Osprey Approach: InfoTrack Freehold Sale

This help guide was last updated on
Jan 3rd, 2023

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

FILE OPENING FW_CPS

Client salutation

Estate Agent

(None selected)

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

Estate Agent Ref

Mortgage/no mortgage?

Please select

- Please select
- Mortgage
- No mortgage

Mortgage Lender 1

(None selected)

- (None selected)
- HSBC - HSBC (8 Canada Square London - E14 5HQ), 03457404404

Mortgage 1 A/C no

Mortgage Lender 2

(None selected)

- (None selected)
- HSBC - HSBC (8 Canada Square London - E14 5HQ), 03457404404

Mortgage 2 A/C no

Other side solicitor 1 contact

None selected

- None selected
- 1 - Tom Cromwell (Solicitors and Co) (123 Test Test Test Test - TE57 1NG),
- 13 - Alex Hiscutt (No Organisation) (-),
- 15 - Samuel John (Test Solicitor) (-),
- 14 - Sol Test (No Organisation) (-),

Other side solicitor 1 organisation

(None selected)

- (None selected)
- SOLICITORS - Solicitors and Co (45 Jurisdiction Lane Telford Shropshire - TF10 8NJ), 07123 973685
- Test_Solicitor - Test Solicitor (1 Test Street - TE1 5ST),

Other side solicitor 1 reference

Property Price

0.00

Matter Type

Please Select

- Please Select
- Sale

ALLOCATE A CUSTOM QUESTIONNAIRE

NUMBER OF PARTIES FW_CPS

Amount of Vendors

Please select

- Please select
- 1
- 2
- 3
- 4

Amount of Purchasers

Please select

- Please select
- 1
- 2
- 3
- 4

Submit Cancel

VENDOR 1 FW_CPS

Vendor 1 Title

Vendor 1 First Name

Vendor 1 Second Name

Vendor 1 Surname

Vendor 1 Company Name

Vendor 1 Mobile Number

Vendor 1 Email address

Vendor 1 Building Name

Vendor 1 Street Number

Vendor 1 Street Name

Vendor 1 Town

Vendor 1 County

Vendor 1 Postcode

Submit Cancel

VENDOR 2 FW_CPS

Vendor 2 Title

Vendor 2 First Name

Vendor 2 Second Name

Vendor 2 Surname

Vendor 2 Company Name

Vendor 2 Mobile Number

Vendor 2 Email address

Vendor 2 Building Name

Vendor 2 Street Number

Vendor 2 Street Name

Vendor 2 Town

Vendor 2 County

Vendor 2 Postcode

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

VENDOR 3 FW_CPS

Vendor 3 Title

Vendor 3 First Name

Vendor 3 Second Name

Vendor 3 Surname

Vendor 3 Company Name

Vendor 3 Mobile Number

Vendor 3 Email address

Vendor 3 Building Name

Vendor 3 Street Number

Vendor 3 Street Name

Vendor 3 Town

Vendor 3 County

Vendor 3 Postcode

Submit Cancel

VENDOR 4 FW_CPS

Vendor 4 Title

Vendor 4 First Name

Vendor 4 Second Name

Vendor 4 Surname

Vendor 4 Company Name

Vendor 4 Mobile Number

Vendor 4 Email address

Vendor 4 Building Name

Vendor 4 Street Number

Vendor 4 Street Name

Vendor 4 Town

Vendor 4 County

Vendor 4 Postcode

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

PURCHASER 1 FW_CPS

Purchaser 1 Title

Purchaser 1 First Name

Purchaser 1 Second Name

Purchaser 1 Surname

Purchaser 1 Company Name

Purchaser 1 Mobile Number

Purchaser 1 Email address

Purchaser 1 Building Name

Purchaser 1 Street Number

Purchaser 1 Street Name

Purchaser 1 Town

Purchaser 1 County

Purchaser 1 Postcode

Submit Cancel

PURCHASER 2 FW_CPS

Purchaser 2 Title

Purchaser 2 First Name

Purchaser 2 Second Name

Purchaser 2 Surname

Purchaser 2 Company Name

Purchaser 2 Mobile Number

Purchaser 2 Email address

Purchaser 2 Building Name

Purchaser 2 Street Number

Purchaser 2 Street Name

Purchaser 2 Town

Purchaser 2 County

Purchaser 2 Postcode

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

PURCHASER 3 FW_CPS

Purchaser 3 Title

Purchaser 3 First Name

Purchaser 3 Second Name

Purchaser 3 Surname

Purchaser 3 Company Name

Purchaser 3 Mobile Number

Purchaser 3 Email address

Purchaser 3 Building Name

Purchaser 3 Street Number

Purchaser 3 Street Name

Purchaser 3 Town

Purchaser 3 County

Purchaser 3 Postcode

Submit Cancel

PURCHASER 4 FW_CPS

Purchaser 4 Title

Purchaser 4 First Name

Purchaser 4 Second Name

Purchaser 4 Surname

Purchaser 4 Company Name

Purchaser 4 Mobile Number

Purchaser 4 Email address

Purchaser 4 Building Name

Purchaser 4 Street Number

Purchaser 4 Street Name

Purchaser 4 Town

Purchaser 4 County

Purchaser 4 Postcode

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

DRAFT CONTRACT PACK FW_CPS

Title Number

Mortgage Lender 1

(None selected)

(None selected)

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

Mortgage 1 A/C no

Mortgage Lender 2

(None selected)

(None selected)

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

Mortgage 2 A/C no

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

COMPLETION STATEMENT FW_CPS

Property Price

0.00

Legal Costs

0.00

Office Copies (exc. VAT)

0.00

Mortgage 1 Redemption

0.00

Mortgage 2 Redemption

0.00

Estate Agent's Fees (inc. VAT)

0.00

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

EXCHANGE FW_CPS

Date of exchange

Select a date

Law Society Formula

Time of exchange

Completion Date

Select a date

Submit Cancel

Send text message to a client

Dear [FW_CP_PROPINFO_FW_CLI_SALUT], I am pleased to confirm I have now exchanged, and completion is due on [FW_CP_PROPINFO_FW_COMPLETION]. Kind regards, [CALCULATION_FEE_EARNER_DESCRIPTION]

ALLOCATE A CUSTOM QUESTIONNAIRE

PRE-COMPLETION FW_CPS

Property Price

0.00

Legal Costs

0.00

Office Copies (exc. VAT)

0.00

Mortgage 1 Redemption

0.00

Mortgage 2 Redemption

0.00

Estate Agent's Fees (inc. VAT)

0.00

Submit Cancel

Send a text message to a client

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

Blank Client letter

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\fa076352-5eab-4770-a2dd-a04b6e649565\\header.doc"}

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

Your Ref:

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

{ MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD "fssm_RC_Property" }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Estate Agent letter

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\5fdb99cc-fa42-4d68-a946-1661aefc82a8\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_EA_REF }

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

{ MERGEFIELD FW_CP_ORGS_FW_EA_name }
{ MERGEFIELD FW_CP_ORGS_FW_EA_address }

Dear Sirs

Re: { MERGEFIELD "fssm_RC_Property" }
Buyer: { MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }
Seller: { MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Land Registry letter

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\74981cae-5442-4d54-975f-6ff9f84d8ad7\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_LRREF }

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

{ MERGEFIELD FW_CP_ORGS_FW_LR_name }
{ MERGEFIELD FW_CP_ORGS_FW_LR_address }

Dear Sirs

Re: Title No: Our Client: **{ MERGEFIELD "fssm_RC_Property" }**
{ MERGEFIELD FW_CP_PROPINFO_FW_TITLE1 \b", "}{ MERGEFIELD FW_CP_PROPINFO_FW_TITLE2 \b", "}{ MERGEFIELD FW_CP_PROPINFO_FW_TITLE3 \b", "}
{ MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank letter template

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\bf3b6bb7-052f-4192-b57a-286d22a4da8f\\header.doc"**}**
Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

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

Name
Address

Dear

Re: { MERGEFIELD "fssm_RC_Property" }

Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Mortgage Lender 1 letter

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\0fa606db-94a8-4387-96a3-834b984c3a94\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_MTG1AC }

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

{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_name }
{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_address }

Dear Sirs

Re: { MERGEFIELD "fssm_RC_Property" }
Account No: { MERGEFIELD FW_CP_ORGS_FW_MTG1AC }
Our Client: { MERGEFIELD LINKNAME_SURNAME_1 }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Mortgage Lender 2 letter

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\d454c336-62bf-4520-9e84-b152eb4c5873\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_MTG2AC }

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

{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND2_name }
{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND2_address }

Dear Sirs

Re: Account No: { MERGEFIELD FW_CP_ORGS_FW_MTG2AC }
Our Client: { MERGEFIELD "fssm_RC_Property" } { MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank OS Solicitor

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\afa42083-e67e-4d6c-ae8b-228d14a0a587\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_REF }

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

{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: { MERGEFIELD "fssm_RC_Property" }
Your Client: { MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }
Our Client: { MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client care letter

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\6bba618f-eac0-4e16-80d5-fcea5211a524\\header.doc"**}**
Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

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

{ MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD "fssm_RC_Property" }

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

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

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

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

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

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

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 }

Client confirm completion

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\20cfdb81-de6b-4718-908c-47546e4fb810\\header.doc"**}**
Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

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

{ MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD "fssm_RC_Property" }

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

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

As this concludes matters, may I take this opportunity to thank you for your kind instructions in this matter. If I can be of any assistance to you in the future please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client confirm exchange

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\630428da-6547-4b7a-86bd-78eaee6ffbd5\\header.doc"**}**

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

Your Ref:

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

{ MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD "fssm_RC_Property" }

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

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

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

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

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

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client enc. contract for signature

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\34830c91-a251-4990-b870-20619cc7100e\\header.doc"}

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

Your Ref:

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

{ MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD "fssm_RC_Property" }

Please find enclosed a copy of the contract for your signature.

I should be grateful if you would please double check that your names, the property price and property address are correct. If not, please notify me immediately so the contract can be amended.

The contract is governed by standard terms and conditions.

If you are content with the contract, please sign your names where indicated and return it to me as soon as possible. Please note you SHOULD NOT date the contract in any way. This is because I will date the contract on the date of exchange. If you have dated the contract, I will need to send a fresh copy to you to be signed again.

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client enc. draft completion

statement

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\f6d300db-cc58-439f-a757-1b3a1ea77504\\header.doc"**}**
Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

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

{ MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD "fssm_RC_Property" }

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

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client enc. enquiries

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\3162c1ff-975c-431a-af6c-ae41df23b8dd\\header.doc"}

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

Your Ref:

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

{ MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD "fssm_RC_Property" }

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

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client enc. final comp stat

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\3162c1ff-975c-431a-af6c-ae41df23b8dd\\header.doc"}

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

Your Ref:

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

{ MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD "fssm_RC_Property" }

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

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client received redemption

statement

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\2df36ead-bb01-4019-b87d-5481cf12e263\\header.doc"**}**
Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

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

{ MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD "fssm_RC_Property" }

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

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client sending TR1 for signature

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\c636f4a7-d367-4536-bb46-3c626b7c468d\\header.doc"**}**

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

Your Ref:

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

{ MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD "fssm_RC_Property" }

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

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

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

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

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Completion Statement

COMPLETION STATEMENT

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

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

LESS

Purchase Price		**{** MERGEFIELD FW_CP_PROPINFO_FW_PRICE \# "#,##0.00"**}**
Received on account		**{** MERGEFIELD FW_CP_COST_FW_MONEYAC \# "#,##0.00"**}**
Total		**{** =SUM(ABOVE) \# "#,##0.00" **}**

Balance due from you:	**{** =Recd-ToPay \# "#,##0.00" **}**	

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

DS1

HM Land Registry
Cancellation of entries relating to a registered charge

DS1

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

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

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

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

	1	Title number(s) of the property:
Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.	2	Property: **{** MERGEFIELD fssm_RC_Property **}**
	3	Date:
Include register entry number, if more than one charge of same date to same lender.	4	Date of charge:
Complete as appropriate where the lender is a company.	5	Lender: <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: <u>For overseas companies</u> (a) Territory of incorporation: (b) Registered number in the United Kingdom including any prefix:
	6	The lender acknowledges that the property identified in panel 2 is no longer charged as security for the payment of sums due under the charge
	7	Date of Land Registry facility letter (if any):
The lender must execute this as a deed using the space opposite. If there is more than one lender, all must execute. Forms of execution are given in Schedule 9 to the Land Registration Rules 2003. Examples of the correct form of execution are set out in **{** HYPERLINK "https://www.gov.uk/government/publications/execution-of-deeds" **}**. Execution as a deed usually means that a witness must also sign, and add their name and address. Alternatively the lender may sign in accordance with the facility letter	8	Execution

referred to in panel 7.

WARNING
If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

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DS2

HM Land Registry

Application to cancel entries relating to a registered charge

DS2

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

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

HM Land Registry is unable to give legal advice, but you can find guidance on HM Land Registry applications (including our practice guides for conveyancers) at { HYPERLINK "https://www.gov.uk/government/organisations/land-registry" }.

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

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

HM LAND REGISTRY USE ONLY
Record of fees paid
Particulars of under/over payments
Reference number Fees debited £

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

1 Local authority serving the property:

Full postcode of property (if any):
{ MERGEFIELD FW_CP_PROPINFO_FW_POSTCODE **}**

2 Title number(s):
{ MERGEFIELD FW_CP_PROPINFO_FW_TITLE1 **}**

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

3 Application and fee

Application	Fee paid (£)
Discharge of a registered charge	

Fee payment method

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

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

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.

4 Documents lodged with this form:

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

Complete as appropriate where the applicant is a company.

5 The applicant:
{ MERGEFIELD LINKNAME_SURNAME_1 **}**

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:

This panel must always be completed.

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

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

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

6 This application is sent to Land Registry by

Key number (if applicable):

Name: **{** MERGEFIELD PRACTICEINFO_PRACTICE_NAME **}**
Address or UK DX box number:
{ MERGEFIELD PRACTICEINFO_HOUSE \f", "**}{** MERGEFIELD PRACTICEINFO_AREA \f", "**}{** MERGEFIELD PRACTICEINFO_POSTAL_TOWN \f", "**}{** MERGEFIELD PRACTICEINFO_COUNTY \f" "**}{** MERGEFIELD PRACTICEINFO_POSTCODE **}**

DX: **{** MERGEFIELD PRACTICEINFO_DX_NO **}**

Email address: **{** MERGEFIELD CALCULATION_FEE_EARNER_EMAIL **}**
Reference: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Phone no: **{** MERGEFIELD PRACTICEINFO_PHONE_NO **}**	Fax no: **{** MERGEFIELD PRACTICEINFO_FAX_NO **}**

7 The applicant applies for the cancellation of the entries of the registered charge referred to in the accompanying Form DS1

8 Confirmation of identity

When giving effect to a discharge of a registered charge, Land Registry relies on the steps that conveyancers take, where appropriate, to verify the identity of their clients. These checks reduce the risk of property fraud.

Where a person was not represented by a conveyancer, Land Registry requires 'evidence of identity' in respect of that person, except where the first alternative in panel 9(2) applies.

'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 give effect to a discharge in Form DS1 complete one of the following

{ FORMCHECKBOX **}** I am a conveyancer, and I have completed panel 9

{ FORMCHECKBOX **}** I am not a conveyancer, and I have completed panel 10

Full details of the evidence of identity that is required can be found in { HYPERLINK "https://www.gov.uk/government/publications/evidence-of-identity-conveyancers" }, { HYPERLINK "https://www.gov.uk/government/publications/temporary-changes-to-hm-land-registrys-evidence-of-identity-requirements-pg67a" } and in { HYPERLINK "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 includes solicitors and licensed conveyancers.

Place ‘X’ in the box in the second column if the person or firm who is sending the application to HM Land Registry represented that party in the transaction. Otherwise complete the details in the third column. If the party is not represented insert ‘none’ in the third column.

A separate box is provided, or can be added, for each party, as required by panel 9(1). That includes separate boxes for attorneys and donors where appropriate.

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

(1) Details of conveyancer acting

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

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

Name of lender		Conveyancer’s name, address and reference
{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_name **}** **{** MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_address **}** DX: **{** MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_dxno **}**	**{** FORMCHECKBOX **}**	Reference:
	{ FORMCHECKBOX **}**	Reference:

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

Insert the name of each unrepresented lender for whom you give this confirmation.

Evidence of identity is defined in panel 8. Full details of the evidence of identity that is required can be found in { HYPERLINK "https://www.gov.uk/government/publications/evidence-of-identity-conveyancers" } and { HYPERLINK "https://www.gov.uk/government/publications/temporary-changes-to-hm-land-registrys-evidence-of-identity-requirements-pg67a" } available on the GOV.UK website.

(2) Evidence of identity

Where any lender listed in (1) was not represented by a conveyancer

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

_ _

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

{ FORMCHECKBOX **}** I enclose evidence of identity in respect of each unrepresented lender for whom I have not provided the confirmation above.

10 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 give effect to a discharge in Form DS1, for each lender state in the table below the details of the conveyancer (if any) who represented them.

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 10(1). That includes separate boxes for attorneys and donors where appropriate.

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

(2) Evidence of identity

Place *X" in the appropriate box(es).

Evidence of identity is defined in panel 8. Full details of the evidence of identity that is required can be found in { HYPERLINK "https://www.gov.uk/completing-the-evidence-of-identity-panels-on-forms-ap1-fr1-ds2" } available on the GOV.UK website.

{ FORMCHECKBOX **}** for each applicant named in panel 5 is enclosed

{ FORMCHECKBOX } for each unrepresented lender listed in (1) is enclosed

11

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

Signature of conveyancer: ----------

Date:

OR

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

Signature of applicant: ----------

Date:

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

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Estate Agent completion letter

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\82eebb08-e728-4c77-8aab-01c6eb505ef9\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_EA_REF }

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

{ MERGEFIELD FW_CP_ORGS_FW_EA_name }
{ MERGEFIELD FW_CP_ORGS_FW_EA_address }

Dear Sirs

Re: **{ MERGEFIELD "fssm_RC_Property" }**
Buyer: **{ MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }**
Seller: **{ MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }**

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

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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

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

Sale of { MERGEFIELD "fssm_RC_Property" }

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

Lender 2 confirm completion

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\3c5a4507-4040-439a-8b5b-254d4b173a9c\\header.doc"**}**

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

Your Ref: **{** MERGEFIELD FW_CP_ORGS_FW_MTG2AC **}**

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

{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND2_name **}**
{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND2_address **}**

Dear Sirs

Re: Account No: **{ MERGEFIELD "fssm_RC_Property" }**
{ MERGEFIELD FW_CP_ORGS_FW_MTG2AC }

Our Client: **{ MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }**

Further to completion which took place on **{** MERGEFIELD FW_CP_PROPINFO_FW_COMPLETION \@ "d MMMM yyyy"**}**, we write to confirm that we have sent the sum of **{** MERGEFIELD FW_CP_COST_FW_MTGRED2 **}** to you via Telegraphic Transfer to redeem our client's mortgage.

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Lender 2 request final redemp stat

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\Praccti
ceLimited.OspreyApproachSupervisorApp_expxx2x1s6r
v4\\LocalState\\OspreyDocuments\\3121d8b0-2516-
4706-b07c-e4f39128553e\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_MTG2AC }

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

{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND2_name }
{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND2_address }

Dear Sirs

Re: { MERGEFIELD "fssm_RC_Property" }
Account No: { MERGEFIELD FW_CP_ORGS_FW_MTG2AC }
Our Client: { MERGEFIELD LINKNAME_SURNAME_1 }

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

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Lender 2 request redemption

statement

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\60d7fc65-fa6c-4c6a-8d60-3ae05b503655\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_MTG2AC }

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

{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND2_name }
{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND2_address }

Dear Sirs

Re: { MERGEFIELD "fssm_RC_Property" }
Account No: { MERGEFIELD FW_CP_ORGS_FW_MTG2AC }
Our Client: { MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }

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

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Lender confirm completion

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\6e7ab38c-d269-4ed5-84d6-e457f040afd5\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_MTG1AC }

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

{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_name }
{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_address }

Dear Sirs

Re: { MERGEFIELD "fssm_RC_Property" }
Account No: { MERGEFIELD FW_CP_ORGS_FW_MTG1AC }
Our Client: { MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }

Further to completion which took place on{ MERGEFIELD FW_CP_PROPINFO_FW_COMPLETION \@ "d MMMM yyyy"}, we write to confirm that we have sent the sum of { MERGEFIELD FW_CP_COST_FW_MTGRED1 } to you via Telegraphic Transfer to redeem our client's mortgage.

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Lender request final redemp stat

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\9c80f492-ddbf-4a1d-b8a9-b71bf615a548\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_MTG1AC }

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

{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_name }
{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_address }

Dear Sirs

Re: { MERGEFIELD "fssm_RC_Property" }
Account No: { MERGEFIELD FW_CP_ORGS_FW_MTG1AC }
Our Client: { MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }

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

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Lender request redemption

statement

{INCLUDETEXT
"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\39e89323-9444-4ac0-b9ed-6b3f9fe559cb\\header.doc"**}**

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

Your Ref: **{** MERGEFIELD FW_CP_ORGS_FW_MTG1AC **}**

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

{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_name **}**
{ MERGEFIELD FW_CP_ORGS_FW_MTGLEND1_address **}**

Dear Sirs

Re: { MERGEFIELD "fssm_RC_Property" }
Account No: { MERGEFIELD FW_CP_ORGS_FW_MTG1AC }
Our Client: { MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }

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

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Sol approving TR1

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\406f05d1-9d8a-45ba-bd9d-74a375d76ba3\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_REF }

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

{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: Your Client: { MERGEFIELD "fssm_RC_Property" } { MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }

Our Client: { MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Sol completion letter

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\b2555052-d608-42e5-88af-5c06dc01f39a\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_REF }

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

{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: { MERGEFIELD "fssm_RC_Property" }
Your Client: { MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }
Our Client: { MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }

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

1. Signed Transfer
2.

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

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

SoI exchange letter

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\d32fa559-a551-49aa-ae72-8b389385281c\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_REF }

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

{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: { MERGEFIELD "fssm_RC_Property" }
Your Client: { MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }
Our Client: { MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }

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

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Sol initial letter

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\67d6c565-50c5-4524-a08d-71e433084ff6\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_REF }

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

{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: Your Client: { MERGEFIELD "fssm_RC_Property" }
Our Client: { MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }
{ MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }

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

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

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

We advise that the Conveyancer handling this matter is { MERGEFIELD "CALCULATION_FEE_EARNER_DESCRIPTION" } and the supervising Partner is { MERGEFIELD "CALCULATION_EXECUTIVE_NAME" }. Please supply this information in relation to your Conveyancer, if not already supplied.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Sol replies to enqs.

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\4feb0bcc-a752-44f5-a69a-44126f84aeb2\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_REF }

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

{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: Your Client: { MERGEFIELD "fssm_RC_Property" } { MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }

Our Client: { MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }

Please find enclosed our client's replies to enquiries.

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

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

SoI send evidence of mtg

discharge

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\a49d73ca-6ec8-4317-abde-f604c7b0bc2d\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_REF }

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

{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: Your Client: { MERGEFIELD "fssm_RC_Property" } { MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }

Our Client: { MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }

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

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

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Sol sending contract pack

{INCLUDETEXT "C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\deff0d04-f0a0-42f9-bd75-5ef4c5314374\\header.doc"}

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

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_REF }

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

{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: { MERGEFIELD "fssm_RC_Property" }
Your Client: { MERGEFIELD "fssm_RC_VEND1NAME" }{ MERGEFIELD "fssm_RC_VEND2NAME" }{ MERGEFIELD "fssm_RC_VEND3NAME" }{ MERGEFIELD "fssm_RC_VEND4NAME" }
Our Client: { MERGEFIELD "fssm_RC_PURCH1NAME" }{ MERGEFIELD "fssm_RC_PURCH2NAME" }{ MERGEFIELD "fssm_RC_PURCH3NAME" }{ MERGEFIELD "fssm_RC_PURCH4NAME" }

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

1. Title Document for Title Number { MERGEFIELD FW_CP_PROPINFO_FW_TITLE1}{ MERGEFIELD FW_CP_PROPINFO_FW_TITLE2 \b", "}{ MERGEFIELD FW_CP_PROPINFO_FW_TITLE3 \b", "}
2. CPSE X
4. EPC

We look forward to receiving any enquiries you may have.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

TP1

HM Land Registry

Transfer of part of registered title(s)

TP1

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

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

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

Leave blank if not yet registered.	1 Title number(s) out of which the property is transferred:
When application for registration is made these title number(s) should be entered in panel 2 of Form AP1.	2 Other title number(s) against which matters contained in this transfer are to be registered or noted, if any:
Insert address, including postcode (if any), or other description of the property transferred. Any physical exclusions, such as mines and minerals, should be defined. Place 'X' in the appropriate box and complete the statement. For example 'edged red'. For example 'edged and numbered 1 in blue'. Any plan lodged must be signed by the transferor.	3 Property: The property is identified **{** FORMCHECKBOX **}** on the attached plan and shown: **{** FORMCHECKBOX **}** on the title plan(s) of the above titles and shown:
Remember to date this deed with the day of completion, but not before it has been signed and witnessed.	4 Date:
Give full name(s) of **all** of the persons transferring the property. Complete as appropriate where the transferor is a company.	5 Transferor: 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:
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.	6 Transferee for entry 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:

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.

7 Transferee's intended address(es) for service for entry in the register:

8 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 12.

9 Consideration

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

{ SET largenumber **{** MERGEFIELD FW_CP_PROPINFO_FW_PRICE **} }{** SET remainder **{** =MOD(largenumber, 1000000) **} }{** SET millions **{** =INT((**{** largenumber **}-{** remainder **}**)/1000000) **} }{** IF millions = 0 "" "**{** REF millions *Cardtext *UPPER *MERGEFORMAT **}** MILLION "**}{** IF remainder = 0 "" "**{** REF remainder *Cardtext *Upper *MERGEFORMAT **}**" **}** POUNDS

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

{ FORMCHECKBOX } Insert other receipt as appropriate:

Place 'X' in any box that applies.

Add any modifications.

10 The transferor transfers with

{ FORMCHECKBOX } full title guarantee

{ FORMCHECKBOX } limited title guarantee

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

11 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

Complete as necessary.

The registrar will enter a Form A restriction in the register *unless*:
- an 'X' is placed:
  - in the first box, or
  - in the third box and the details of the trust or of the trust instrument show that the transferees are to hold the property on trust for themselves alone as joint tenants, *or*
- it is clear from completion of a form JO lodged with this application that the transferees are to hold the property on trust for themselves alone as joint tenants.

Please refer to ***{*** *HYPERLINK "https://www.gov.uk/joint-property-ownership"* ***}*** and **{** HYPERLINK "https://www.gov.uk/government/publications/private-trusts-of-land" **}** for further guidance. These are both available on the GOV.UK website.

trust:

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

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

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

12 Additional provisions

Definitions

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

Rights granted for the benefit of the property

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

Rights reserved for the benefit of other land

Include words of covenant.

Restrictive covenants by the transferee

Include words of covenant.

Restrictive covenants by the transferor

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

Other

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

If there is more than one transferee and panel 11 has been completed, each transferee must also execute this transfer to comply with the requirements in section 53(1)(b) of the Law of Property Act 1925 relating to the declaration of a trust of land. Please refer to ***{*** *HYPERLINK "https://www.gov.uk/joint-property-ownership"* ***}*** and **{** HYPERLINK "https://www.gov.uk/government/publications/private-trusts-of-land" **}** for further guidance.

Examples of the correct form of execution are set out in **{** HYPERLINK "https://www.gov.uk/government/publications/execution-of-deeds" **}**. Execution as a deed usually means that a witness must also sign, and add their name and address.

Remember to date this deed in panel 4.

13 Execution

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

© Crown copyright (ref: LR/HO) 06/19

TR1

HM Land Registry

Transfer of whole of registered title(s)

TR1

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

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

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

Leave blank if not yet registered.	1 Title number(s) of the property: **{** MERGEFIELD FW_CP_PROPINFO_FW_TITLE1 **}{** MERGEFIELD FW_CP_PROPINFO_FW_TITLE2 \b", " **}{** MERGEFIELD FW_CP_PROPINFO_FW_TITLE3 \b " & "**}**
Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.	2 Property: **{** MERGEFIELD FW_CP_PROPINFO_FW_PROP1 \f ", " **}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP2 \f ", "**}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP3 \f ", "**}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP4 \f ", "**}{** MERGEFIELD FW_CP_PROPINFO_FW_POSTCODE **}**
Remember to date this deed with the day of completion, but not before it has been signed and witnessed.	3 Date:
Give full name(s) of **all** the persons transferring the property. Complete as appropriate where the transferor is a company.	4 Transferor: **{** MERGEFIELD LINKNAME_FORENAME_1 \f " "**}{** MERGEFIELD LINKNAME_SURNAME_1 **}{** IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" " and **{** MERGEFIELD LINKNAME_FORENAME_2 **} {** MERGEFIELD LINKNAME_SURNAME_2 **}**" "" **}** **{** MERGEFIELD FW_CP_OTHERSIDE_FW_OS1_FORENAME \f " "**} {** MERGEFIELD FW_CP_OTHERSIDE_FW_OS1_SURNAME **}{** IF **{** MERGEFIELD FW_CP_OTHERSIDE_FW_OS2_SURNAME **}**<> "" "and **{** MERGEFIELD FW_CP_OTHERSIDE_FW_OS1_FORENAME \f " "**}{** MERGEFIELD FW_CP_OTHERSIDE_FW_OS2_SURNAME **}**" "" **}** <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: <u>For overseas companies</u> (a) Territory of incorporation: (b) Registered number in the United Kingdom including any prefix:
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	5 Transferee for entry in the register: **{** MERGEFIELD FW_CP_OTHERSIDE_FW_COMP1 **}{** MERGEFIELD FW_CP_OTHERSIDE_FW_OS1_FORENAME **}{** MERGEFIELD FW_CP_OTHERSIDE_FW_OS1_SURNAME **}{** MERGEFIELD FW_CP_OTHERSIDE_FW_OS2_FORENAME **}{** MERGEFIELD FW_CP_OTHERSIDE_FW_OS2_SURNAME **}** <u>For UK incorporated companies/LLPs</u>

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.

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

<u>For overseas companies</u>
(a) Territory of incorporation:

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

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.

6 Transferee's intended address(es) for service for entry in the register:
{ MERGEFIELD FW_CP_PROPINFO_FW_PROP1 \f '', '' **}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP2 \f '', ''**}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP3 \f '', ''**}{** MERGEFIELD FW_CP_PROPINFO_FW_PROP4 \f '', ''**}{** MERGEFIELD FW_CP_PROPINFO_FW_POSTCODE **}**

7 The transferor transfers the property to the transferee

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.

8 Consideration

{ FORMCHECKBOX } The transferor has received from the transferee for the property the following sum (in words and figures):
{ MERGEFIELD FW_CP_PROPINFO_FW_PRICE \# £#,##.00**}**

{ SET largenumber **{** MERGEFIELD FW_CP_PROPINFO_FW_PRICE **} }{** SET remainder **{** =MOD(largenumber, 1000000) **} }{** SET millions **{** =INT((**{** largenumber **}-{** remainder **})**/1000000) **} }{** IF millions = 0 "" ''**{** REF millions *Cardtext *UPPER *MERGEFORMAT **}** MILLION ''**}{** IF remainder = 0 "" ''**{** REF remainder *Cardtext *Upper *MERGEFORMAT **}**'' **}** POUNDS

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

{ FORMCHECKBOX } Insert other receipt as appropriate:

Place 'X' in any box that applies.

Add any modifications.

9 The transferor transfers with

{ FORMCHECKBOX } full title guarantee

{ FORMCHECKBOX } limited title guarantee

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

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

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

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

Complete as necessary.

The registrar will enter a Form A restriction in the register *unless*:
- an 'X' is placed:
  - in the first box, or
  - in the third box and the details of the trust or of the trust instrument show that the transferees are to hold the property on trust for themselves alone as joint tenants, *or*
- it is clear from completion of a form JO lodged with this application that the transferees are to hold the property on trust for themselves alone as joint tenants.

Please refer to ***{*** *HYPERLINK "https://www.gov.uk/joint-property-ownership"* ***}*** and **{** HYPERLINK "https://www.gov.uk/government/publications/private-trusts-of-land" **}** for further guidance. These are both available on the GOV.UK website.

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

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

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"* ***}*** and **{** HYPERLINK "https://www.gov.uk/government/publications/private-trusts-of-land" **}** for further guidance.

Examples of the correct form of execution are set out in **{** HYPERLINK "https://www.gov.uk/government/publications/execution-of-deeds" **}**. Execution as a deed usually means that a witness must also sign, and add their name and address.

Remember to date this deed in panel 3.

12 Execution

IN WITNESS of which this document has been duly executed as a deed and delivered on the date stated at the beginning of this document.

Executed as a deed by
{ MERGEFIELD FW_CP_OTHERSIDE_FW_COMP1 **}**

……

in the presence of:

Signature of witness ……

Name (in BLOCK CAPITALS) ……

Address ……
{ IF **{** MERGEFIELD FW_CP_OTHERSIDE_FW_OS2_SURNAME **}**<> "" "

Executed as a deed by
{ MERGEFIELD FW_CP_OTHERSIDE_FW_OS2_FORENAME **} {** MERGEFIELD FW_CP_OTHERSIDE_FW_OS2_SURNAME **}**

……

in the presence of:

Signature of witness ……

Name (in BLOCK CAPITALS) ……

Address ……

" "" **}**

Executed as a deed by
{ MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

……

in the presence of:

Signature of witness ……

Name (in BLOCK CAPITALS) ……

Address ……

{ IF **{** MERGEFIELD LINKNAME_SURNAME_2 **}**<> "" "
Executed as a deed by
{ MERGEFIELD LINKNAME_FORENAME_2 **} {** MERGEFIELD LINKNAME_SURNAME_2 **}**

……

in the presence of:

Signature of witness ……

Name (in BLOCK CAPITALS) ……

Address ……
" "" **}**

WARNING
If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

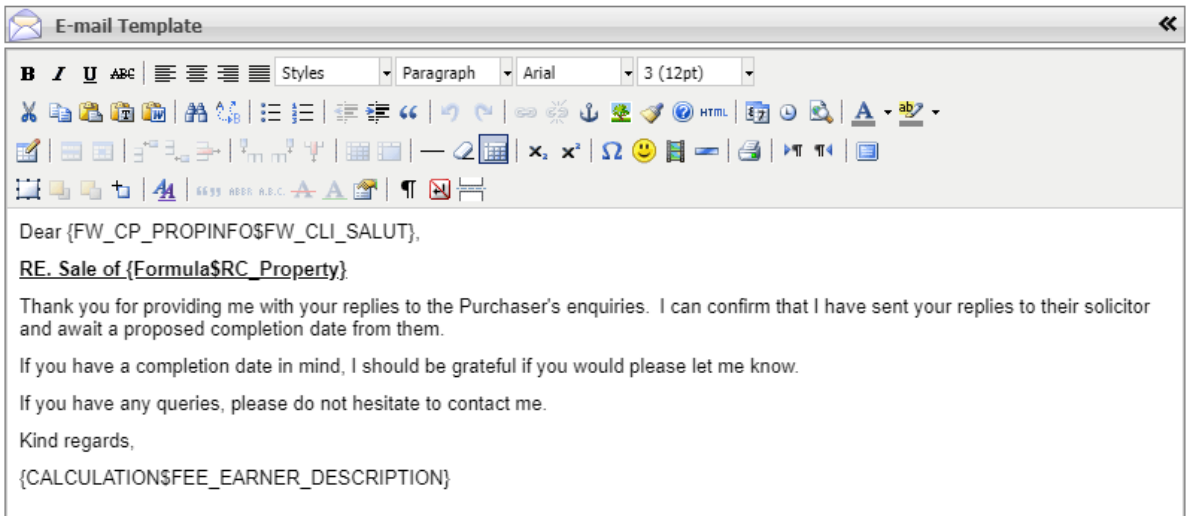
© Crown copyright (ref: LR/HO) 06/19

Client confirm replies to enqs.

sent to Buyer

Subject {Formula$RC_Property}

MESSAGE BODY

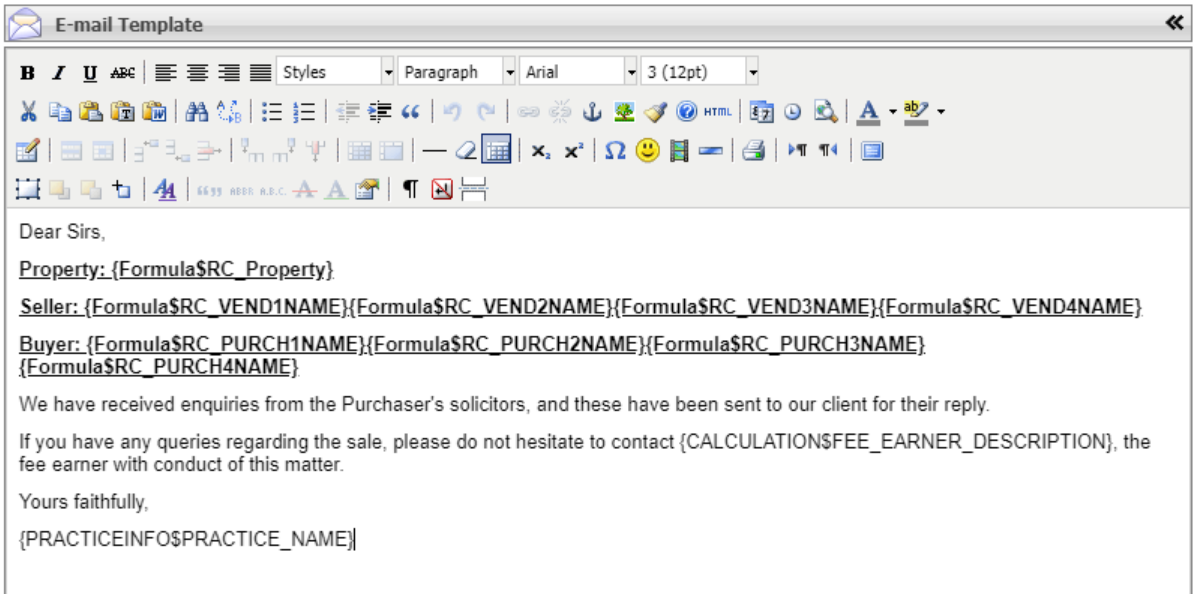


Estate Agent Enqs. received, sent

to client

Subject {Formula$RC_Property}

MESSAGE BODY

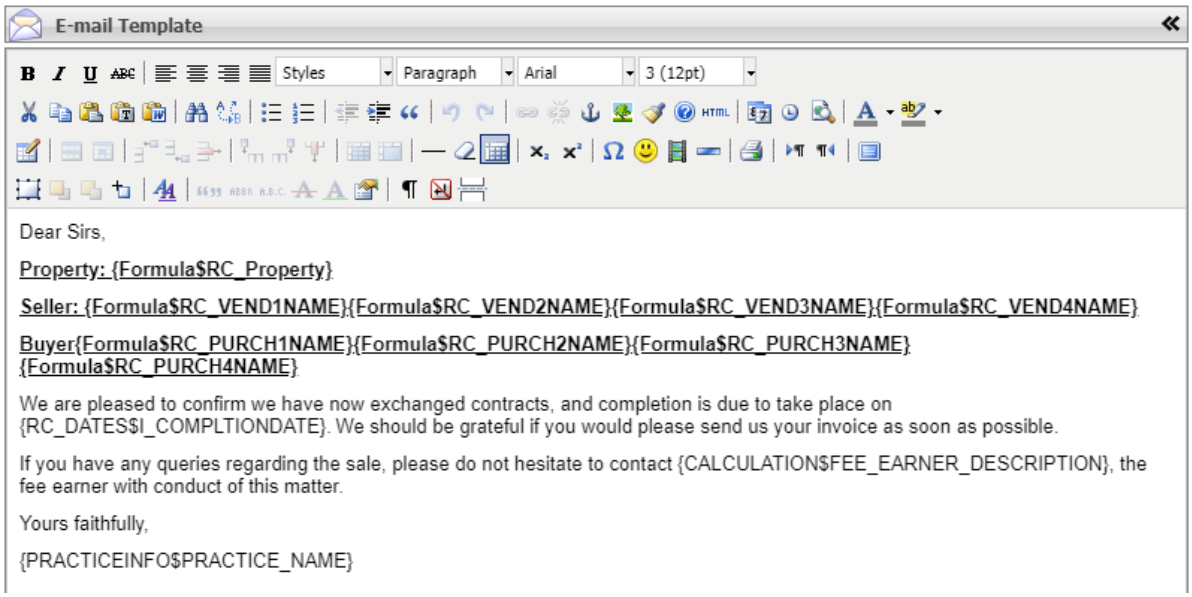


Estate agent confirm exchange

request invoice

Subject {Formula$RC_Property}

MESSAGE BODY

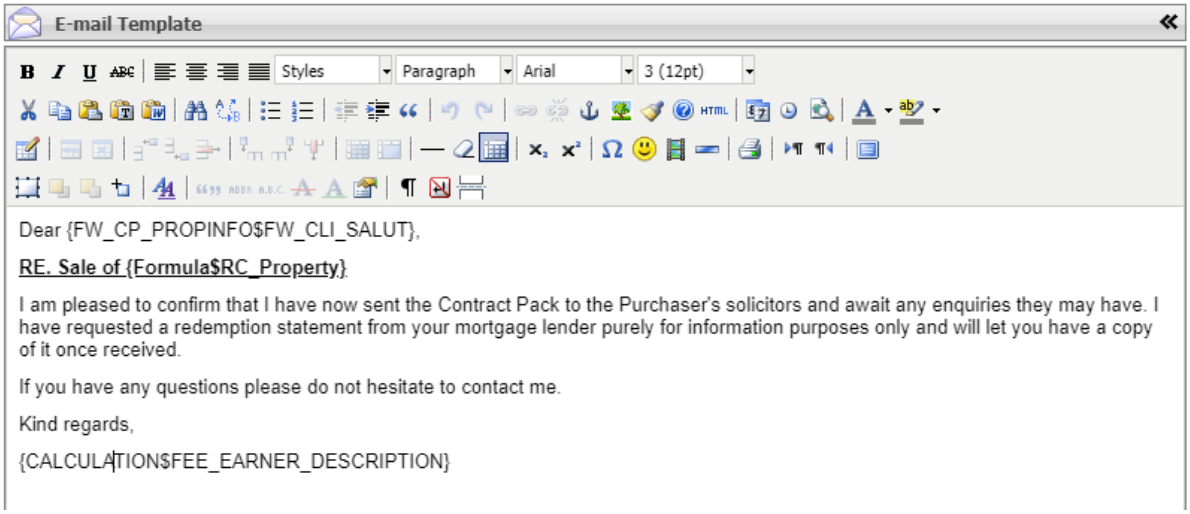


Client confirm contract pack sent

to buyer

Subject {Formula$RC_Property}

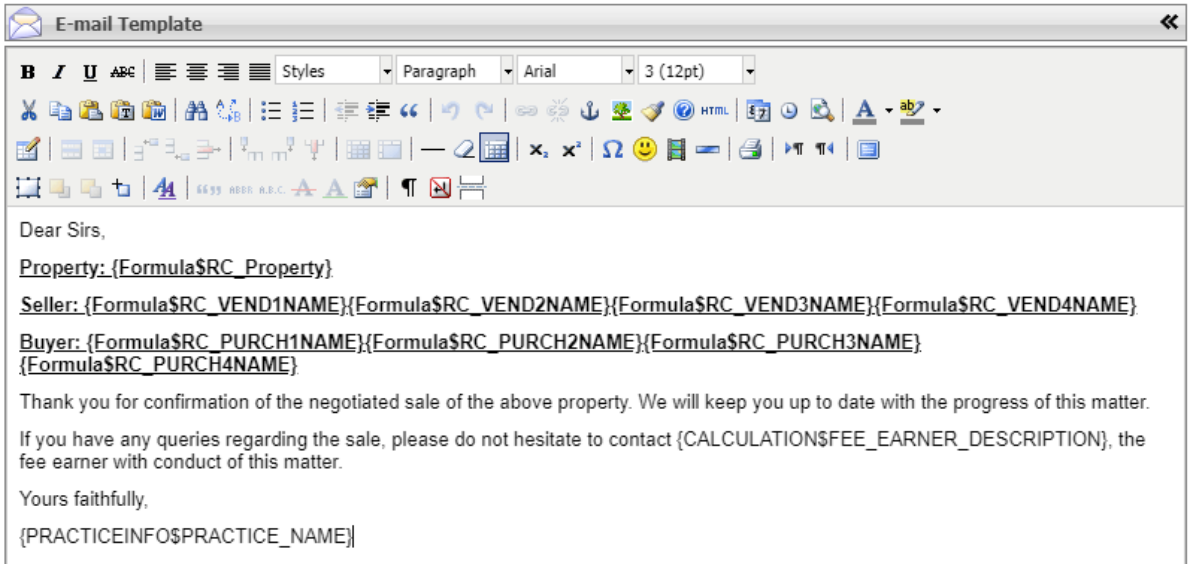
MESSAGE BODY



Initial email to Estate Agent

Subject {Formula$RC_Property}

MESSAGE BODY



Estate Agent contract pack sent to

buyer

Subject {Formula$RC_Property}

MESSAGE BODY

