

Purchaser 2 Second Name

Purchaser 2 Surname

Purchaser 2 Company Name

Purchaser 2 Mobile Number

Purchaser 2 Email address

Purchaser 2 Building Name

Purchaser 2 Street Number

Purchaser 2 Street Name

Purchaser 2 Town

Purchaser 2 County

Purchaser 2 Postcode

✓ Submit   Cancel

PURCHASER 3 FWRCSI

Purchaser 3 Title

Purchaser 3 First Name

Purchaser 3 Second Name

Purchaser 3 Surname

Purchaser 3 Company Name

Purchaser 3 Mobile Number

Purchaser 3 Email address

Purchaser 3 Building Name

Purchaser 3 Street Number

Purchaser 3 Street Name

Purchaser 3 Town

Purchaser 3 County

Purchaser 3 Postcode

✓ Submit   Cancel

PURCHASER 4 FWRCSI

Purchaser 4 Title

Purchaser 4 First Name

Purchaser 4 Second Name

Purchaser 4 Surname

Purchaser 4 Company Name

Purchaser 4 Mobile Number

Purchaser 4 Email address

Purchaser 4 Building Name

Purchaser 4 Street Number

Purchaser 4 Street Name

Purchaser 4 Town

Purchaser 4 County

Purchaser 4 Postcode

✓ Submit   Cancel

PROPERTY INFORMATION FWRCSI

Leasehold/Freehold?

| Freehold | ⌄ |

| Please Select |
| **Freehold** |
| Leasehold |

Property Price

| 0.00 |

Registered/Unregistered?

| Please Select | ⌄ |

| Please Select |
| Registered |
| Unregistered |

Root of Title

| |

Vacant possession or subject to lease/tenancy?

| Please Select | ⌄ |

Title Number

| |

Building name

| |

County

| |

Matter Type

| Please Select | ⌄ |

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

Postcode

| |

Street Name

| |

Street Number

| |

ALLOCATE A CUSTOM QUESTIONNAIRE

ORGANISATION DETAILS FWRCSI

Local Authority

| (None selected) | ⌄ | 🔍 | ✏ | + |

(None selected)

BGAS - British Gas (PO Box 227 Rotherham - S98 1PD), 0800 294 3125

LOCCOUNS - Local Council (123 Area Town County - TE571NG),

Local Authority Ref

Managing Agent

| (None selected) | ⌄ | 🔍 | ✏ | + |

(None selected)

Managing Agent Ref

Council

Estate Agent

| (None selected) | ⌄ | 🔍 | ✏ | + |

(None selected)

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

Estate Agent Ref

Land Registry

| (None selected) | ⌄ | 🔍 | ✏ | + |

(None selected)

Land Registry Ref

Solicitor

| (None selected) | ⌄ | 🔍 | ✏ | + |

(None selected)

SOLICITORS - Solicitors and Co (45 Jurisdiction Lane Telford Shropshire - TF10 8NJ), 07123 973685

Test_Solicitor - Test Solicitor (1 Test Street - TE1 5ST),

Solicitor Firm Name

Solicitor contact

| None selected | ⌄ | 🔍 | ✏ | + |

None selected

1 - Tom Cromwell (123 Test Test Test Test - TE57 1NG),

13 - Alex Hiscutt (-),

15 - Samuel John (-),

14 - Sol Test (-),

Solicitor Reference

MORTGAGE/HELP TO BUY DETAILS FWRCSI

Help to Buy

| (None selected) | ⌄ | 🔍 | ✏ | + |

(None selected)

HSBC - HSBC (8 Canada Square London - E14 5HQ), 03457404404

Help to Buy A/C no

Mortgage 1 A/C no

Mortgage 2 A/C no

Mortgage Lender 1

| (None selected) | ⌄ | 🔍 | ✏ | + |

(None selected)

HSBC - HSBC (8 Canada Square London - E14 5HQ), 03457404404

Mortgage Lender 2

| (None selected) | ⌄ | 🔍 | ✏ | + |

(None selected)

HSBC - HSBC (8 Canada Square London - E14 5HQ), 03457404404

✓ Submit   Cancel

CLIENT SALUTATION FWRCSI

Client salutation

✓ Submit   Cancel

Please confirm how you would like any sale proceeds to be returned to you. If you wish to have the full balance transferred to a joint account, please enter your bank details in the joint account boxes below. If you wish to have the balance split equally, please complete your bank details in the client 1 and client 2 boxes below. For more than 2 clients, or an unequal split of funds, please contact us directly.

Joint Account Details

Client joint account number

Client joint sort code

Client joint account name

Client joint bank name

Client 1 Details

Client 1 account number

Client 1 sort code

Client 1 account name

Client 1 bank name

Client 2 Details

Client 2 account number

Client 2 sort code

Client 2 account name

Client 2 bank name

Occupier 1 Title

Occupier 1 Initial

Occupier 1 Forename(s)

Occupier 1 Surname

Occupier 1 Address

Previous   Submit   Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

ORGANISATION DETAILS FWRCSI

Local Authority

(None selected)	⌄

(None selected)

BGAS - British Gas (PO Box 227 Rotherham - S98 1PD), 0800 294 3125

LOCCOUNS - Local Council (123 Area Town County - TE571NG),

Local Authority Ref

Managing Agent

(None selected)	⌄

(None selected)

Managing Agent Ref

Council

Estate Agent

(None selected)	⌄

(None selected)

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

Estate Agent Ref

Land Registry

(None selected)	⌄

(None selected)

Land Registry Ref

Solicitor

(None selected)	⌄

(None selected)

SOLICITORS - Solicitors and Co (45 Jurisdiction Lane Telford Shropshire - TF10 8NJ), 07123 973685

Test_Solicitor - Test Solicitor (1 Test Street - TE1 5ST),

Solicitor Firm Name

Solicitor contact

None selected	⌄

None selected

1 - Tom Cromwell (123 Test Test Test Test - TE57 1NG),

13 - Alex Hiscutt (-),

15 - Samuel John (-),

14 - Sol Test (-),

Solicitor Reference

ALLOCATE A CUSTOM QUESTIONNAIRE

NUMBER OF PARTIES FWRCSI

Amount of Vendors

Please select	⌄

Please select

1

2

3

4

Amount of Purchasers

Please select	⌄

Please select

1

2

3

4

✓ Submit   Cancel

PURCHASER 1 FWRCSI

Purchaser 1 Title

Purchaser 1 First Name

Purchaser 1 Second Name

Purchaser 1 Surname

Purchaser 1 Company Name

Purchaser 1 Mobile Number

Purchaser 1 Email address

Purchaser 1 Building Name

Purchaser 1 Street Number

Purchaser 1 Street Name

Purchaser 1 Town

Purchaser 1 County

Purchaser 1 Postcode

✓ Submit   Cancel

PURCHASER 1 FWRCSI

PURCHASER 2 FWRCSI

Purchaser 2 Title

Purchaser 2 First Name

Purchaser 2 Second Name

Purchaser 2 Surname

Purchaser 2 Company Name

Purchaser 2 Mobile Number

Purchaser 2 Email address

Purchaser 2 Building Name

Purchaser 2 Street Number

Purchaser 2 Street Name

Purchaser 2 Town

Purchaser 2 County

Purchaser 2 Postcode

✓ Submit   Cancel

PURCHASER 3 FWRCSI

Purchaser 3 Title

Purchaser 3 First Name

Purchaser 3 Second Name

Purchaser 3 Surname

Purchaser 3 Company Name

Purchaser 3 Mobile Number

Purchaser 3 Email address

Purchaser 3 Building Name

Purchaser 3 Street Number

Purchaser 3 Street Name

Purchaser 3 Town

Purchaser 3 County

Purchaser 3 Postcode

✓ Submit   Cancel

PURCHASER 4 FWRCSI

Purchaser 4 Title

Purchaser 4 First Name

Purchaser 4 Second Name

Purchaser 4 Surname

Purchaser 4 Company Name

Purchaser 4 Mobile Number

Purchaser 4 Email address

Purchaser 4 Building Name

Purchaser 4 Street Number

Purchaser 4 Street Name

Purchaser 4 Town

Purchaser 4 County

Purchaser 4 Postcode

✓ Submit   Cancel

PROPERTY INFORMATION FWRCSI

Leasehold/Freehold?

Freehold	⌄

Please Select

Freehold

Leasehold

Property Price

0.00

Registered/Unregistered?

Please Select	⌄

Please Select

Registered

Unregistered

Root of Title

Vacant possession or subject to lease/tenancy?

Please Select	⌄

Title Number

Building name

County

Matter Type

Please Select	⌄

Please Select

Sale

Purchase

Other

Commerical

Private Client

Transfer of Equity

Remortgage

Postcode

Street Name

Street Number

MORTGAGE/HELP TO BUY DETAILS FWRCSI

Help to Buy

| (None selected) | ⌄ | 🔍 | ✏️ | + |

(None selected)

HSBC - HSBC (8 Canada Square London - E14 5HQ), 03457404404

Help to Buy A/C no

Mortgage 1 A/C no

Mortgage 2 A/C no

Mortgage Lender 1

| (None selected) | ⌄ | 🔍 | ✏️ | + |

(None selected)

HSBC - HSBC (8 Canada Square London - E14 5HQ), 03457404404

Mortgage Lender 2

| (None selected) | ⌄ | 🔍 | ✏️ | + |

(None selected)

HSBC - HSBC (8 Canada Square London - E14 5HQ), 03457404404

✓ Submit   Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

ORGANISATION DETAILS FWRCSI

Local Authority

(None selected) ⌄

(None selected)

BGAS - British Gas (PO Box 227 Rotherham - S98 1PD), 0800 294 3125

LOCCOUNS - Local Council (123 Area Town County - TE571NG),

Local Authority Ref

Managing Agent

(None selected) ⌄

(None selected)

Managing Agent Ref

Council

Estate Agent

(None selected) ⌄

(None selected)

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

Estate Agent Ref

Land Registry

(None selected) ⌄

(None selected)

Land Registry Ref

Solicitor

(None selected) ⌄

(None selected)

SOLICITORS - Solicitors and Co (45 Jurisdiction Lane Telford Shropshire - TF10 8NJ), 07123 973685

Test_Solicitor - Test Solicitor (1 Test Street - TE1 5ST),

Solicitor Firm Name

Solicitor contact

None selected ⌄

None selected

1 - Tom Cromwell (123 Test Test Test Test - TE57 1NG),

13 - Alex Hiscutt (-),

15 - Samuel John (-),

14 - Sol Test (-),

Solicitor Reference

MANAGING AGENT'S FEE FWRCSI

Management Pack Costs

0.00

✓ Submit   Cancel

OCCUPIER DETAILS FWRCSI

Occupier 1 Title

Occupier 1 Initial

Occupier 1 Forename(s)

Occupier 1 Surname

Occupier 1 Address

Occupier 2 Title

Occupier 2 Initial

Occupier 2 Forename(s)

Occupier 2 Surname

Occupier 2 Address

✓ Submit   Cancel

APPORTIONMENT FIGURES FWRCSI

Ground Rent Amount Paid

0.00

Ground Rent Start Date

Select a date

Ground Rent End RC

Select a date

Service Charge Amount Paid

0.00

Service Charge Start Date

Select a date

Service Charge End Date

Select a date

Completion Date

Select a date

✓ Submit   Cancel

COMPLETION STATEMENT FIGURES FWRCSI

Property Price

0.00

Contents

0.00

Money on a/c rec'd

0.00

Estate Agent's Fees (inc. VAT)

0.00   ×

Office Copies (exc. VAT)

0.00

Legal Costs

0.00

Management Pack Costs

0.00

Help to Buy Redemption

0.00

Mortgage 1 Redemption

0.00

Mortgage 2 Redemption

0.00

✓ Submit   Cancel

PRE-EXCHANGE CHECKLIST FWRCSI

Do we have client's authority to exchange?

Please Select ⌄

| Please Select |
| Yes |
| No |

Do we have the client's part signed contract?

Please Select ⌄

| Please Select |
| Yes |
| No |

Do we hold signed TR1 if ex/comp simultaneous?

Please Select ⌄

| Please Select |
| Yes |
| No |

✓ Submit   Cancel

EXCHANGE FWRCSI

Law Society Formula

Time of exchange

Date of exchange

Select a date 📅

Completion Date

Select a date 📅

✓ Submit   Cancel

APPORTIONMENT FIGURES FWRCSI

Ground Rent Amount Paid

0.00

Ground Rent Start Date

Select a date

Ground Rent End RC

Select a date

Service Charge Amount Paid

0.00

Service Charge Start Date

Select a date

Service Charge End Date

Select a date

Completion Date

Select a date

✓ Submit   Cancel

COMPLETION STATEMENT FIGURES FWRCSI

Property Price

0.00

Contents

0.00

Money on a/c rec'd

0.00

Estate Agent's Fees (inc. VAT)

0.00   ×

Office Copies (exc. VAT)

0.00

Legal Costs

0.00

Management Pack Costs

0.00

Help to Buy Redemption

0.00

Mortgage 1 Redemption

0.00

Mortgage 2 Redemption

0.00

✓ Submit   Cancel

CLIENT'S NEW ADDRESS FWRCSI

House

Area

Postal Town

County

Postcode

✓ Submit   Cancel

Client Care Letter

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

PRACCTICE
SOLICITORS

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**}** & **{** 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**}** & **{** MERGEFIELD LINKNAME_TITLE_2**}** **{** MERGEFIELD LINKNAME_INITIALS_2**}** **{** MERGEFIELD LINKNAME_SURNAME_2**}**" **}**" **}** **{** MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_RS_CLIENTDET_FW_CLI_SALUT **}**

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**

Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**

Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

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

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

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

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

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

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

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

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

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

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

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

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

Government Money Laundering Regulations

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

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

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

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

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

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

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

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

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

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

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

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

As confirmation that you would like us to proceed on this basis, we would be grateful if you would sign the extra copy of this letter enclosed and return it to us along with th following:

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Solicitors Initial Letter

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

PRACCTICE
SOLICITORS

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

Your Ref: **{** MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_REF **}**

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

{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_name **}**
{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_address **}**

Dear Sirs

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**

Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**

Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

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

We confirm that we represent the Sellers who have agreed a sale, subject to contract, in the sum of **{** MERGEFIELD FW_RS_PROPERTY_FW_PRICE \# £#,##.00**}**

We have requested our client's title deeds and when these are received we shall forward a draft contract with for approval. Please indicate your client's ability to proceed with this transaction with regard to conveyancing chains and mortgage offers.

In the meantime we confirm we operate the Law Society Protocol, to exclude all searches which we shall leave you to institute as you consider appropriate.

We confirm that we adopt the latest Conveyancing Protocol and therefore we will not be responding to any enquiries which do not arise out of the contract paperwork and which could be dealt with by searches and surveys carried out on behalf of the buyer.

In accordance with the latest Conveyancing Protocol we advise that the Conveyancer handling this matter is **{** MERGEFIELD "CALCULATION_FEE_EARNER_DESCRIPTION" **}** and the supervising Partner is **{** MERGEFIELD "CALCULATION_EXECUTIVE_NAME" **}**. Please supply this information in relation to your Conveyancer, if not already supplied.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Sol Sending Contract Pack

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

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

Your Ref: **{** MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_REF **}**

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

{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_name **}**
{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_address **}**

Dear Sirs

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**

Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**

Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

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

1. Title Document for Title Number **{** MERGEFIELD FW_RS_PROPERTY_FW_TITLENO **}**
2. Property Information Form
3. Fittings and Contents Form
4. EPC

{ IF **{** MERGEFIELD FW_RS_PROPERTY_FW_FHLH **}** = "Leasehold" "
5. Leasehold Information Form" "**{** IF **{** MERGEFIELD FW_RS_PROPERTY_FW_GR_SC **}** = "Yes" "
5. Leasehold Information Form" "" **}**" **}**

We look forward to receiving any enquiries you may have.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Managing Agent Initial Letter

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

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

Your Ref: **{** MERGEFIELD FW_RS_PARTIES_FW_MANAG_REF **}**

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

{ MERGEFIELD FW_RS_PARTIES_FW_MANAG_name **}**
{ MERGEFIELD FW_RS_PARTIES_FW_MANAG_address **}**

Dear Sirs

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD
FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD
FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD
FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD
FW_RS_PROPERTY_FW_POSTCODE **}**

Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD
LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" "
and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD
LINKNAME_SURNAME_2 **}**" "" **}**

Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD
FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD
FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

We act for the above-named Seller and therefore write to request a management pack from you. We should be grateful if you would please let us know your charge for this so we may request funds from our client.

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Lender request redemption

statement

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_RS_LENDERS_FW_MTGLEND1_name **}**
{ MERGEFIELD FW_RS_LENDERS_FW_MTGLEND1_address **}**

Dear Sirs

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**

Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**

Mortgage No. **{** MERGEFIELD FW_RS_LENDERS_FW_MTG1AC **}**

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

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client received redemption

statement

PRACCTICE
SOLICITORS

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T: 0330 060 4940

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**}** & **{** 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**}** & **{** MERGEFIELD LINKNAME_TITLE_2**}** **{**
MERGEFIELD LINKNAME_INITIALS_2**}** **{** MERGEFIELD LINKNAME_SURNAME_2**}**" **}**" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_RS_CLIENTDET_FW_CLI_SALUT **}**

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD
FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD
FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD
FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD
FW_RS_PROPERTY_FW_POSTCODE **}**

Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD
LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" "
and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD
LINKNAME_SURNAME_2 **}**" "" **}**

Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD
FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD
FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

I have now received your redemption statement from your Lender, a copy of which is enclosed
herewith. This is purely for information purposes for the moment, as I will request an up to date
figure from your Lender once we have a completion date set.

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Rc'd Managing Agent's

Reply

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

PRACCTICE
SOLICITORS

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**}** & **{** 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**}** & **{** MERGEFIELD LINKNAME_TITLE_2**} {** MERGEFIELD LINKNAME_INITIALS_2**} {** MERGEFIELD LINKNAME_SURNAME_2**}**" **}**" **}** **{** MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_RS_CLIENTDET_FW_CLI_SALUT **}**

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**

Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **} {** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**

Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

I have now received a reply from the managing agent regarding the cost of the management pack, which is **{** ASK MAcost "What is the cost of the managing agent pack?" \d "£0.00" **}{** REF MAcost **}**.

I should be grateful if you would please let me have this sum on account so I may pay the Managing Agent as soon as possible to avoid any delays in receiving the management pack, which can take some time to be prepared.

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Managing Agent enc. Payment for

Pack

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Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

PRACCTICE
SOLICITORS

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

Your Ref: **{** MERGEFIELD FW_RS_PARTIES_FW_MANAG_REF **}**

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

{ MERGEFIELD FW_RS_PARTIES_FW_MANAG_name **}**
{ MERGEFIELD FW_RS_PARTIES_FW_MANAG_address **}**

Dear Sirs

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**
Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **} {** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**
Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

Further to previous correspondence, please find enclosed cheque in the sum of **{** ASK MAcost "What is the payment for the management pack?" \d "£0.00" **}{** REF MAcost **}**.

We should be grateful if you would please let us have the management pack as soon as possible, together with a receipted invoice.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Sol enc. Management Pack

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

Your Ref: **{** MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_REF **}**

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

{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_name **}**
{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_address **}**

Dear Sirs

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**

Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**

Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

We have now received the management pack from the Managing Agents, a copy of which is enclosed herewith.

We look forward to receiving any enquiries you may have regarding the pack.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client enc. Enquiries

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**}** & **{** 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**}** & **{** MERGEFIELD LINKNAME_TITLE_2**} {** MERGEFIELD LINKNAME_INITIALS_2**} {** MERGEFIELD LINKNAME_SURNAME_2**}**" **}**" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_RS_CLIENTDET_FW_CLI_SALUT **}**

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**
Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **} {** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**
Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

I have now received a set of enquiries from the Purchaser's solicitor which I should be grateful if you would please consider and provide your response to.

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Sol Replies to Enqs.

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

Your Ref: **{** MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_REF **}**

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

{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_name **}**
{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_address **}**

Dear Sirs

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**

Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**

Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

Please find enclosed our client's replies to enquiries.

We should be grateful if you would please send us your draft Transfer and Form TA13 for our approval and completion.

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client enc. Contract for Signature

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**}** & **{** 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**}** & **{** MERGEFIELD LINKNAME_TITLE_2**} {** MERGEFIELD LINKNAME_INITIALS_2**} {** MERGEFIELD LINKNAME_SURNAME_2**}**" **}**" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_RS_CLIENTDET_FW_CLI_SALUT **}**

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**
Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **} {** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**
Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

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, the Purchaser will be obliged to provide their solicitor with a deposit of 10% of the purchase price. When contracts are exchanged, the Purchaser would lose this deposit if they decided 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.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Occupier enc. Contract for

signature

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

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_RS_PROPERTY_FW_OCC1_TITLE **}** **{** MERGEFIELD FW_RS_PROPERTY_FW_OCC1_SURN **}**
{ MERGEFIELD FW_RS_PROPERTY_FW_OCC1_ADD **}**

Dear **{** MERGEFIELD FW_RS_PROPERTY_FW_OCC1_TITLE **}** **{** MERGEFIELD FW_RS_PROPERTY_FW_OCC1_SURN **}**

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**

Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**

I act on behalf of the above-named Seller, who has confirmed to me that you are an occupier of their property that is being sold.

Since you are an occupier aged over 18, I must ask you to sign the Contract to confirm that you will vacate the property upon completion. I should be grateful if you would please sign the Contract where indicated and return it to me. It is important that you DO NOT add any dates to the Contract, as I will date it on the day of exchange.

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Sol Approving TR1

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

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

Your Ref: **{** MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_REF **}**

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

{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_name **}**
{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_address **}**

Dear Sirs

<u>Re:</u>   **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**

<u>Seller:</u>   **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**

<u>Buyer:</u>   **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Sending TR1 for Signature

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

PRACCTICE
SOLICITORS

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**}** & **{** 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**}** & **{** MERGEFIELD LINKNAME_TITLE_2**}** **{** MERGEFIELD LINKNAME_INITIALS_2**}** **{** MERGEFIELD LINKNAME_SURNAME_2**}**" **}**" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_RS_CLIENTDET_FW_CLI_SALUT **}**

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**
Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**
Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

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

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

Your signature to the Transfer Deed must be witnessed. The person witnessing your signature must be over 18, unrelated to you and not a party to this transaction. You must sign where

indicated, and the witness must then sign, write their full name in CAPITALS and their full address beneath your signature, as indicated. If you would prefer to sign the Transfer at my office, please get in contact with my secretary who will be able to witness your signature.

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

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Sol enc. Replies TA13

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

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

Your Ref: **{** MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_REF **}**

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

{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_name **}**
{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_address **}**

Dear Sirs

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**
Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**
Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

Please find enclosed our Form TA13, duly completed in readiness for completion.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Completion Statement

COMPLETION STATEMENT

Sale of **{** MERGEFIELD fssm_RC_Property **}**

	Total
{ IF **{** MERGEFIELD RC_COSTS_FW_LEGALCOST **}** >= 0.01 "Legal Costs " "" **}**	**{** IF **{** MERGEFIELD RC_COSTS_FW_LEGALCOST **}** >= 0.01 "**{** =B2*20% \# "£#,##0.00;(£#,##0.00)" **}**" ""**}**
{ IF **{** MERGEFIELD RC_COSTS_FW_OFFICECOP **}** >= 0.01 "Land Registry copy Title Documents Search " "" **}**	**{** IF **{** MERGEFIELD RC_COSTS_FW_EAFEE **}** >= 0.01 "**{** =B3*20% \# "£#,##0.00;(£#,##0.00)" **}**" " "**}**
{ IF **{** MERGEFIELD RC_COSTS_FW_EAFEE **}** >= 0.01 "Estate Agent's fee " "" **}**	**{** IF **{** MERGEFIELD RC_COSTS_FW_EAFEE **}** >= 0.01 "**{** =B4*20% \# "£#,##0.00;(£#,##0.00)" **}**" ""**}**
{ IF **{** MERGEFIELD RC_COSTS_FW_MANAGPACK **}** >= 0.01 "Managing Agent's Management Pack fee " "" **}**	**{** IF **{** MERGEFIELD RC_COSTS_FW_MANAGPACK **}** >= 0.01 "**{** =B5*20% \# "£#,##0.00;(£#,##0.00)" **}**" ""**}**
{ IF **{** MERGEFIELD RC_COSTS_FW_MTGRED1 **}** >= 0.01 "Mortgage Redemption 1 " "" **}**	**{** IF **{** MERGEFIELD RC_COSTS_FW_MTGRED1 **}** >= 0.01 "**{** MERGEFIELD RC_COSTS_FW_MTGRED1 \# "#,##0.00"**}**" "" **}**
{ IF **{** MERGEFIELD RC_COSTS_FW_MTGRED2 **}** >= 0.01 "Mortgage Redemption 2 " "" **}**	**{** IF **{** MERGEFIELD RC_COSTS_FW_MTGRED2 **}** >= 0.01 "**{** MERGEFIELD RC_COSTS_F

	W_MTGRED2 \# "#,##0.00"**}**" "" **}**
{ IF **{** MERGEFIELD RC_COSTS_FW_H2BRED **}** >= 0.01 "Help to Buy Redemption " "" **}**	**{** IF **{** MERGEFIELD RC_COSTS_FW_H2BRED **}** >= 0.01 "**{** MERGEFIELD RC_COSTS_FW_H2BRED \# "#,##0.00"**}**" "" **}**
Total	**{ =SUM(ABOVE) \# "£#,##0.00;(£#,##0.00)" }**

Less

Sale Price	**{** IF **{** MERGEFIELD RC_PROPDETAIL_FW_PRICE **}** >= 0.01 "**{** MERGEFIELD RC_PROPDETAIL_FW_PRICE \# "#,##0.00"**}**" "" **}**
{ IF **{** MERGEFIELD RC_COSTS_FW_CONTENTS **}** >= 0.01 "Contents of property " "" **}**	**{** IF **{** MERGEFIELD RC_COSTS_FW_CONTENTS **}** >= 0.01 "**{** =B14*20% \# "£#,##0.00;(£#,##0.00)" **}**" ""**}**
{ IF **{** MERGEFIELD RC_COSTS_FW_MONEYAC **}** >= 0.01 "Received on account " "" **}**	**{** IF**{** MERGEFIELD RC_COSTS_FW_MONEYAC **}** >= 0.01 "**{** MERGEFIELD RC_COSTS_FW_MONEYAC \# "£#,##0.00" **}**" "" **}**
{ IF **{** MERGEFIELD RC_PROPDETAIL_ALLOWANCE **}** >= 0.01 "Allowance " "" **}**	**{** IF **{** MERGEFIELD RC_PROPDETAIL_ALLOWANCE **}** >= 0.01 "**{** =B16*20% \# "£#,##0.00;(£#,#

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

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

{ 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
}
" "" }

#0.00)" }" ""}
{ IF {
MERGEFIELD
fssm_RC_SC_A
PPO } >= 0.01
"{
MERGEFIELD
fssm_RC_SC_A
PPO }" "" }
{ IF {
MERGEFIELD
fssm_RC_GR_A
PPO } >= 0.01
"{
MERGEFIELD
fssm_RC_GR_A
PPO }" "" }
{ IF {
MERGEFIELD
RC_DISBS_OT
HER_DISB_VA
T_O1 } >= 0.01
"{ =B19*20% \#
"£#,##0.00;(£#,#
#0.00)" }" ""}
{ IF {
MERGEFIELD
RC_DISBS_OT
HER_DISB_VA
T_O2 } >= 0.01
"{ =B20*20% \#
"£#,##0.00;(£#,#
#0.00)" }" ""}
{ IF {
MERGEFIELD
RC_DISBS_OT
HER_DISB_VA
T_O3 } >= 0.01
"{ =B21*30% \#
"£#,##0.00;(£#,#
#0.00)" }" ""}
{ IF {
MERGEFIELD
RC_DISBS_OT
HER_DISB_VA
T_O4 } >= 0.01
"{ =B22*40% \#
"£#,##0.00;(£#,#
#0.00)" }" ""}
{ IF {
MERGEFIELD
RC_DISBS_OT
HER_DISB_VA
T_O5 } >= 0.01
"{ =B23*50% \#

{ 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 "{

"£#,##0.00;(£#,##0.00)" }" ""}
{ IF { MERGEFIELD RC_S_FEES_SUP_FEE_O1 } >= 0.01 "{ =B24*50% \# "£#,##0.00;(£#,##0.00)" }" ""}
{ IF { MERGEFIELD RC_S_FEES_SUP_FEE_O2 } >= 0.01 "{ =B25*50% \# "£#,##0.00;(£#,##0.00)" }" ""}
{ IF { MERGEFIELD RC_S_FEES_SUP_FEE_O3 } >= 0.01 "{ =B26*50% \# "£#,##0.00;(£#,##0.00)" }" ""}
{ IF { MERGEFIELD RC_S_FEES_SUP_FEE_O4 } >= 0.01 "{ =B27*50% \# "£#,##0.00;(£#,##0.00)" }" ""}
{ IF { MERGEFIELD RC_S_FEES_SUP_FEE_O5 } >= 0.01 "{ =B28*50% \# "£#,##0.00;(£#,##0.00)" }" ""}
{ IF { MERGEFIELD RC_DISBS_OTHER_DISB_NV_O1 } >= 0.01 "{ MERGEFIELD RC_DISBS_OTHER_DISB_NV_O1 \# "£#,##0.00"}" "" }
{ IF { MERGEFIELD

MERGEFIELD RC_DISBS_OTHER_DISB_NV_O2_N **}** " ""**}**

RC_DISBS_OT HER_DISB_NV _O2 **}** >= 0.01 "**{** MERGEFIELD RC_DISBS_OT HER_DISB_NV _O2 \# "£#,##0.00"**}**" "" **}**

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

{ IF **{** MERGEFIELD RC_DISBS_OT HER_DISB_NV _O3 **}** >= 0.01 "**{** MERGEFIELD RC_DISBS_OT HER_DISB_NV _O3 \# "£#,##0.00"**}**" "" **}**

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

{ IF **{** MERGEFIELD RC_DISBS_OT HER_DISB_NV _O4 **}** >= 0.01 "**{** MERGEFIELD RC_DISBS_OT HER_DISB_NV _O4 \# "£#,##0.00"**}**" "" **}**

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

{ IF **{** MERGEFIELD RC_DISBS_OT HER_DISB_NV _O5 **}** >= 0.01 "**{** MERGEFIELD RC_DISBS_OT HER_DISB_NV _O5 \# "£#,##0.00"**}**" "" **}**

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

{ IF { =C29-C36 \# "£#,##0.00;(£#,##0.00)" } > 0.00 " Money due from you to complete" " Money due to you" }

{ =C9-C34 \# "£#,##0.00; £#,##0.00" }

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

Client enc. Draft Completion

Statement

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

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**}** & **{** 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**}** & **{** MERGEFIELD LINKNAME_TITLE_2**} {** MERGEFIELD LINKNAME_INITIALS_2**} {** MERGEFIELD LINKNAME_SURNAME_2**}**" **}**" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_RS_CLIENTDET_FW_CLI_SALUT **}**

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**
Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **} {** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**
Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

Please find enclosed a draft Completion Statement for your consideration. The Statement shows the funds we will receive from the sale of your property, less my firm's costs and any disbursements incurred. This is to give you an indication of the total amount I will receive from the sale.

If you have an ongoing purchase, these funds will be taken into account when sending you a Completion Statement in that matter.

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Confirm Exchange

www.demoospreyapproach.com
enquiries@practice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

PRACCTICE
SOLICITORS

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**}** & **{** 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**}** & **{** MERGEFIELD LINKNAME_TITLE_2**} {**
MERGEFIELD LINKNAME_INITIALS_2**} {** MERGEFIELD LINKNAME_SURNAME_2**}**" **}**" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_RS_CLIENTDET_FW_CLI_SALUT **}**

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD
FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD
FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD
FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD
FW_RS_PROPERTY_FW_POSTCODE **}**
Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD
LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" "
and **{** MERGEFIELD LINKNAME_FORENAME_2 **} {** MERGEFIELD
LINKNAME_SURNAME_2 **}**" "" **}**
Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD
FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD
FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

I am pleased to confirm that contracts were exchanged on **{** MERGEFIELD
FW_RS_DATES_FW_EXCHANGE \@ "d MMMM yyyy"**}** and completion of the sale is due on **{**
MERGEFIELD FW_RS_DATES_FW_COMPLETION \@ "d MMMM yyyy"**}**.

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

You should ensure that your removal arrangements are confirmed for the day of completion, as
you will have until **{** ASK ContractTime "What time must the client vacate the property? Insert
time from contract" \d "1pm" **}{** REF ContractTime **}** to vacate the property on the day of

completion.

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

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

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Sol Exchange Letter

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

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

Your Ref: **{** MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_REF **}**

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

{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_name **}**
{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_address **}**

Dear Sirs

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**

Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**

Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

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

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Lender Request Final Redemp Stat

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@practice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

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_RS_LENDERS_FW_MTGLEND1_name **}**
{ MERGEFIELD FW_RS_LENDERS_FW_MTGLEND1_address **}**

Dear Sirs

<u>Re:</u>   **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**

<u>Seller:</u>   **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**

<u>Mortgage No.</u>   **{** MERGEFIELD FW_RS_LENDERS_FW_MTG1AC **}**

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

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Invoice Template

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

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

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

Sale of **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**

	Cost	VAT	VAT Amount
Legal Costs	**{** MERGEFIELD FW_RS_COSTS_FW_LEGALCOST \# "#,##0.00" **}**	20%	**{** =B3*20% \# "#,##0.00" **}**
Land Registry Documents	**{** MERGEFIELD FW_RS_COSTS_FW_OFFICECOP \# "#,##0.00" **}**	20%	**{** =B4*20% \# "#,##0.00" **}**

TOTAL   **{** =B3+B4+D3+D4 \\#
                             "£#,##0.00;(£#,##0.00)" **}**

Client enc. Final Comp Stat

COMPLETION STATEMENT

Sale of

		Total
Legal Costs		£ 120.00
Land Registry copy Title Documents Search		£ 2.00
Estate Agent's fee		£ 100.00
Managing Agent's Management Pack fee		£ 30.00
Mortgage Redemption 1		2,000.00
Mortgage Redemption 2		4,000.00
Help to Buy Redemption		500.00
	Total	**£6,752.00**

Less

Sale Price		50,000.00
Contents of property		£ 300.00
Received on account		£3,000.00
Service Charge apportionment		26.37
Ground Rent apportionment		17.58
	Total	**£53,343.95**

	Money due to you	**£46,591.95**

Our Ref: ALEXH/JAE0001/8

Sol Completion Letter

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

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

Your Ref: **{** MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_REF **}**

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

{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_name **}**
{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_address **}**

Dear Sirs

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2   \f",   " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3   \f",   " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4   \f"   " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**

Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**

Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

Further to completion which took place on **{** MERGEFIELD FW_RS_DATES_FW_COMPLETION \@ "d MMMM yyyy"**}**, please find enclosed the following documents:
1. Signed Transfer
2.

We should be grateful if you would kindly acknowledge safe receipt of the enclosed documents.**{** IF **{** MERGEFIELD FW_RS_LENDERS_FW_MTGLEND1_name **}**<> "" "
We will provide you with confirmaion of discharge of our client's mortgage once we have received it." "" **}**

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 }

Client Confirm Completion

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

PRACCTICE
SOLICITORS

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**}** & **{** 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**}** & **{** MERGEFIELD LINKNAME_TITLE_2**}** **{** MERGEFIELD LINKNAME_INITIALS_2**}** **{** MERGEFIELD LINKNAME_SURNAME_2**}**" **}**" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_RS_CLIENTDET_FW_CLI_SALUT **}**

<u>Re:</u>   **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**
<u>Seller:</u> **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**
<u>Buyer:</u> **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

I am pleased to confirm that the sale of the above property completed on **{** MERGEFIELD FW_RS_DATES_FW_COMPLETION \@ "d MMMM yyyy"**}**.

In accordance with your instructions, I have sent the completion monies to your account via CHAPS transfer/have moved the money to your purchase ledger for use in your related transaction.

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

this matter. If I can be of any assistance to you in the future please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Estate Agent Completion Letter

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

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

Your Ref: **{** MERGEFIELD FW_RS_PARTIES_FW_EA_REF **}** **{** MERGEFIELD FW_RS_PARTIES_FW_EA_REF **}**

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

{ MERGEFIELD FW_RS_PARTIES_FW_EA_name **}**
{ MERGEFIELD FW_RS_PARTIES_FW_EA_address **}**

Dear Sirs

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**

Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**

Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

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

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Lender Confirm Completion

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

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_RS_LENDERS_FW_MTGLEND1_name **}**
{ MERGEFIELD FW_RS_LENDERS_FW_MTGLEND1_address **}**

Dear Sirs

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**

Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**

Mortgage **{** MERGEFIELD FW_RS_LENDERS_FW_MTG1AC **}**
No.

Further to completion which took place on **{** MERGEFIELD FW_RS_DATES_FW_COMPLETION \@ "d MMMM yyyy"**}**, we write to confirm that we have sent the sum of **{** MERGEFIELD FW_RS_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 }

Sol send evidence of mtg

discharge

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

Your Ref: **{** MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_REF **}**

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

{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_name **}**
{ MERGEFIELD FW_RS_PARTIES_FW_OS_SOL_address **}**

Dear Sirs

Re: **{** MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " **}{** MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " **}{** MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE **}**

Seller: **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **}** **{** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}**

Buyer: **{** MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME **}{** IF **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**<> "" " and **{** MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME **}**" "" **}**

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

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

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Initial email to Estate Agent

FWRCSI

Dear Sirs,

Property: {Formula$RC_Property}

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

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

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

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

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

Kind regards,

{CALCULATION$FEE_EARNER_DESCRIPTION}

{PRACTICEINFO$PRACTICE_NAME}

Estate Agent Contract Pack sent

to Buyer FWRCSI

Dear Sirs,

Property: {Formula$RC_Property}

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

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

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

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

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

Kind regards,

{CALCULATION$FEE_EARNER_DESCRIPTION}

{PRACTICEINFO$PRACTICE_NAME}

Client confirm contract pack sent

to Buyer FWRCSI

Dear {RC_CLI_BANK$FW_CLI_SALUT}

Property: {Formula$RC_Property}

I am pleased to confirm that I have now sent the Contract Pack to the Purchaser's solicitors and await any enquiries they may have.

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

Kind regards,

{CALCULATION$FEE_EARNER_DESCRIPTION}

{PRACTICEINFO$PRACTICE_NAME}

Estate Agent Enqs. received, sent

to client FWRCSI

Dear Sirs,

Property: {Formula$RC_Property}

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

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

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

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

Kind regards,

{CALCULATION$FEE_EARNER_DESCRIPTION}

{PRACTICEINFO$PRACTICE_NAME}

Client confirm replies to enqs.

sent to Buyer FWRCSI

Dear {RC_CLI_BANK$FW_CLI_SALUT}

Property: {Formula$RC_Property}

Thank you for providing me with your replies to the Purchaser's enquiries. I can confirm that I have sent your replies to their solicitor and await to hear further with a proposed completion date.

If you have a completion date in mind, I should be grateful if you would please let me know.

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

Kind regards,

{CALCULATION$FEE_EARNER_DESCRIPTION}

{PRACTICEINFO$PRACTICE_NAME}

Estate Agent Confirm

exchange.req. invoice FWRCSI

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 we have now exchanged contracts, and completion is due to take place on {RC_DATES$I_COMPLTIONDATE}. We should be grateful if you would please send us your invoice as soon as possible.

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

Kind regards,

{CALCULATION$FEE_EARNER_DESCRIPTION}

{PRACTICEINFO$PRACTICE_NAME}

Estate Agent Confirm replies to

enqs. sent to sol

| Subject | RE: {Formula$RC_Property} |

MESSAGE BODY

E-mail Template

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 today sent our client's replies to enquiries to the Buyer's solicitor.

Kind regards,

{CALCULATION$FEE_EARNER_DESCRIPTION}

{PRACTICEINFO$PRACTICE_NAME}