Improving your law firm

The Legal Shop Conveyancing module

– For Tikit Users –

An overview

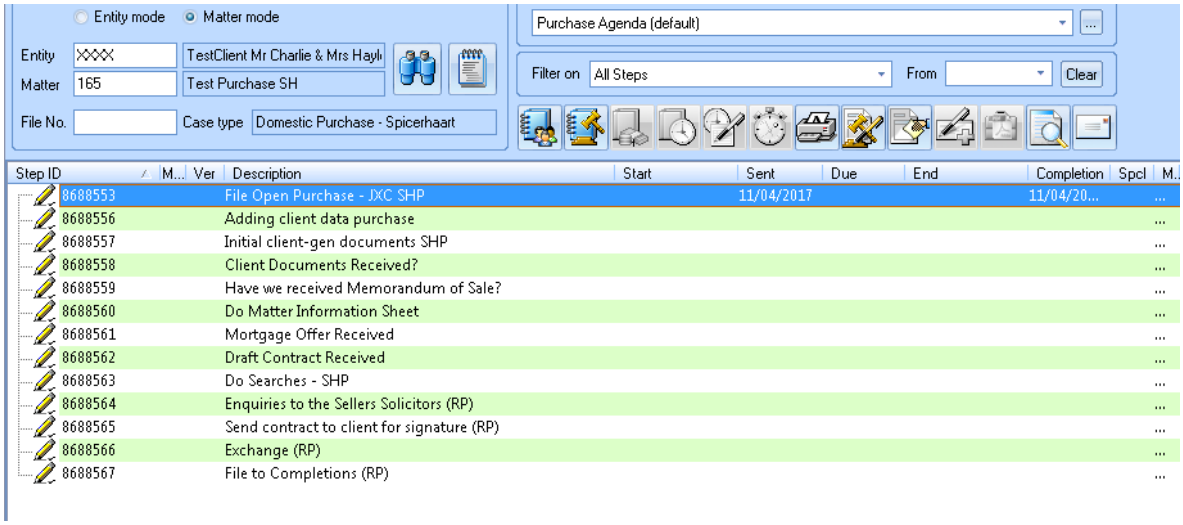
Purchase - The steps

We reorganise a law firm's existing Tikit case management system, to make the system provide greater working efficiencies and improve profitability in their conveyancing department.

Our solution

We design a bespoke 'menu' of actions which guide the user to undertake different areas within the conveyancing transaction at any specific time.

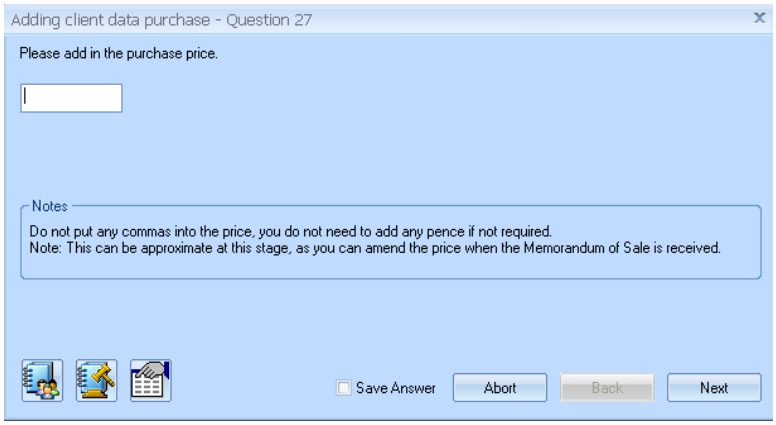
Steps are actioned in order following the following lines:



The user then processes a step and generates the following:

- **Adding client data purchase**

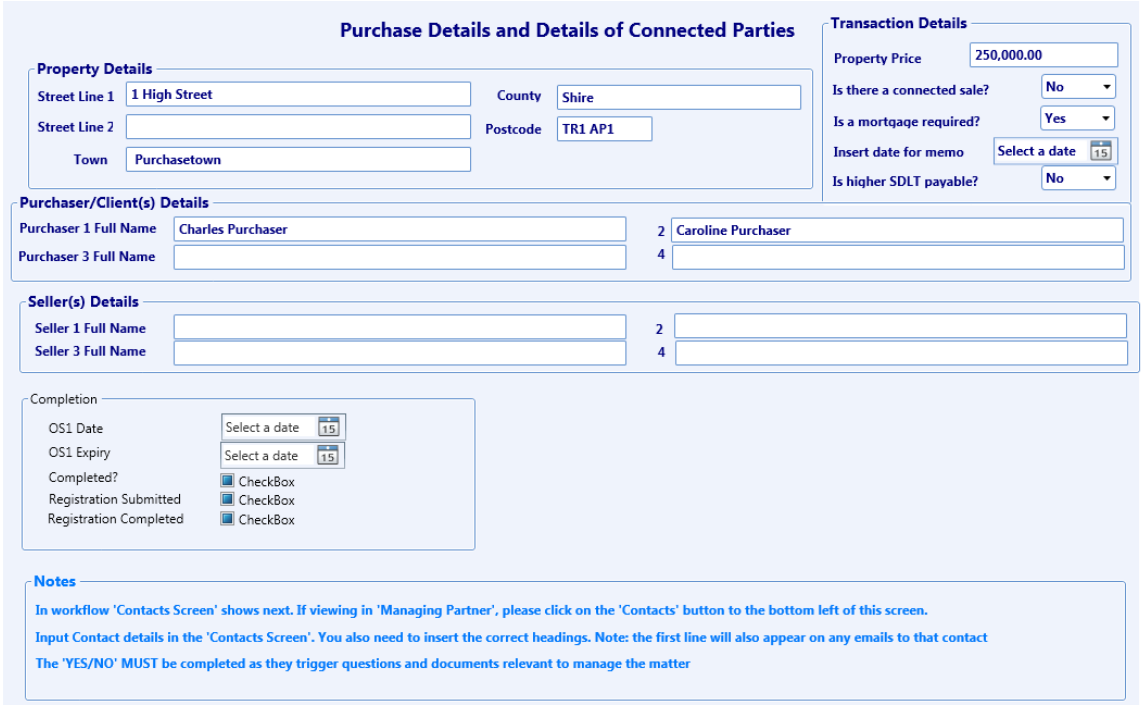
Add in the purchase price:



There are then a series of questions confirming the following:

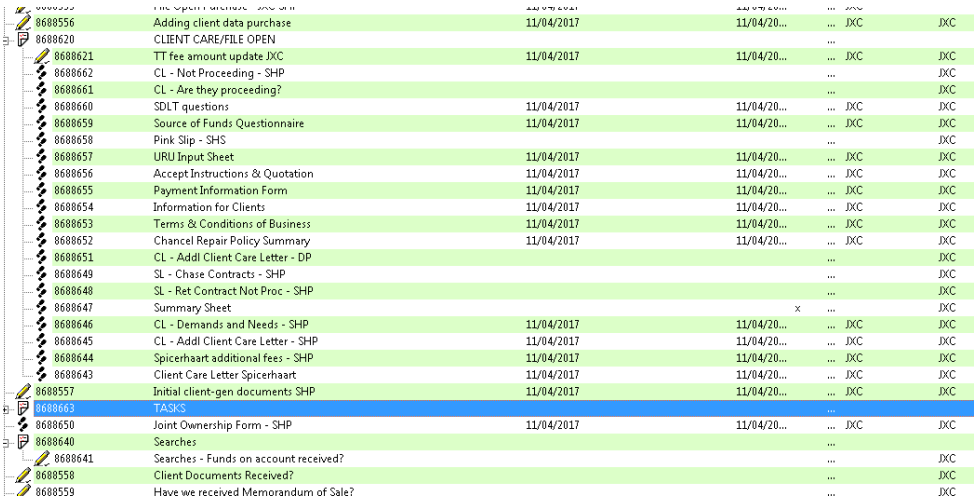
- Confirm whether the property is a house or a flat (for the purposes of determining leasehold or freehold, which can be changed to reflect the tenure later in the process)
- Confirm whether the property is registered, unregistered, or unknown
- The user then gets taken to the 'contacts' screen to include the relevant contacts within the matter
- The user inputs the purchase address

The 'Purchase Parties Screen' is then automatically populated and can be seen from the managing partner view as follows:



- **Initial client-gen documents**

In processing that step the following documents are generated:



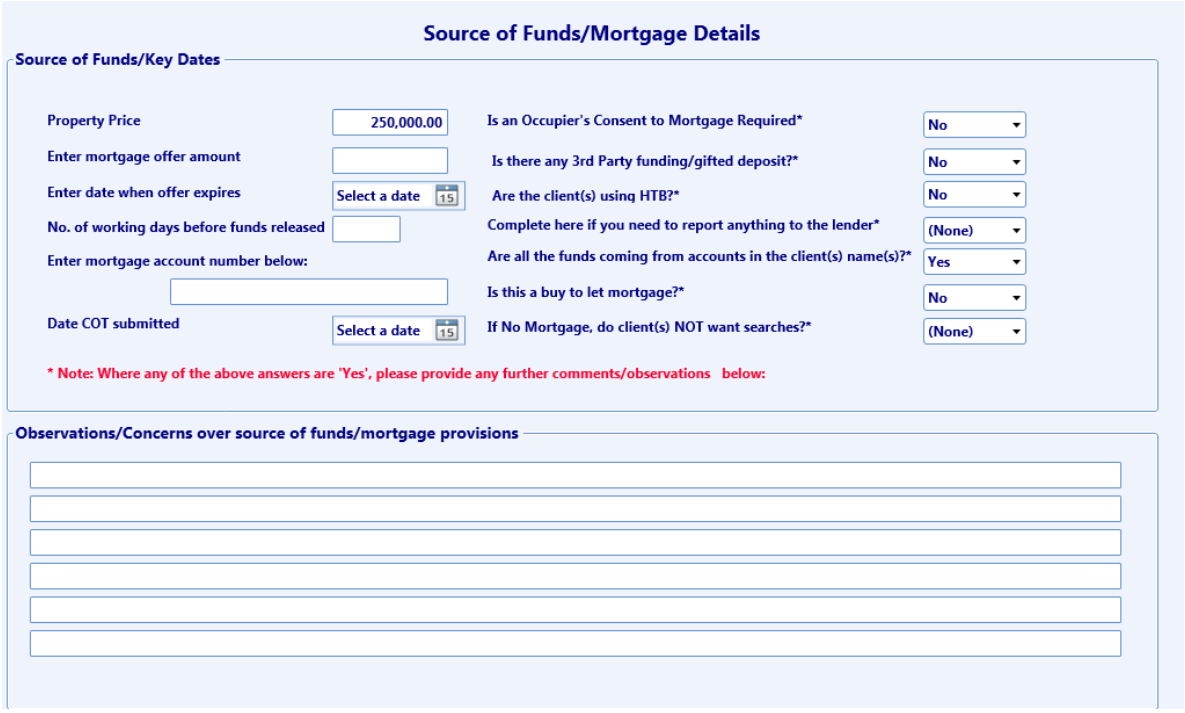
The documents including the forms are all generated automatically, printed out if required, then 'filed' within the folder titled 'Client Care/File Open'. The folder is then 'compressed' to hide the documents, as they can then be reviewed if required within the folder.

Feature: Update SDLT and LR fee – 'Maths' Wizard for auto calculating such costs, with inclusion onto screens and completion statements

Feature: Built in 'checker' to see whether the property is leasehold and if so insert leasehold documents to include 'Excel Leasehold Apportionment' wizard calculator

- **Client Documents Received?**

On processing this step the user is taken to the screen 'Source of Funds/Mortgage Screen, as below:



The screen asks the user to check various points from a compliance perspective. If, say, the 3rd Party funding/gifted deposit is set to 'yes', then this will generate additional documents for sending out to the client(s) to clarify the position and possibly advise the user to raise issues with the lender, if there is a mortgage.

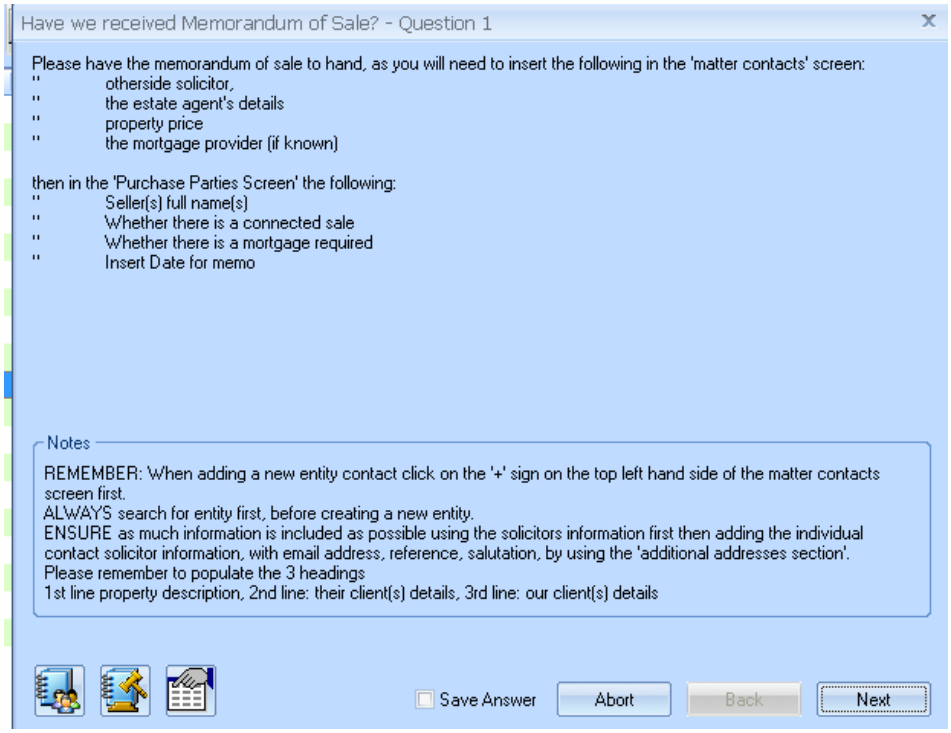
Any concerns and observations can also be recorded on this screen for other users to review.

The user is asked to specifically confirm the following:

- Whether there is any third party funding
- If there is no mortgage, do the client NOT want searches undertaken – this generates a search disclaimer for the law firm.

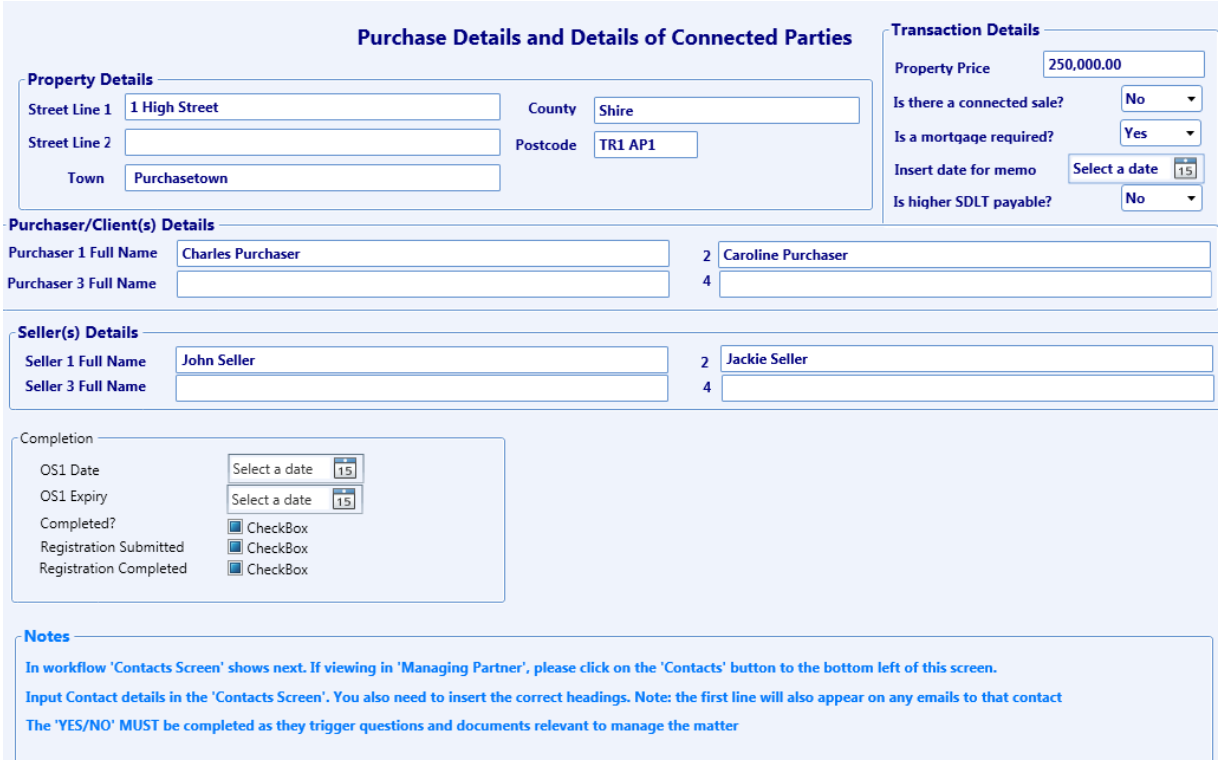
- **Have we received Memorandum of Sale?**

In processing this step the following screen appears, which advises the user what they need to do next and the information they will be required to enter into the system:

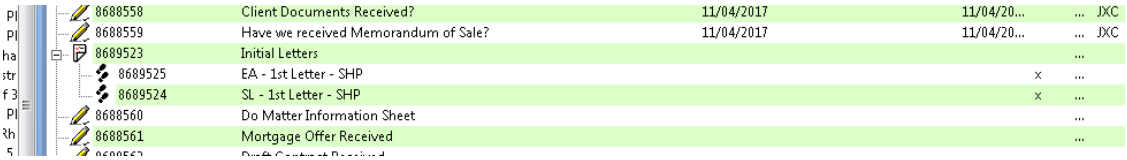


The user is then taken to the Contacts screen where the contacts for the matter are loaded into the system in the normal way.

From there, the user is taken to the ‘Purchase Parties Screen’:

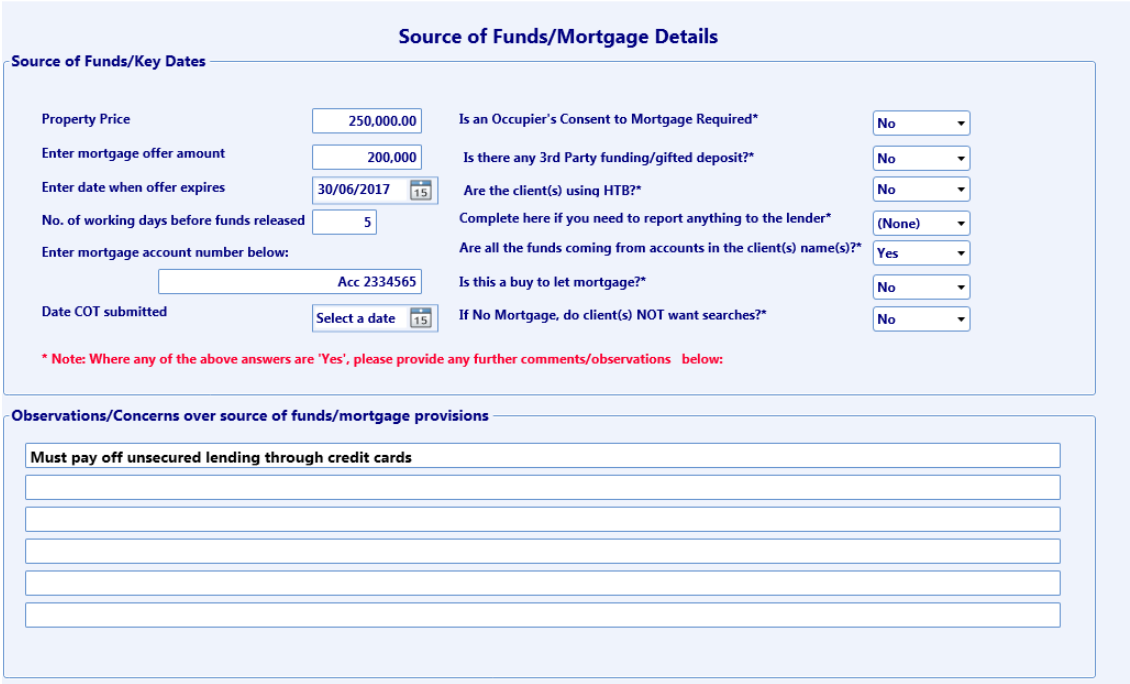


You can see the following letter generated under the folder ‘Initial Letters’:



- **Mortgage Offer Received**

On processing this step the user is taken to the ‘Source of Funds/Mortgage Screen’:

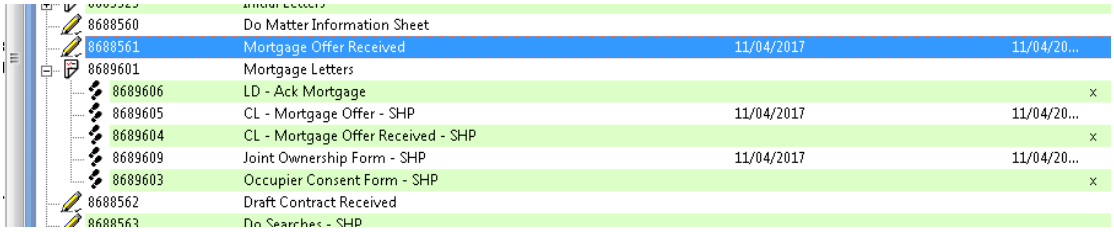


Within the screen the user can record key features from the mortgage offer. Points like the expiry date are then checked when it comes to exchanging contracts and also whether there are enough working days between exchange and completion to request funds.

There is a section for any special observations and requirements for populating into the mortgage offer report letter.

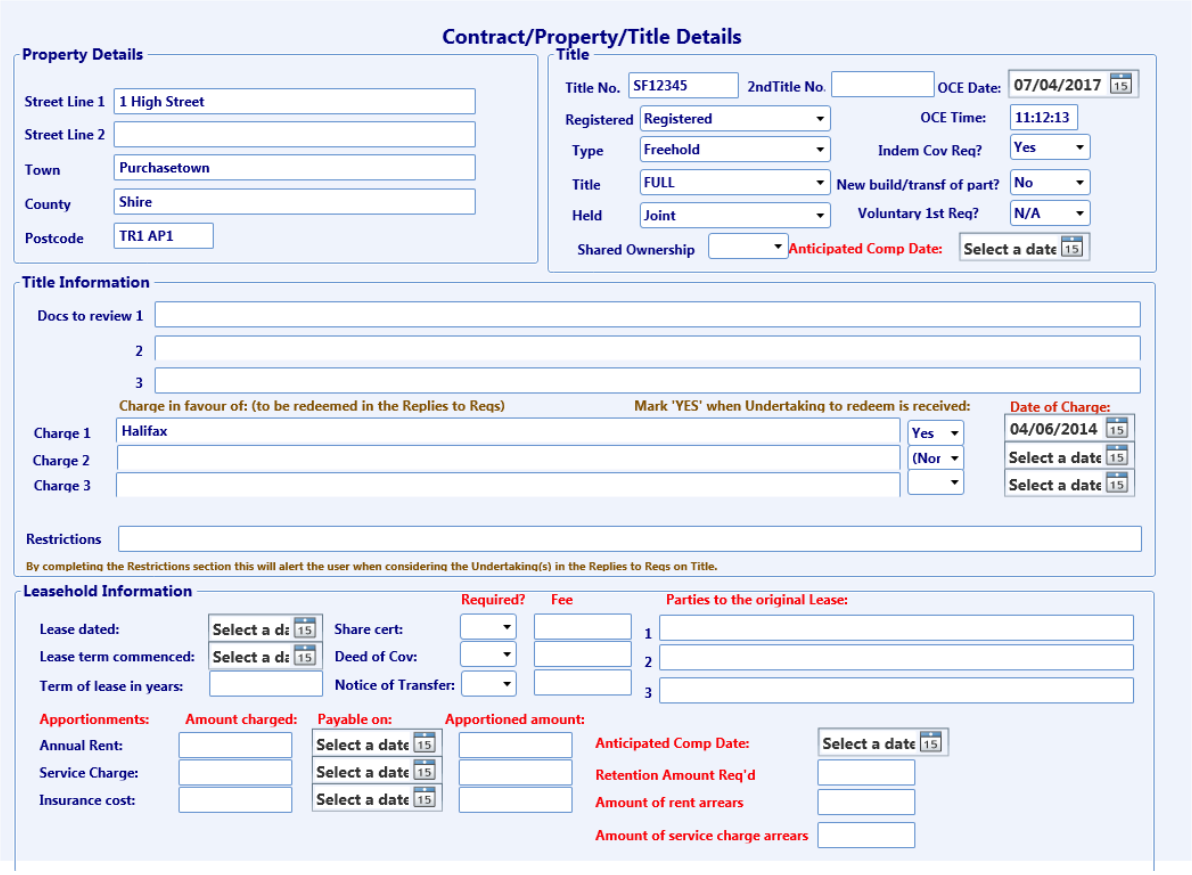
The system asks whether an occupier's consent is required, which will pre-load the required letter.

The following letters are then generated and filed within the folder 'Mortgage Letters':



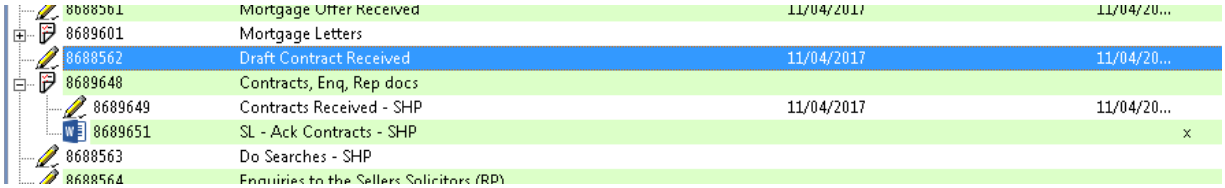
- **Draft Contract received**

The user is asked to have the contract pack 'to hand' and whether the client(s) want to delay the matter pending any results of a survey. They need to confirm that all of the contract documentation has been received, if not a chaser letter for the balance will be generated. will be taken to the following screen:



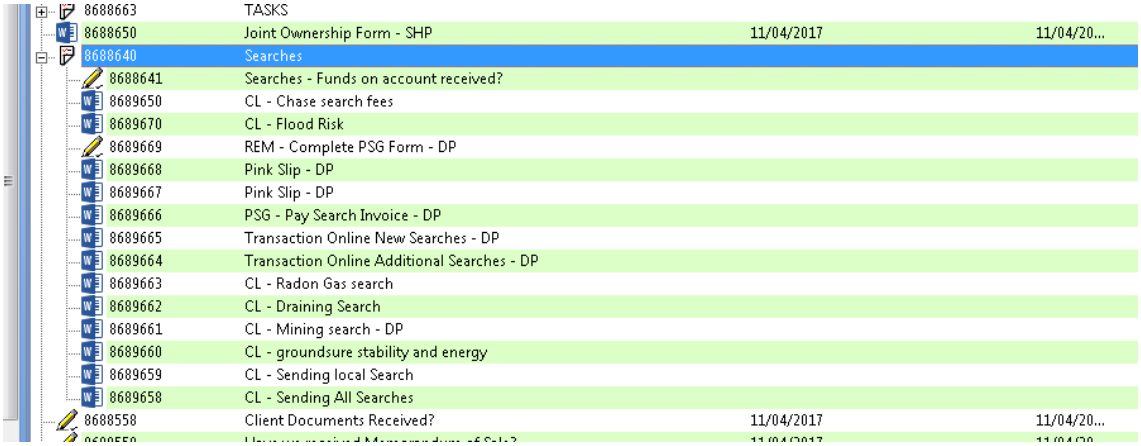
You can see in the top right of the screen that the details from the OCE are then inputted into the system. There is provision for a charge and whether that charge will be redeemed on completion, together with the date of the charge. Each of these actions will allow for different related actions to be created when drafting documents like the TR1, AP1 and TA13.

The following documents are produced, under the folder 'Contracts, Enq, Rep docs':



- **Do searches - SHP**

The user processes this step and the system checks to see if the search funds on account have been received. Then the following documents are generated:

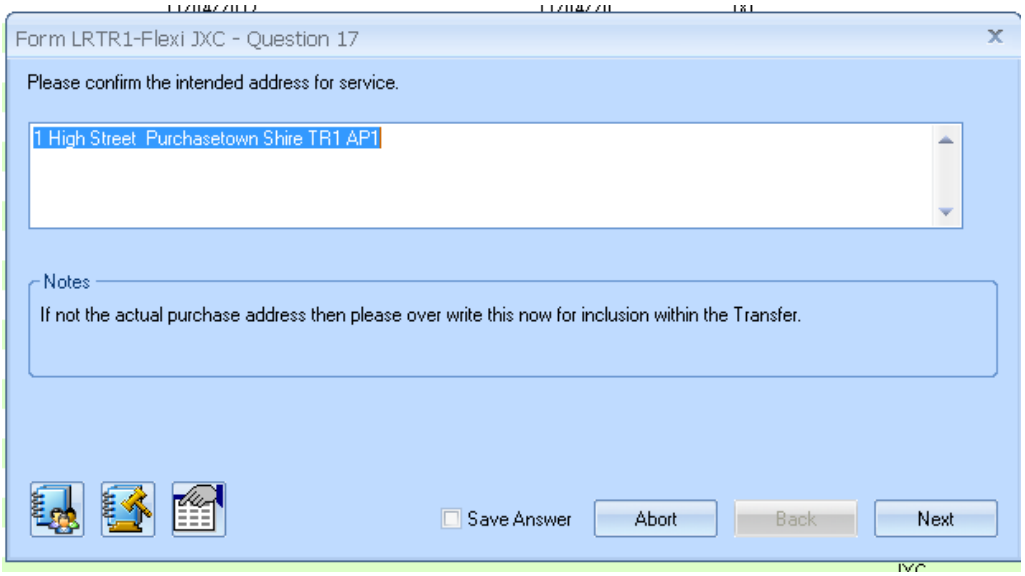


8688663	TASKS		
8688650	Joint Ownership Form - SHP	11/04/2017	11/04/20...
8688640	Searches		
8688641	Searches - Funds on account received?		
8689650	CL - Chase search fees		
8689670	CL - Flood Risk		
8689669	REM - Complete PSG Form - DP		
8689668	Pink Slip - DP		
8689667	Pink Slip - DP		
8689666	PSG - Pay Search Invoice - DP		
8689665	Transaction Online New Searches - DP		
8689664	Transaction Online Additional Searches - DP		
8689663	CL - Radon Gas search		
8689662	CL - Draining Search		
8689661	CL - Mining search - DP		
8689660	CL - groundsure stability and energy		
8689659	CL - Sending local Search		
8689658	CL - Sending All Searches		
8688558	Client Documents Received?	11/04/2017	11/04/20...

- **Enquiries to the Sellers Solicitors (RP)**

On processing this step the user is asked whether any indemnity insurance may be required, if yes then additional documents would be generated at this stage. The user is then asked if the Transfer and TA13 need to be generated now.

The user is asked about completing the TR1:



And can re-set the information now if required. The user is asked jhow the client(s) will be holding the property.

The TR1:

The Legal Shop
Improving your law firm

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.

Leave blank if not yet registered.

1 Title number(s) of the property:

SF12345

Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.

2 Property:

1 High Street
Purchasetown
Shire
TR1 AP1

3 Date:

Give full name(s) of **all** the persons transferring the property.

Complete as appropriate where the transferor is a company.

4 Transferor:

John Seller
Jackie Seller

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 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.

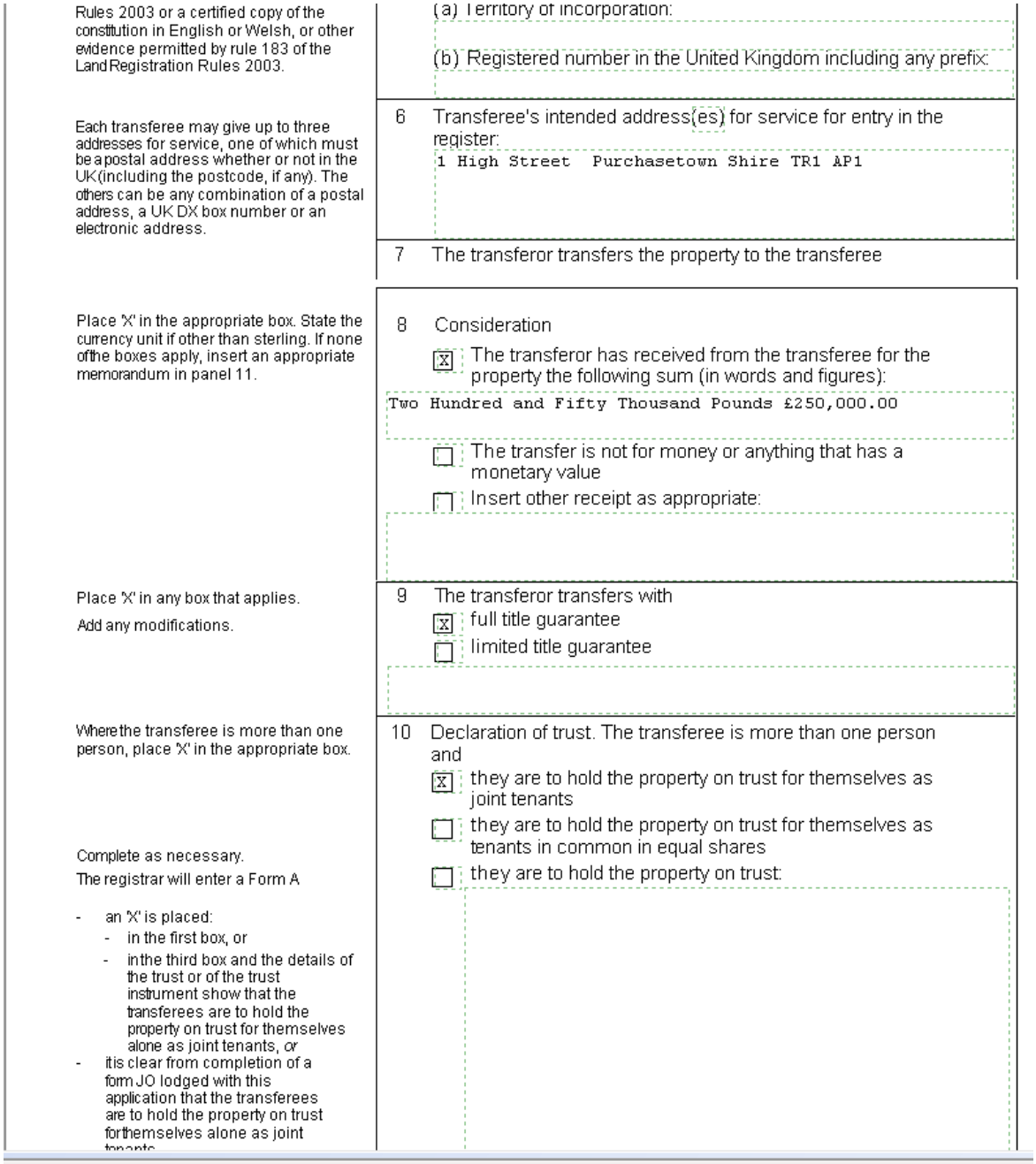
5 Transferee for entry in the register:

Charles Purchaser
Caroline Purchaser

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:



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.

(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:

1 High Street Purchasetown Shire TR1 AP1

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

[X] The transferor has received from the transferee for the property the following sum (in words and figures):

Two Hundred and Fifty Thousand Pounds £250,000.00

[ ] The transfer is not for money or anything that has a monetary value

[ ] Insert other receipt as appropriate:

Place 'X' in any box that applies.

Add any modifications.

9 The transferor transfers with

[X] full title guarantee

[ ] 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

[X] they are to hold the property on trust for themselves as joint tenants

[ ] they are to hold the property on trust for themselves as tenants in common in equal shares

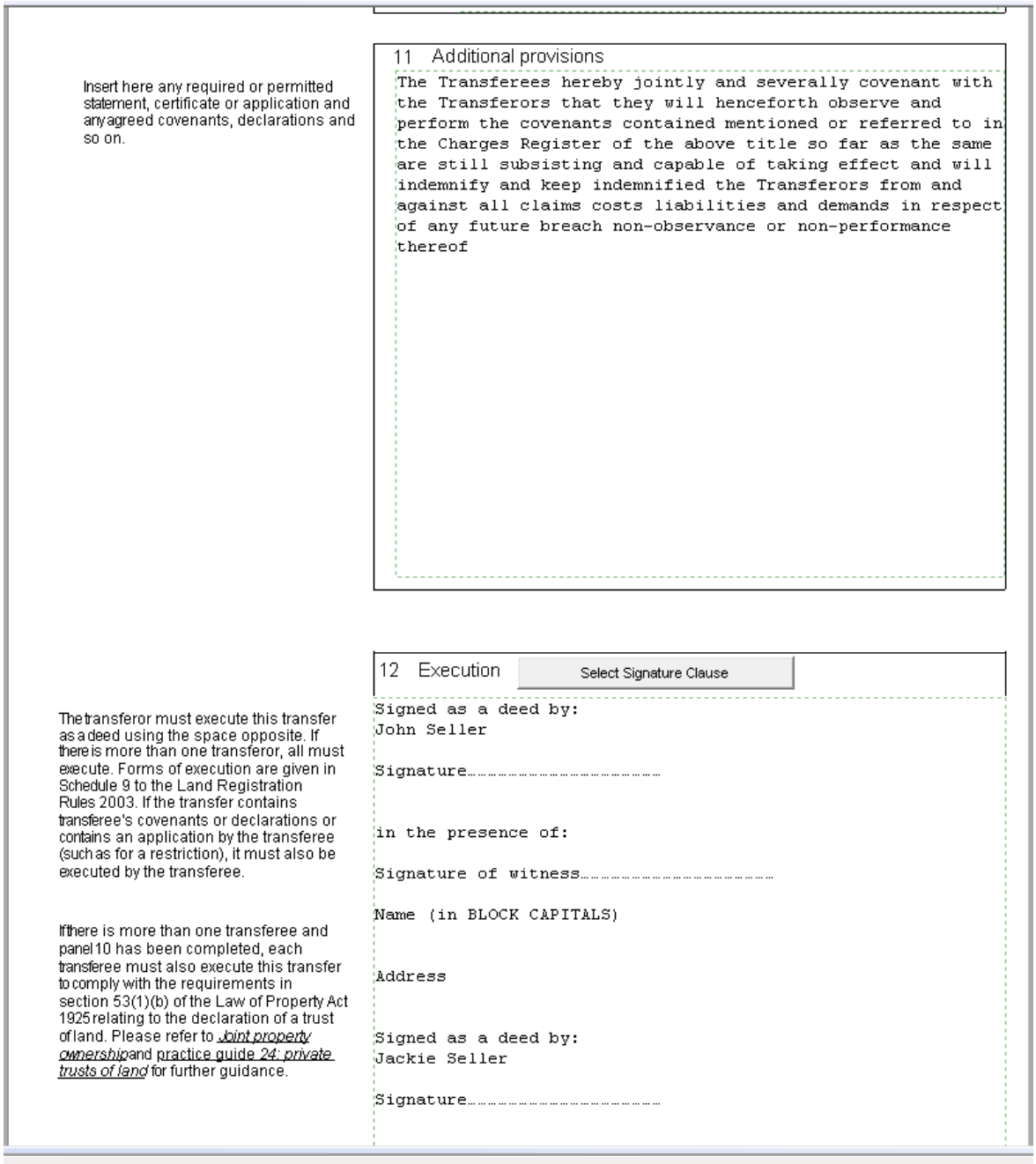
[ ] they are to hold the property on trust:

Complete as necessary.

The registrar will enter a Form A

- 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

You will see from the above that the amount is shown in words as well as numbers, the joint tenants is crossed, with a full title guarantee. The intended address for service is also completed.



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

11 Additional provisions

The Transferees hereby jointly and severally covenant with the Transferors that they will henceforth observe and perform the covenants contained mentioned or referred to in the Charges Register of the above title so far as the same are still subsisting and capable of taking effect and will indemnify and keep indemnified the Transferors from and against all claims costs liabilities and demands in respect of any future breach non-observance or non-performance thereof

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 *Joint property ownership* and practice guide 24: private trusts of land for further guidance.

12 Execution Select Signature Clause

Signed as a deed by:
John Seller

Signature……

in the presence of:

Signature of witness……

Name (in BLOCK CAPITALS)

Address

Signed as a deed by:
Jackie Seller

Signature……

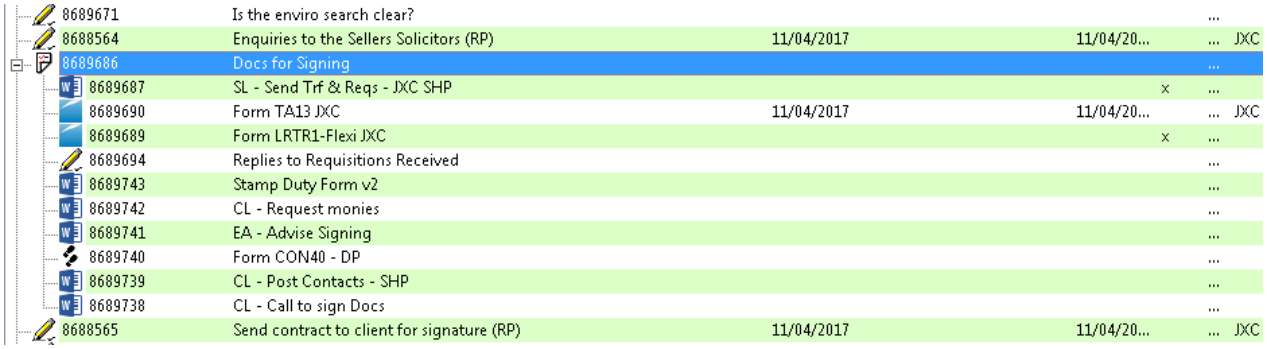
The indemnity covenant is automatically populated, due to the need for this identified earlier. The signature provisions all populate automatically according to the number of purchasers and sellers.

The TA13 is also completed and printed off in duplicate, ready for inclusion with the letter to the solicitors.

- **Send contract to client for signature (RP)**

On processing this step, the user is asked whether a letter is required to chase the solicitors for the replies to any additional enquiries.

The following documents are then generated and filed within the folder 'Docs for Signing':



8689671	Is the enviro search clear?			...	
8688564	Enquiries to the Sellers Solicitors (RP)	11/04/2017	11/04/20...	...	JXC
8689686	Docs for Signing			...	
8689687	SL - Send Trf & Reqs - JXC SHP		x	...	
8689690	Form TA13 JXC	11/04/2017	11/04/20...	...	JXC
8689689	Form LRTR1-Flexi JXC		x	...	
8689694	Replies to Requisitions Received			...	
8689743	Stamp Duty Form v2			...	
8689742	CL - Request monies			...	
8689741	EA - Advise Signing			...	
8689740	Form CON40 - DP			...	
8689739	CL - Post Contacts - SHP			...	
8689738	CL - Call to sign Docs			...	
8688565	Send contract to client for signature (RP)	11/04/2017	11/04/20...	...	JXC

- **Do Report Letters to client**

On processing this step, the user is informed that the property is freehold and then prompted to ask which report they want to generate. This report letter can be further modified to reflect specifics of the property found within the title and recorded on the previous 'Contract' screen. In this way the report can be built up with specified paragraphs being brought into the letter according to the property title.

The letter is then stored within the folder 'Contracts, Enq, Rep docs'.

- **Exchange**

The systems checks through to see, amongst other things, whether there is a mortgage to request funds and whether there is sufficient time between exchange and completion to request the funds.

The user is then invited to exchange contracts now and is walked through a series of questions.

- Enter the name of the person effecting exchange for the purchaser/client
- Enter the name of the person effecting exchange for the seller
- Insert the completion date
- Are there any allowances?
  If yes, then the amount is logged and the reason for this asked.
- The user then inserts the deposit amount and is asked if this is held to order
  If no, the pink slip is generated for use later for when the deposit comes in.
- Check the exchange date, which is pre-set for today
- Insert the time
- The user has a further opportunity to generate the Transfer and TA13, if this has not already been done.

The memorandum of exchange is generated within the letter to the solicitors, as shown below:

13 April 2017

Dear Sirs

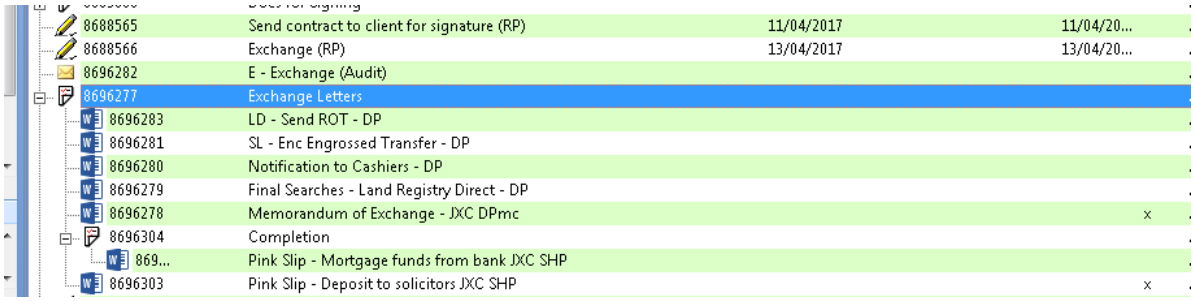
Your clients: Mr & Mrs Sellers
Our clients: Mr & Mrs Purchasers

Please see the Memorandum of Exchange below:

Property:	Test Purchase SH
Price:	£250000.00
Vendor:	John Seller Jackie Seller
Person effecting Exchange for Seller:	Seller's Solicitors
Purchaser:	Charles Purchaser Caroline Purchaser
Person effecting Exchange for Purchaser:	Anne Dalby
Deposit:	£25000.00
Completion Date:	14 April 2017
Allowances (if any)	1000.00 Less allowance for indemnity insurance
Date of Exchange:	13 April 2017
Time of Exchange:	14:45
Contracts have been Exchanged in accordance with Law Society Formula:	B

The memorandum of exchange is populated incorporating the information above recording the deposit as being due and any allowance, as shown above.

The following documents are generated and filed within the folder 'Exchange Letters'. Please note the pink slip for the deposit.

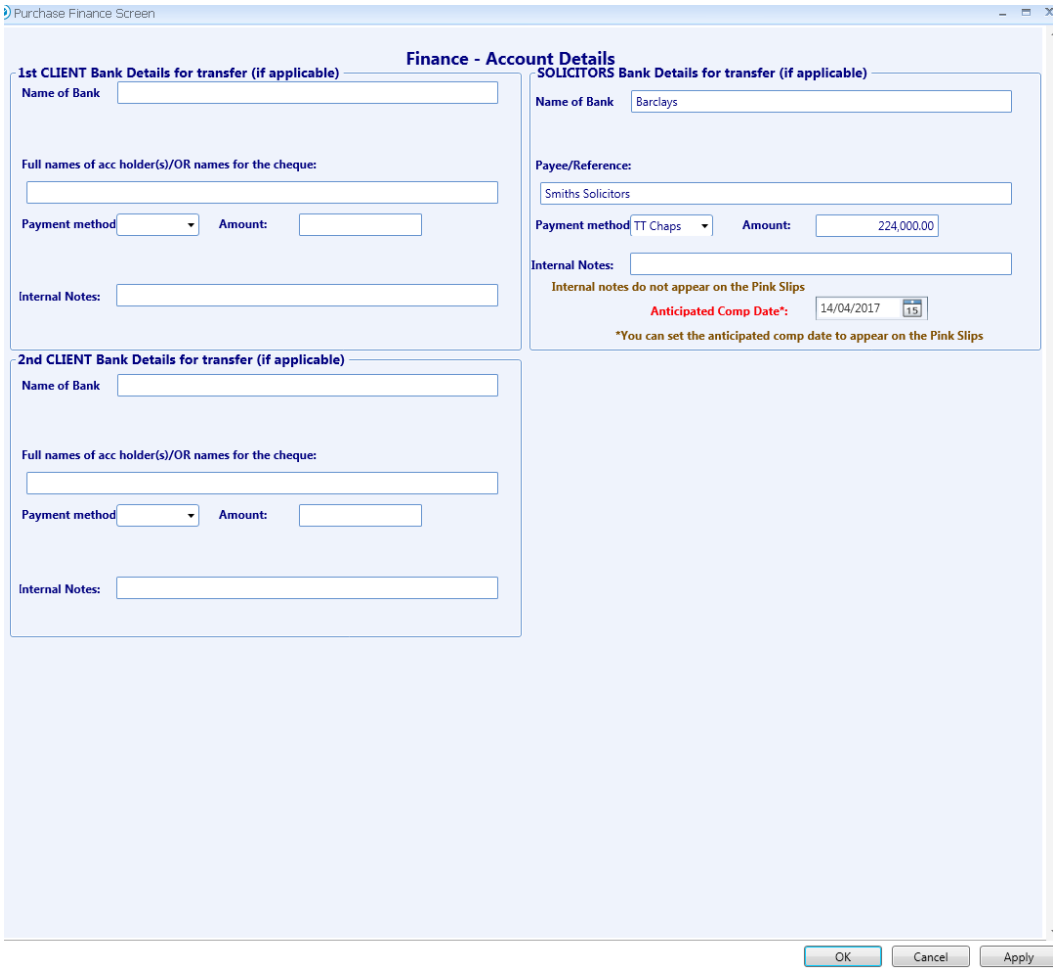


- **File to go to Completions**

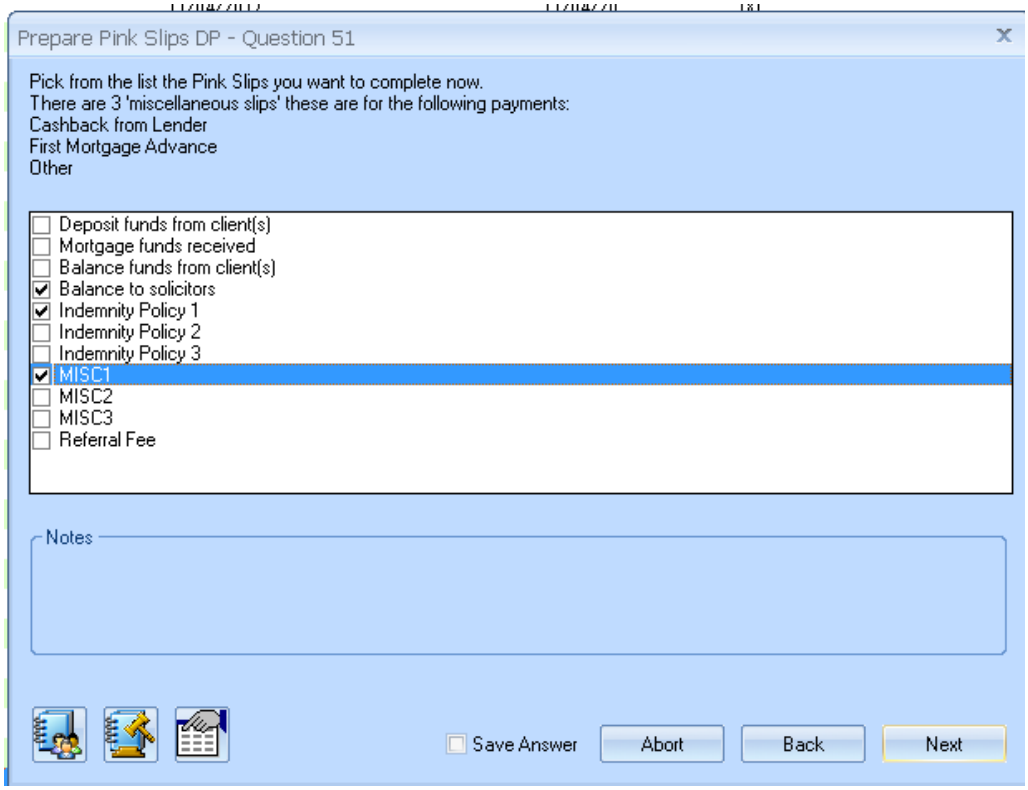
On processing the above, the user then has the option to generate the letter to the client for informing them that the matter is now being dealt with in the completions department and then the following three actions are available:

- Prepare Pink Slips

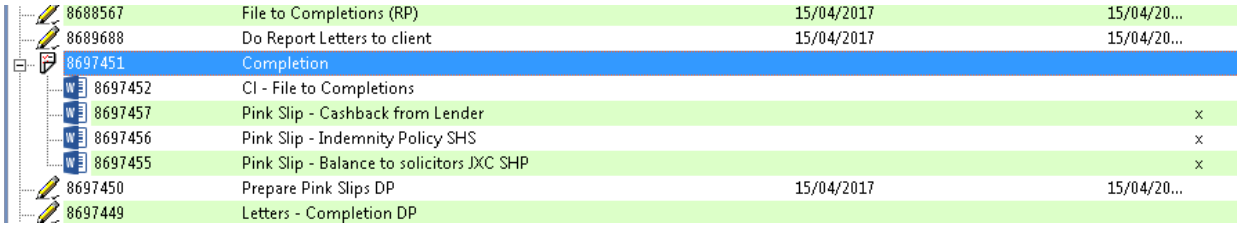
On executing this step the user is taken to the following screen:



The user can fill in the required fields where they want pink slips to be generated. The user is then asked which pink slips they want to generate from the following screen:

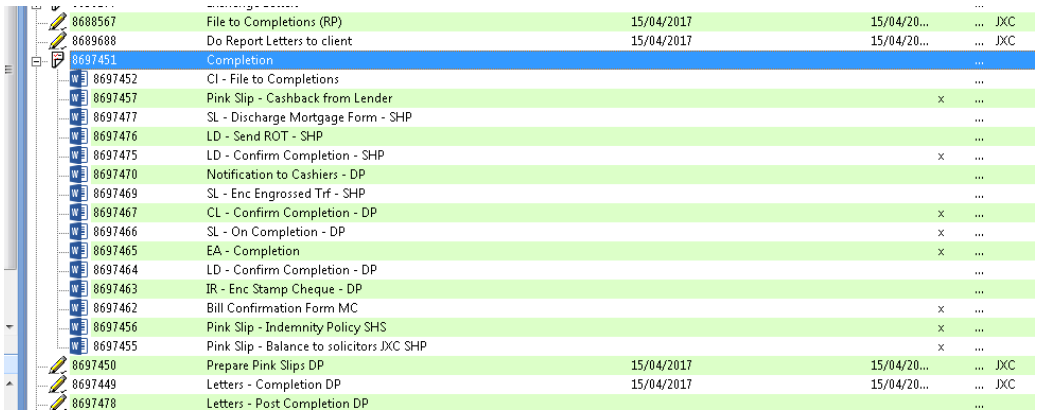


The pink slips are generated as shown below, all these documents are pre-loaded with no user interface required. The miscellaneous1 fee is now showing as Pink Slip – Cashback from Lender, as this was the description used for the misc1 pink slip.



- Letters – Completion DP

The following are auto-generated:



- **Do Completion Statement (RP)**

On processing this step, the system checks to see whether a specific financial statement applies according to the referrer type. In addition the system checks whether the property is a freehold or leasehold.

The user is then taken to a custom designed screen where support staff and fee earners can record what additional items of work should be charged to the clients.

All of the items showing within the screen are fully editable by the user. The associated narrative for each additional charge can then be changed if required, or simply left as it is. That narrative then automatically populates into the Excel financial statement as the workflow is progressed by the user. This includes the figures automatically populating through into the statement. Such costs are pre-set according to the standard rates that can be charged according to the referrer. The user is not only reminded of what additional items can be charged and the associated amounts, but also has the freedom to edit and adapt such additional charges when compiling the financial statement.

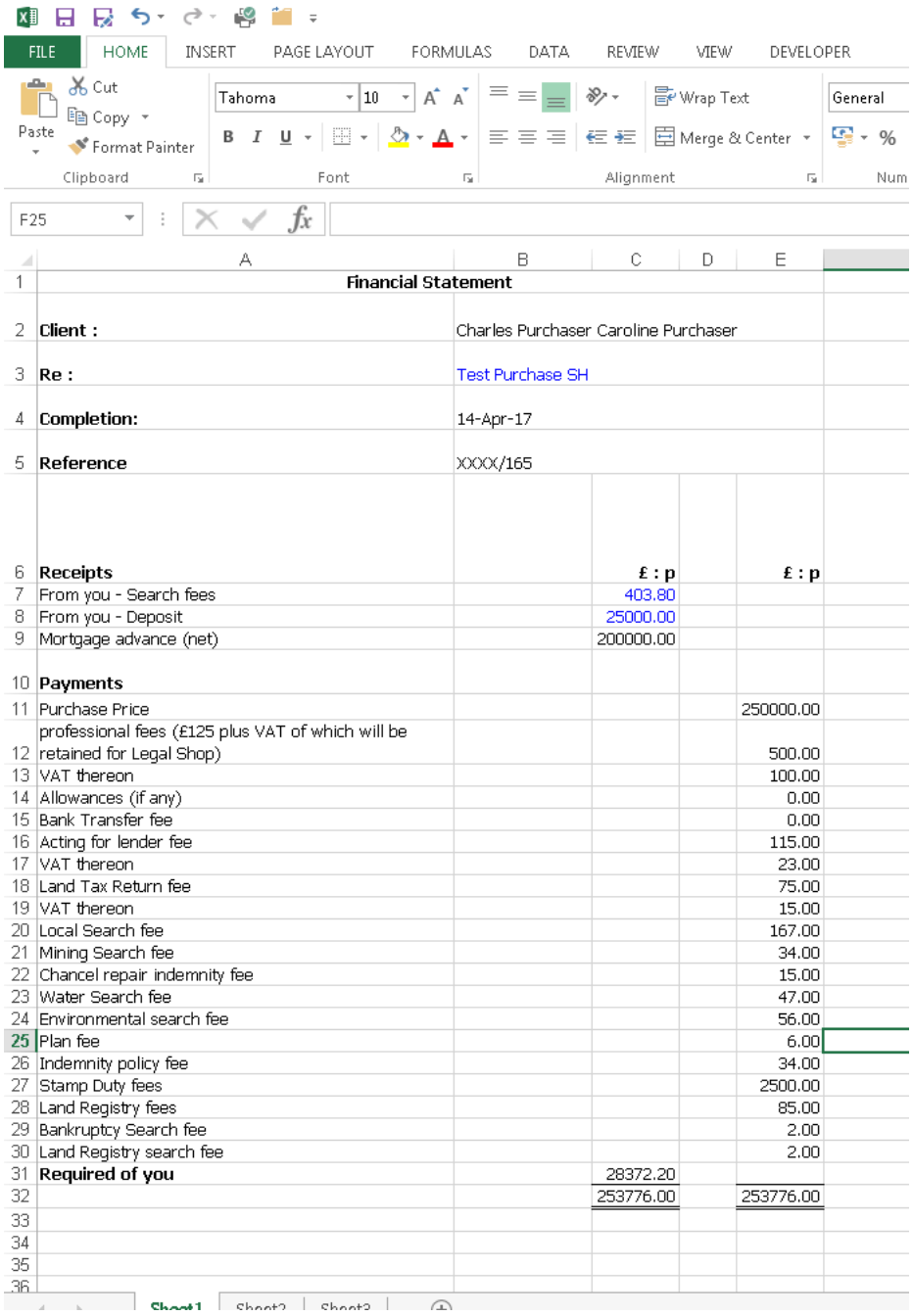
The user can make an additional charge 'active' simply by confirming that the charge should be captured by clicking on 'yes':

The system then does everything else for generating the completion statement.

In addition, when certain activities are undertaken by a fee earner/support staff and these activities relate to additional charges (like, say, leasehold work) then such charges will automatically be pulled into the completion screen and be 'showing' as 'Yes' on the screen. For some charges, the user does not have 'discretion' as to whether those charges are made, so there is no 'yes/no' 'required?' choice.

The screen and the system behind the completions workflow is part of the overall conveyancing workflow and part of our module for a customised conveyancing workflow solution.

The following standard completion statement is created in Excel:



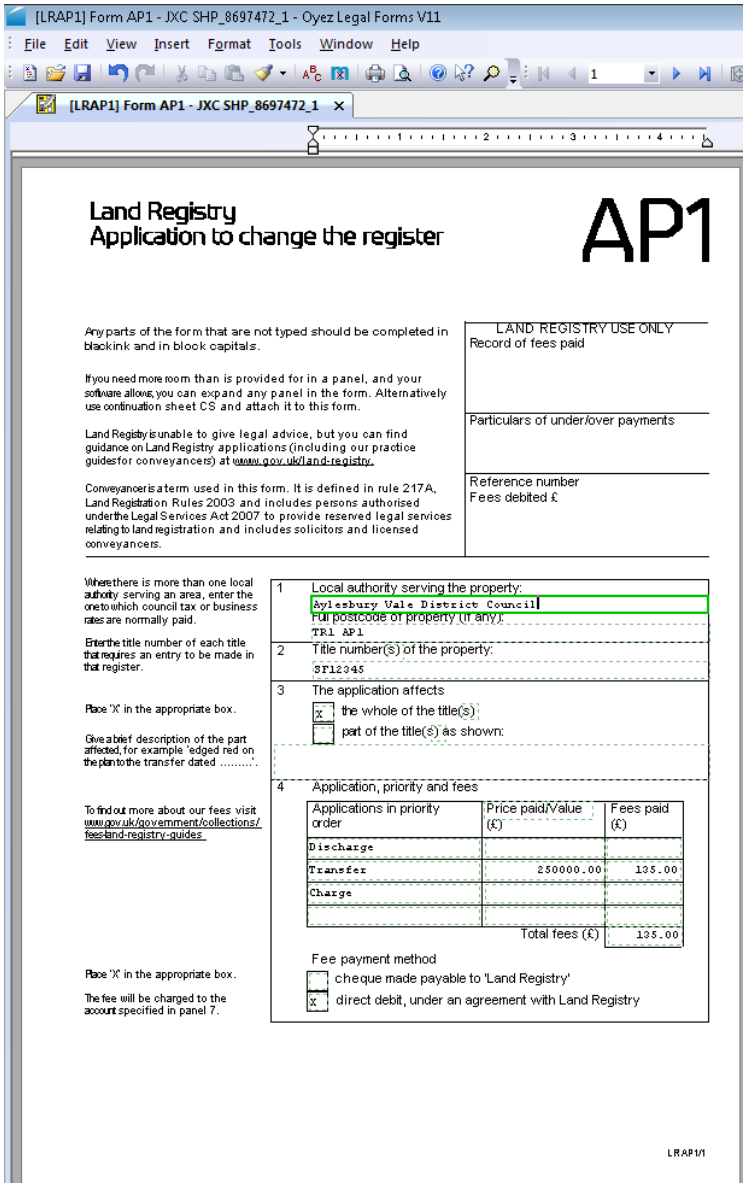
	A	B	C	D	E
1	**Financial Statement**				
2	**Client :**	Charles Purchaser Caroline Purchaser			
3	**Re :**	Test Purchase SH			
4	**Completion:**	14-Apr-17			
5	**Reference**	XXXX/165			
6	**Receipts**		**£ : p**		**£ : p**
7	From you - Search fees		403.80		
8	From you - Deposit		25000.00		
9	Mortgage advance (net)		200000.00		
10	**Payments**				
11	Purchase Price				250000.00
12	professional fees (£125 plus VAT of which will be retained for Legal Shop)				500.00
13	VAT thereon				100.00
14	Allowances (if any)				0.00
15	Bank Transfer fee				0.00
16	Acting for lender fee				115.00
17	VAT thereon				23.00
18	Land Tax Return fee				75.00
19	VAT thereon				15.00
20	Local Search fee				167.00
21	Mining Search fee				34.00
22	Chancel repair indemnity fee				15.00
23	Water Search fee				47.00
24	Environmental search fee				56.00
25	Plan fee				6.00
26	Indemnity policy fee				34.00
27	Stamp Duty fees				2500.00
28	Land Registry fees				85.00
29	Bankruptcy Search fee				2.00
30	Land Registry search fee				2.00
31	**Required of you**		28372.20		
32			253776.00		253776.00
33					
34					
35					
36					

- Letters – Post Completion DP

On processing the above the following forms and letters are produced:

8697449	Letters - Completion DP	15/04/2017	15/04/20...	.
8697478	Letters - Post Completion DP	15/04/2017	15/04/20...	.
8697471	Post Completion			.
8697474	Form FR1			.
8697493	SL - Chase END1 - SHP			.
8697492	Form RX1 - DP			.
8697491	Form UT1 - DP			.
8697490	Pink Slip - DP			.
8697489	LR - Send DS1 - DP			.
8697488	LR - Re-Submit - DP			.
8697487	LD - Enc Deeds - DP			.
8697486	CL - Enc Pre Reg Deeds			.
8697485	Memo to archive deeds - DP			.
8697484	Schedule of Deeds - DP			.
8697483	SL - Post Completion			.
8697482	SL - Ack DS1-END - DP			.
8697473	Form DL			.
8697472	Form AP1 - JXC SHP			.
8697454	Do Completion Statement (RP)	15/04/2017	15/04/20...	.
8697468	IMPORTANT - Take This Step on Completion Day	14/04/20...		.

The AP1 is automatically generated as can be seen below:



[LRAP1] Form AP1 - JXC SHP_8697472_1 - Oyez Legal Forms V11

File Edit View Insert Format Tools Window Help

[LRAP1] Form AP1 - JXC SHP_8697472_1

Land Registry
Application to change the register

AP1

Any parts of the form that are not typed should be completed in blackink 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.

Land Registry is unable to give legal advice, but you can find guidance on Land Registry applications (including our practice guides for conveyancers) at www.gov.uk/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.

LAND REGISTRY USE ONLY
Record of fees paid

Particulars of under/over payments

Reference number
Fees debited £

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

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

Place 'X' in the appropriate box.

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

To find out more about our fees visit www.gov.uk/government/collections/fees-land-registry-guides

1 Local authority serving the property:
Aylesbury Vale District Council
Full postcode of property (if any):
TR1 AP1

2 Title number(s) of the property:
SF12345

3 The application affects
[X] the whole of the title(s)
[ ] part of the title(s) as shown:

4 Application, priority and fees

Applications in priority order	Price paid/Value (£)	Fees paid (£)
Discharge		
Transfer	250000.00	135.00
Charge		
	Total fees (£)	135.00

Fee payment method
[ ] cheque made payable to 'Land Registry'
[X] direct debit, under an agreement with Land Registry

Place 'X' in the appropriate box.

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

LRAP1/1

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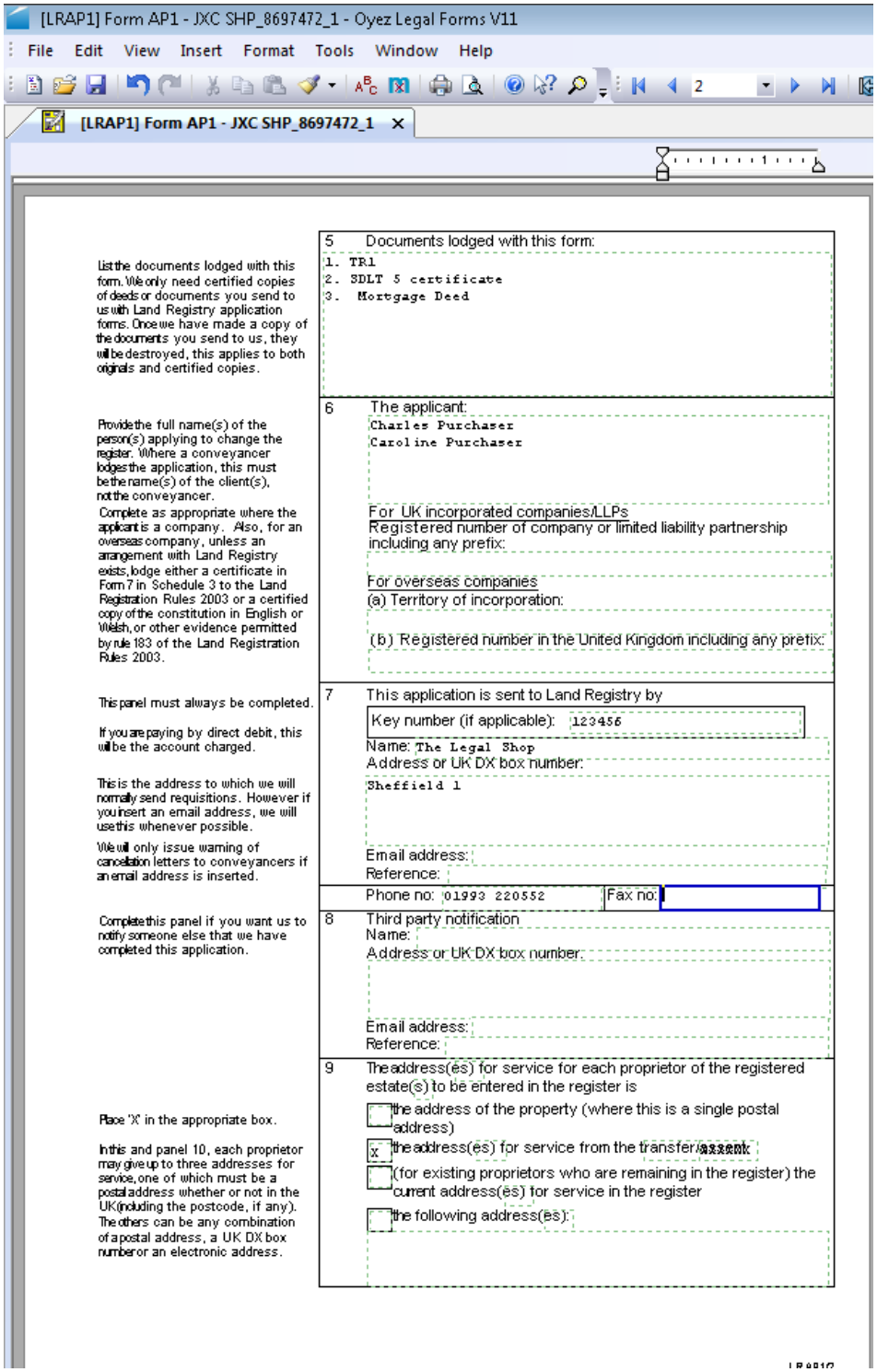

List the documents lodged with this form. We only need certified copies of deeds or documents you send to us with Land Registry application forms. Once we have made a copy of the documents you send to us, they will be destroyed, this applies to both originals and certified copies.

5 Documents lodged with this form:

1. TR1
2. SDLT 5 certificate
3. Mortgage Deed

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

Complete as appropriate where the applicant is a company. Also, for an overseas company, unless an arrangement with 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 The applicant:

Charles Purchaser
Caroline Purchaser

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.

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

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

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

7 This application is sent to Land Registry by

Key number (if applicable): 123456
Name: The Legal Shop
Address or UK DX box number:
Sheffield 1

Email address:
Reference:

Phone no: 01993 220552 Fax no:

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

8 Third party notification

Name:
Address or UK DX box number:

Email address:
Reference:

Place 'X' in the appropriate box.

In this and panel 10, each proprietor may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

9 The address(es) for service for each proprietor of the registered estate(s) to be entered in the register is

- [ ] the address of the property (where this is a single postal address)
- [x] the address(es) for service from the transfer/assent
- [ ] (for existing proprietors who are remaining in the register) the current address(es) for service in the register
- [ ] the following address(es):

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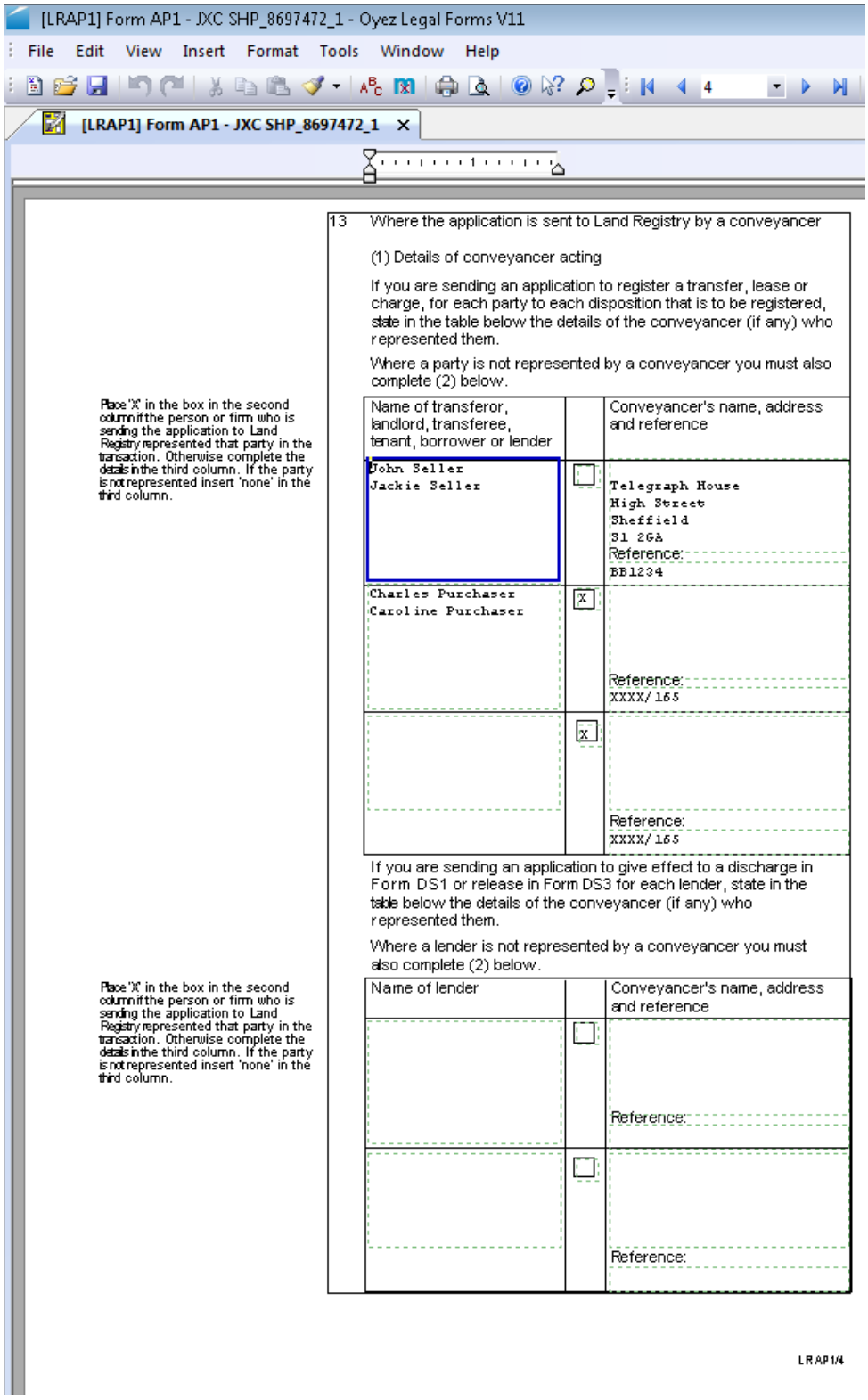

Get in touch

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M: 07717 071649

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