The Legal Shop

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The Legal Shop Conveyancing module

– For Tikit Users –

An overview

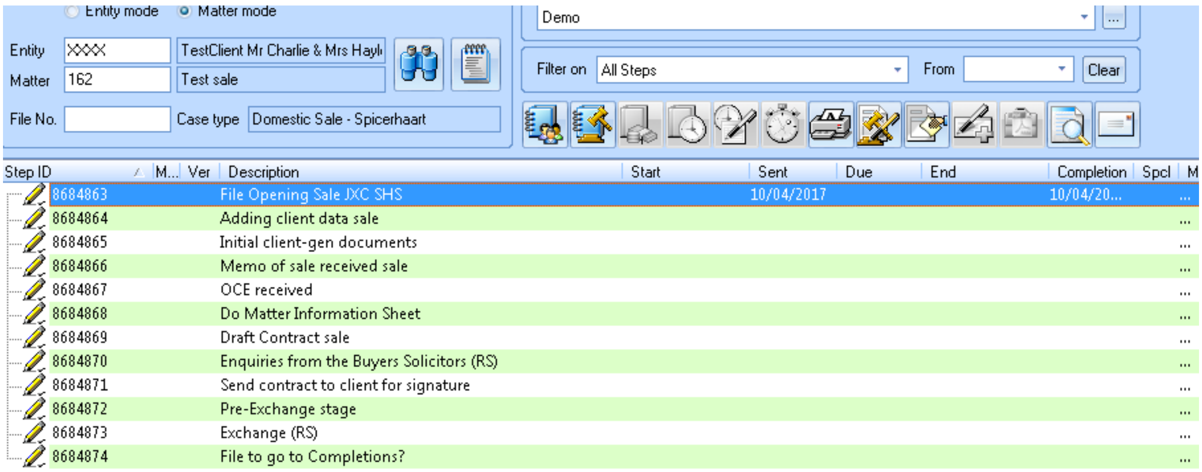
Sale - The steps

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:

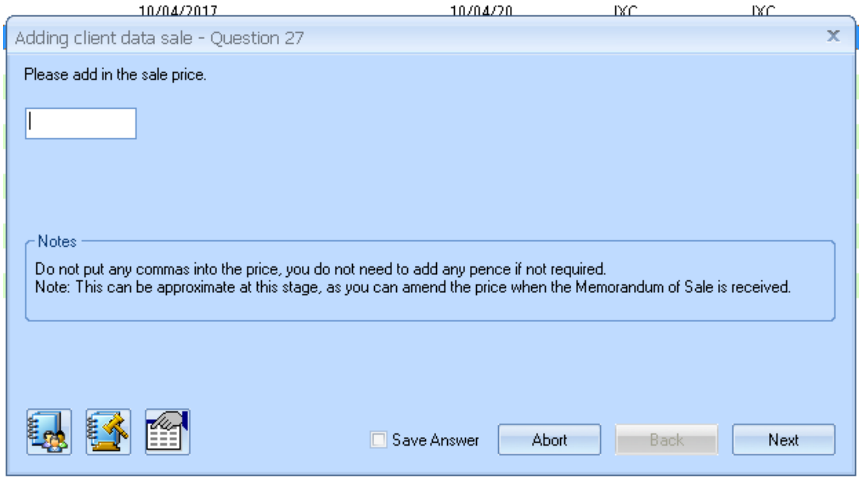


The user then processes 'File Opening Sale JXC SHS' and generates the following steps as shown above:

- **Adding client data sale**

Feature: Data input 'wizard' for sellers and otherside's solicitor, estate agents, mortgage provider, related parties details etc.

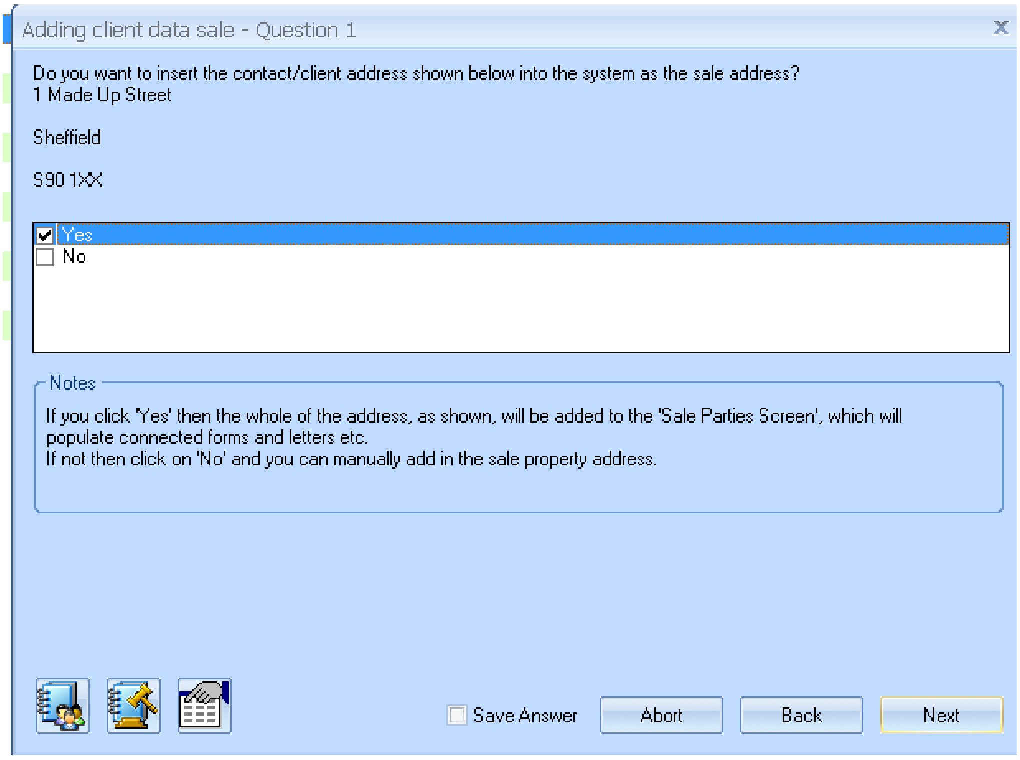
Add in the sale price:



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.

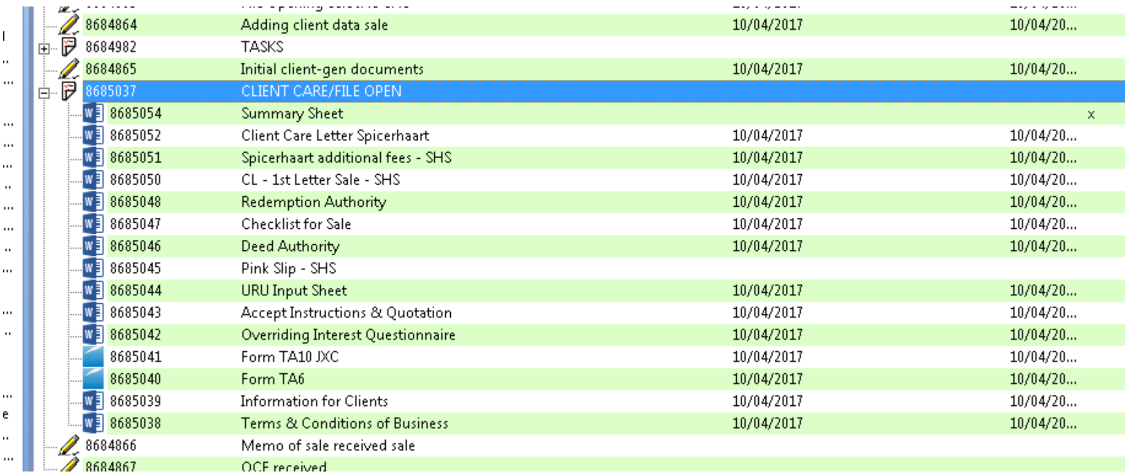
The user can then choose to use the address of the contact to populate the system, or can set the sale address separately as a different address within the system:



The ‘Sale 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:



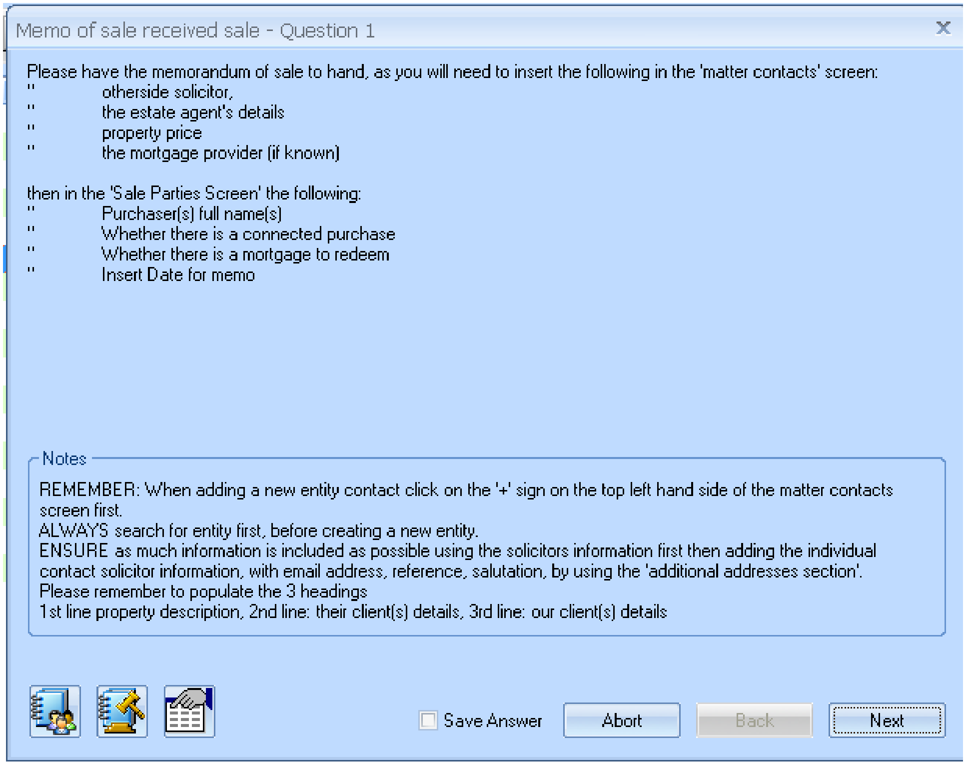
8684864	Adding client data sale	10/04/2017	10/04/20...
8684982	TASKS		
8684865	Initial client-gen documents	10/04/2017	10/04/20...
8685037	CLIENT CARE/FILE OPEN		
8685054	Summary Sheet		x
8685052	Client Care Letter Spicerhaart	10/04/2017	10/04/20...
8685051	Spicerhaart additional fees - SHS	10/04/2017	10/04/20...
8685050	CL - 1st Letter Sale - SHS	10/04/2017	10/04/20...
8685048	Redemption Authority	10/04/2017	10/04/20...
8685047	Checklist for Sale	10/04/2017	10/04/20...
8685046	Deed Authority	10/04/2017	10/04/20...
8685045	Pink Slip - SHS		
8685044	URU Input Sheet	10/04/2017	10/04/20...
8685043	Accept Instructions & Quotation	10/04/2017	10/04/20...
8685042	Overriding Interest Questionnaire	10/04/2017	10/04/20...
8685041	Form TA10 JXC	10/04/2017	10/04/20...
8685040	Form TA6	10/04/2017	10/04/20...
8685039	Information for Clients	10/04/2017	10/04/20...
8685038	Terms & Conditions of Business	10/04/2017	10/04/20...
8684866	Memo of sale received sale		
8684867	OCF received		

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: where possible the documents above will auto generate, populate completely, print off and save themselves within the folders, so that no administrative tasks are required at this stage.

- **Memo of sale received**

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:



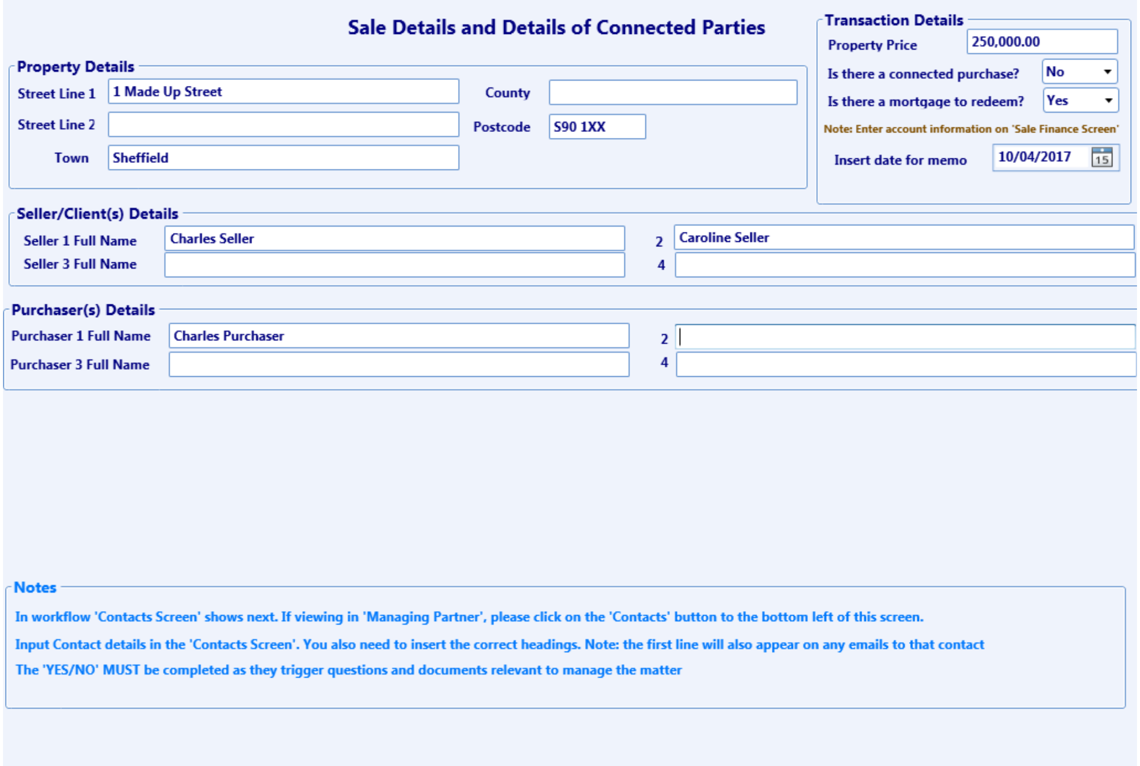
Memo of sale received sale - Question 1

Please have the memorandum of sale to hand, as you will need to insert the following in the 'matter contacts' screen:
" otherside solicitor,
" the estate agent's details
" property price
" the mortgage provider (if known)

then in the 'Sale Parties Screen' the following:
" Purchaser(s) full name(s)
" Whether there is a connected purchase
" Whether there is a mortgage to redeem
" Insert Date for memo

Notes
REMEMBER: When adding a new entity contact click on the '+' sign on the top left hand side of the matter contacts screen first.
ALWAYS search for entity first, before creating a new entity.
ENSURE as much information is included as possible using the solicitors information first then adding the individual contact solicitor information, with email address, reference, salutation, by using the 'additional addresses section'.
Please remember to populate the 3 headings
1st line property description, 2nd line: their client(s) details, 3rd line: our client(s) details

Save Answer | Abort | Back | Next



Sale Details and Details of Connected Parties

Property Details
Street Line 1: 1 Made Up Street
Street Line 2:
Town: Sheffield
County:
Postcode: S90 1XX

Transaction Details
Property Price: 250,000.00
Is there a connected purchase? No
Is there a mortgage to redeem? Yes
Note: Enter account information on 'Sale Finance Screen'
Insert date for memo: 10/04/2017

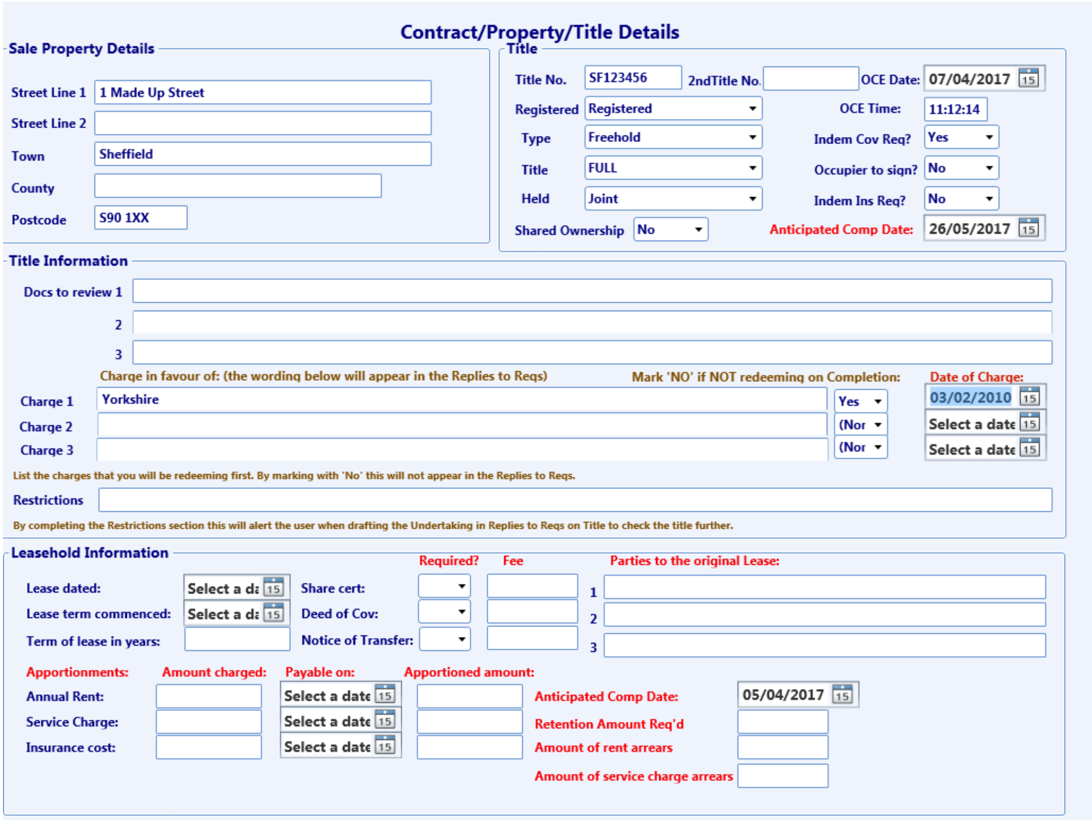
Seller/Client(s) Details
Seller 1 Full Name: Charles Seller
2: Caroline Seller
Seller 3 Full Name:
4:

Purchaser(s) Details
Purchaser 1 Full Name: Charles Purchaser
2:
Purchaser 3 Full Name:
4:

Notes
In workflow 'Contacts Screen' shows next. If viewing in 'Managing Partner', please click on the 'Contacts' button to the bottom left of this screen.
Input Contact details in the 'Contacts Screen'. You also need to insert the correct headings. Note: the first line will also appear on any emails to that contact
The 'YES/NO' MUST be completed as they trigger questions and documents relevant to manage the matter

- **OCE received**

The user is asked to have the OCE 'to hand' and that they will be taken to the following screen:

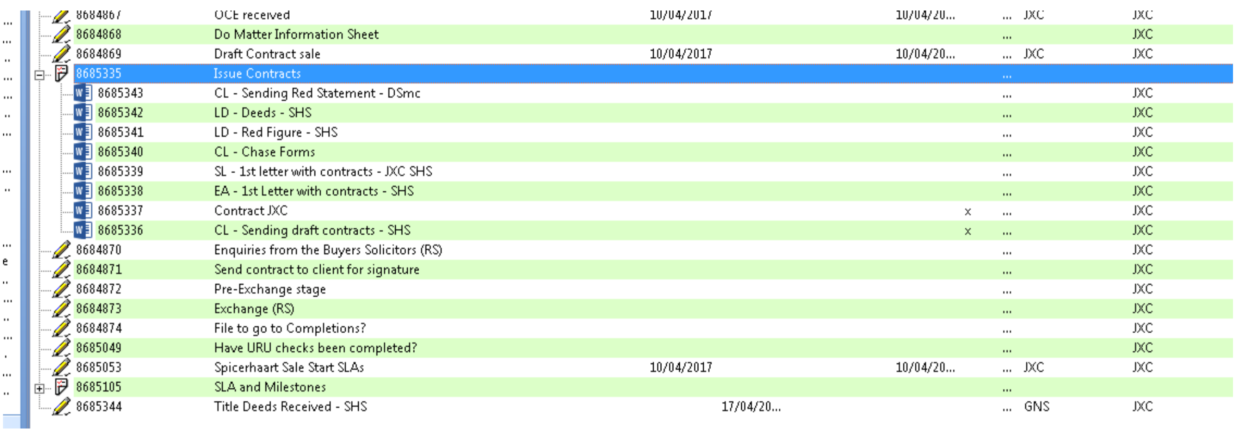


From the OCE you can see in the top right of the screen that the details from the OCE are then inputted into the system. There is provision for a charge and whether that charge will be redeemed on completion, together with the date of the charge and also whether indemnity insurance is required and whether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

In addition there is a task set for checking whether the title deeds have been received, after requesting such information from the lender.

- **Draft Contract sale**

The user processes this step and the following documents are generated:



8684867	OCE received	10/04/2017		10/04/20...		...	JXC	JXC
8684868	Do Matter Information Sheet					...		JXC
8684869	Draft Contract sale	10/04/2017		10/04/20...		...	JXC	JXC
8685335	Issue Contracts					...		
8685343	CL - Sending Red Statement - DSmc					...		JXC
8685342	LD - Deeds - SHS					...		JXC
8685341	LD - Red Figure - SHS					...		JXC
8685340	CL - Chase Forms					...		JXC
8685339	SL - 1st letter with contracts - JXC SHS					...		JXC
8685338	EA - 1st Letter with contracts - SHS					...		JXC
8685337	Contract JXC				x	...		JXC
8685336	CL - Sending draft contracts - SHS				x	...		JXC
8684870	Enquiries from the Buyers Solicitors (RS)					...		JXC
8684871	Send contract to client for signature					...		JXC
8684872	Pre-Exchange stage					...		JXC
8684873	Exchange (RS)					...		JXC
8684874	File to go to Completions?					...		JXC
8685049	Have URU checks been completed?					...		JXC
8685053	Spicerhaart Sale Start SLAs	10/04/2017		10/04/20...		...	JXC	JXC
8685105	SLA and Milestones					...		
8685344	Title Deeds Received - SHS		17/04/20...			...	GNS	JXC

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Such documents include the letters to the lender regarding the mortgage, as there is a mortgage to redeem for this matter. All the documents are then filed under the folder 'Issue Contracts' for review later, if required.

The contract is fully automatically generated, as seen below.

The sellers' details are completed along with the purchaser. The 'freehold' section and description foot eh property is automatically filled in together with the specified incumbrancers, as detailed on within the OCE.

In addition the title number, title guarantee and the purchase price are all completed.

On the last page, the solicitor's details for the purchaser as well as the law firm generating the document are all automatically completed.

CONTRACT

Incorporating the Standard Conditions of Sale (Fifth Edition)

Buyers Conveyancer: ....

Sellers Conveyancer: ....

Law Society Formula:

The information above does not form part of the Contract

Date	:	
Seller	:	Charles Seller Caroline Seller
Buyer	:	Charles Purchaser
Property Freehold	:	All that Freehold property known as 1 Made Up Street Sheffield S90 1XX
Title Number	:	SF123456
Specified Incumbrances	:	Those matters contained or referred to in the Property and Charges Registers of the above mentioned title excluding any financial charges as detailed in the OCE dated: 07/04/2017 timed at 11:12:14
Title Guarantee (full/limited)	:	FULL
Completion Date	:	
Contract Rate	:	The Law Society's Interest Rate
Purchase Price	:	**£ 250,000.00**
Deposit	:	
Contents price (if separate)	:	
Balance	:	

The Seller will sell and the Buyer will buy the Property for the Purchase Price

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- **Enquiries from the Buyer(s) Solicitors (RS)**

On processing this step the user is asked whether the purchaser's solicitors are asking for any indemnity insurance, if yes then additional documents would be generated at this stage.

8684869	Draft Contract sale	10/04/2017	10/04/20...	...	JXC
8685335	Issue Contracts			...	
8684870	Enquiries from the Buyers Solicitors (RS)	10/04/2017	10/04/20...	...	JXC
8685395	Follow Up Docs+Enq Recd			...	
8685397	SL - Replies to Enquiries - SHS			...	
8685396	CL - Send Enquiries			...	
8684871	Send contract to client for signature			...	
8684872	Pre-Exchange stage			...	

- **Send contract to client for signature**

On processing this step, the user is asked whether the letter to the client enclosing the contract will also enclose the Transfer, if so then additional wording incorporating that will be loaded into the letter.

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

8684870	Enquiries from the Buyers Solicitors (RS)	10/04/2017	10/04/20...
8685395	Follow Up Docs+Enq Recd		
8684871	Send contract to client for signature	10/04/2017	10/04/20...
8685407	Docs for Signing		
8685408	Completion Day - Sale - DSmc	10/04/2017	10/04/20...
8685409	CL - Sending contract and transfer	10/04/2017	10/04/20...
8685413	Authority to Exchange	10/04/2017	10/04/20...
8685412	Funds Instruction Form - DSmc	10/04/2017	10/04/20...
8684872	Pre-Exchange stage		
8684873	Exchange (RS)		

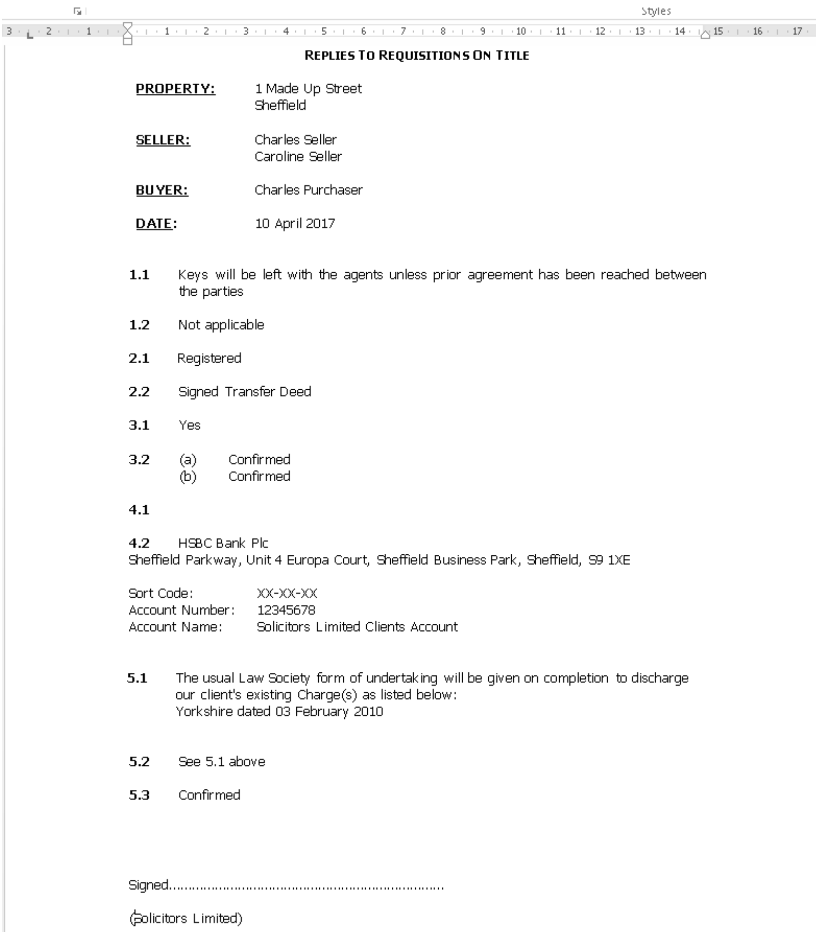
- **Pre-exchange stage**

On processing this step the user is asked whether they want to do the replies to requisitions on title now, if yes the following documents are then generated:

8684871	Send contract to client for signature	10/04/2017	10/04/20...
8685407	Docs for Signing		
8684872	Pre-Exchange stage	10/04/2017	10/04/20...
8685436	SL - Replies to Req On Title - JXC SHS		
8685435	Replies to Requisitions on title - JXC DSmc		
8685434	CL - Sending Red Statement Final - DSmc		
8685433	LD - Request Red Figure - SHS		
8685432	SL - Holding Contracts - SHS		
8684873	Exchange (RS)		
8684874	File to go to Completions?		
8685049	Have URU checks been completed?		

The documents are filed under the folder 'Exchange letters'.

The Replies are generated automatically and show the following:



REPLIES TO REQUISITIONS ON TITLE

PROPERTY: 1 Made Up Street
Sheffield

SELLER: Charles Seller
Caroline Seller

BUYER: Charles Purchaser

DATE: 10 April 2017

1.1 Keys will be left with the agents unless prior agreement has been reached between the parties

1.2 Not applicable

2.1 Registered

2.2 Signed Transfer Deed

3.1 Yes

3.2 (a) Confirmed
(b) Confirmed

4.1

4.2 HSBC Bank Plc
Sheffield Parkway, Unit 4 Europa Court, Sheffield Business Park, Sheffield, S9 1XE

Sort Code: XX-XX-XX
Account Number: 12345678
Account Name: Solicitors Limited Clients Account

5.1 The usual Law Society form of undertaking will be given on completion to discharge our client's existing Charge(s) as listed below:
Yorkshire dated 03 February 2010

5.2 See 5.1 above

5.3 Confirmed

Signed..

(Solicitors Limited)

The details of the charge are loaded in, as the user previously selected 'yes' to redeem that mortgage.

- **Exchange**

The systems checks through to see, amongst other things, whether there is a mortgage to redeem and whether the user has an up to date redemption statement etc.

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
- Enter the name of the person effecting exchange for the seller (this is pre-set for the fee earner handling the matter and can be changed at this stage if not)
- 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

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10 April 2017

Dear Sirs

Test sale

Please see the Memorandum of Exchange below:

Property:	Test sale
Price:	£250000.00
Vendor:	Charles Seller Caroline Seller
Person effecting Exchange for Seller:	Jason Cowley
Purchaser:	Charles Purchaser
Person effecting Exchange for Purchaser:	Purchaser solicitor
Deposit:	£25000.00
Completion Date:	12 May 2017
Allowances (if any)	1500.00 Less allowance for indemnity insurance
Date of Exchange:	10 April 2017
Time of Exchange:	16:54
Contracts have been Exchanged in accordance with Law Society Formula:	B

We enclose our Clients part of the Contract and look forward to receiving your cheque for the deposit in the sum of £25000.00.

Yours faithfully

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 and the reminder for the estate agent's invoice.

8685407	Docs for Signing				...
8684872	Pre-Exchange stage	10/04/2017	10/04/20...		...
8685431	Exchange Letters				...
8685474	Memorandum of Exchange - JXC DSmc			x	...
8685524	Completion Day - Sale - DSmc	10/04/2017	10/04/20...		...
8685507	CL - Client Exchange - SHS			x	...
8685505	EA - Contracts Exchanged - SHS				...
8685504	E - Exchange (Audit)				...
8685503	Pink Slip - Deposit from solicitors JXC SHS				...
8685508	Estate agent invoice received SHS	11/04/20...			...
8684873	Exchange (RS)	10/04/2017	10/04/20...		...

- **File to go to Completions**

- Prepare Pink Slips

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

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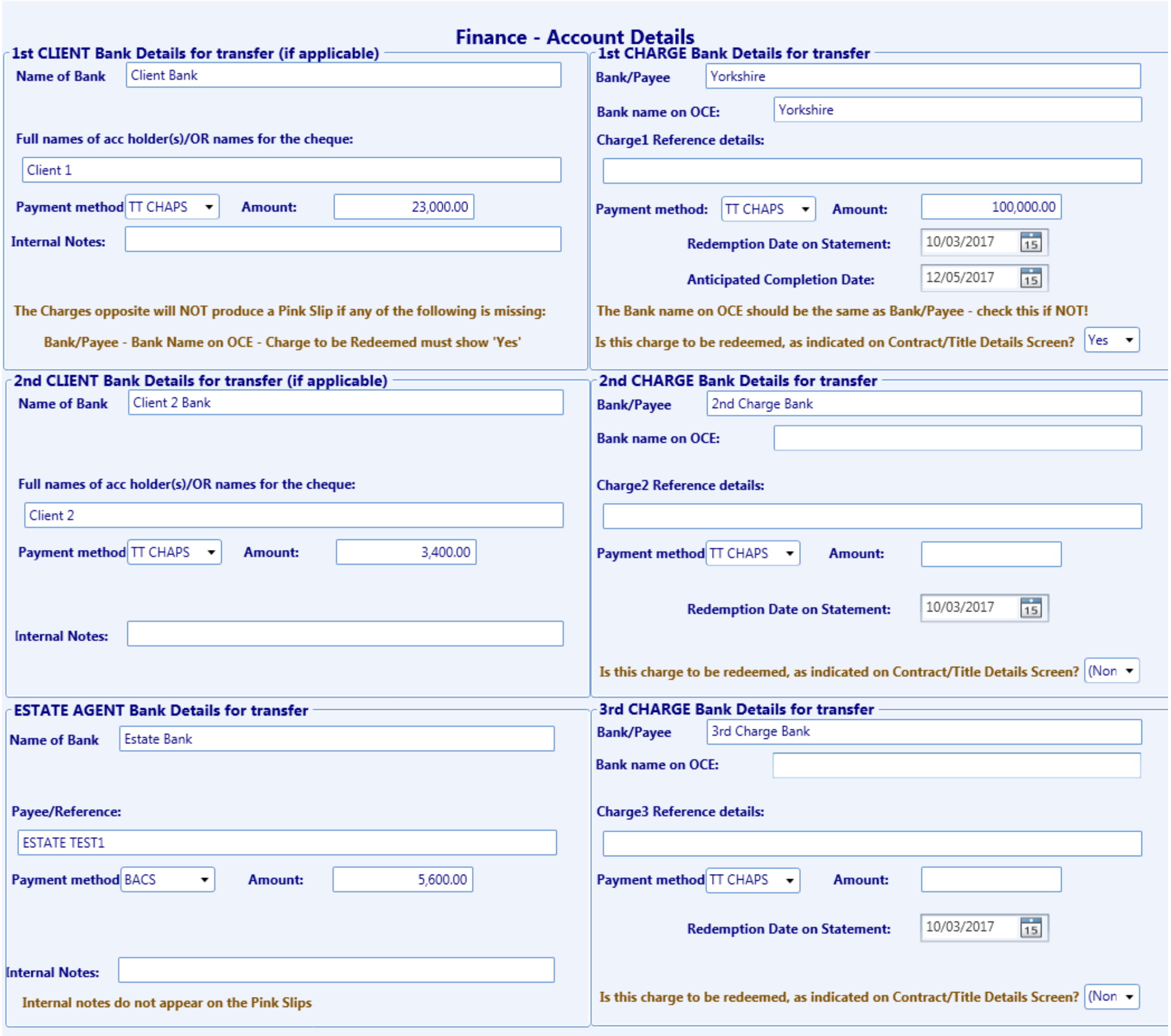
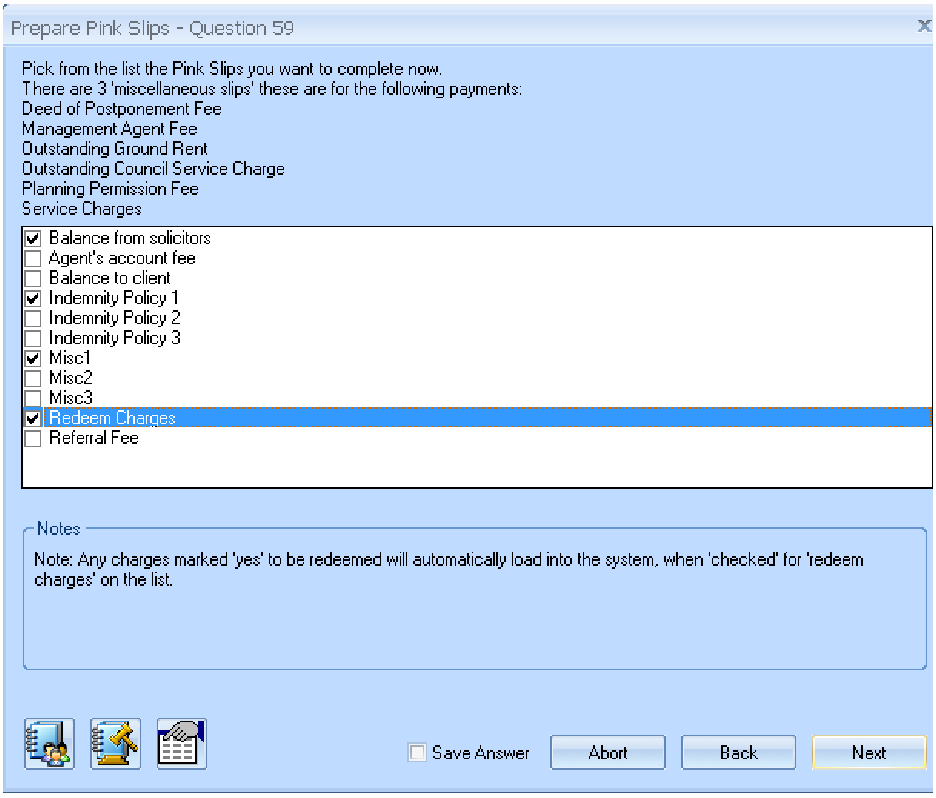
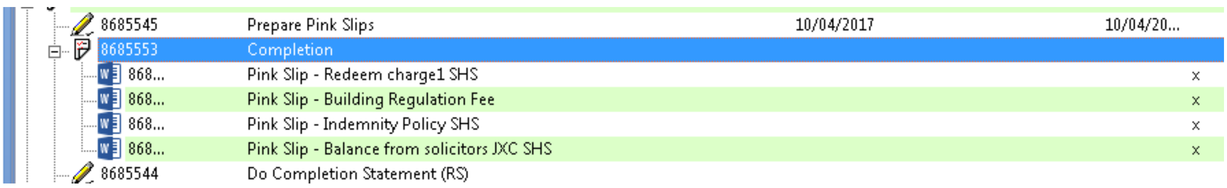


The user can fill in the required fields where they want pink slips to be generated. The user is then asked which pink slips they want to generate from the following screen:

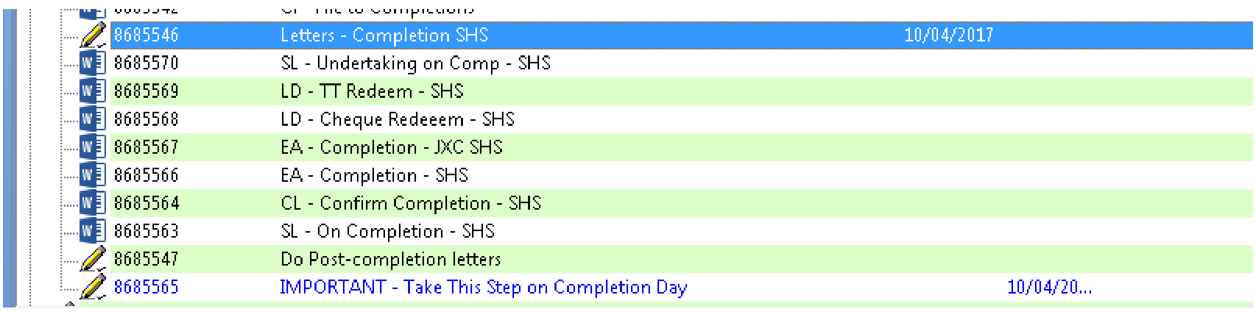


The pink slips are generated as shown below, all these documents are pre-loaded with no user interface required. The miscellaneous1 fee is now showing as Pink Slip – Building Regulation Fee, as this was the description used for the misc1 pink slip.



- Letters – Completion SHS

The following are auto-generated:



- **Do Completion Statement (RS)**

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 screen example:

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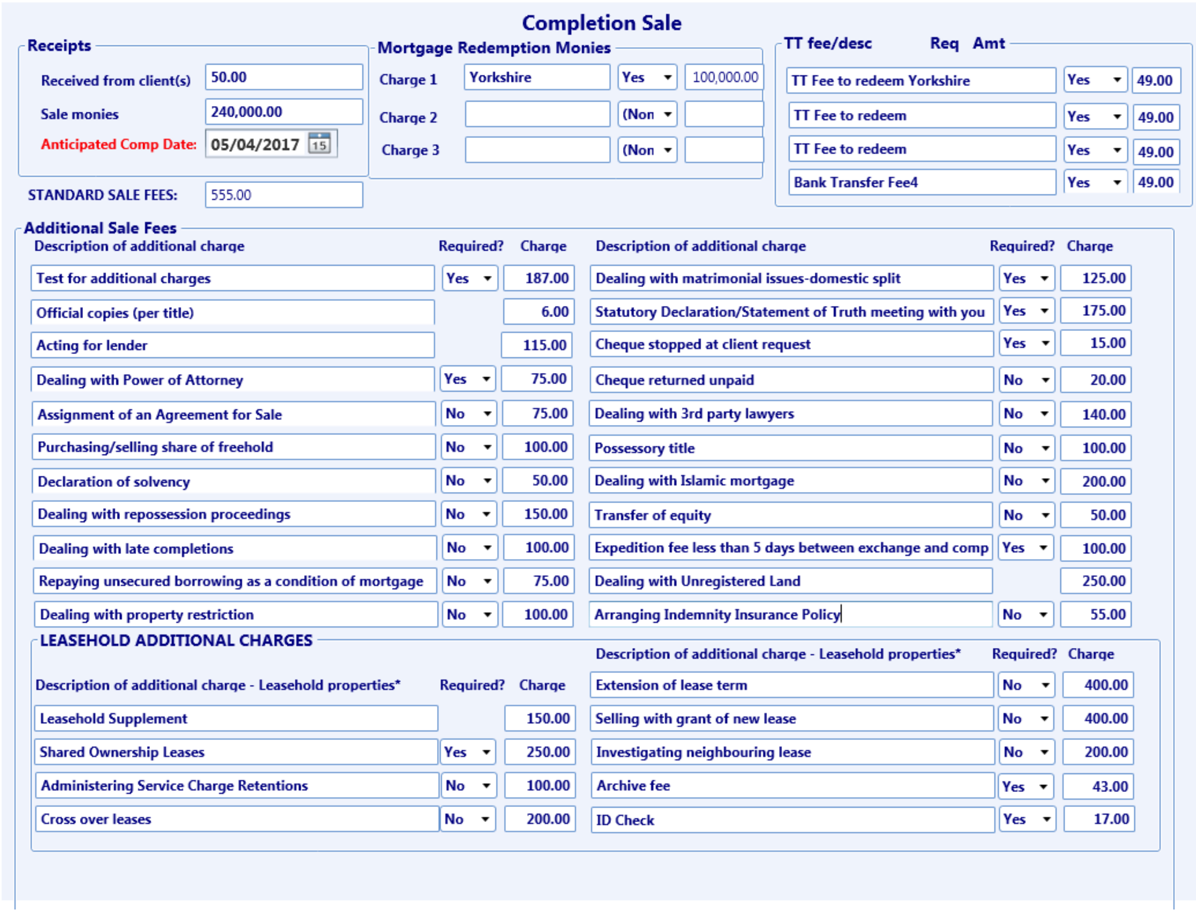

Completion Sale

Receipts

Received from client(s)	50.00
Sale monies	240,000.00
Anticipated Comp Date:	05/04/2017
STANDARD SALE FEES:	555.00

Mortgage Redemption Monies

Charge 1	Yorkshire	Yes	100,000.00
Charge 2		(Non	
Charge 3		(Non	

TT fee/desc	Req	Amt
TT Fee to redeem Yorkshire	Yes	49.00
TT Fee to redeem	Yes	49.00
TT Fee to redeem	Yes	49.00
Bank Transfer Fee4	Yes	49.00

Additional Sale Fees

Description of additional charge	Required?	Charge	Description of additional charge	Required?	Charge
Test for additional charges	Yes	187.00	Dealing with matrimonial issues-domestic split	Yes	125.00
Official copies (per title)		6.00	Statutory Declaration/Statement of Truth meeting with you	Yes	175.00
Acting for lender		115.00	Cheque stopped at client request	Yes	15.00
Dealing with Power of Attorney	Yes	75.00	Cheque returned unpaid	No	20.00
Assignment of an Agreement for Sale	No	75.00	Dealing with 3rd party lawyers	No	140.00
Purchasing/selling share of freehold	No	100.00	Possessory title	No	100.00
Declaration of solvency	No	50.00	Dealing with Islamic mortgage	No	200.00
Dealing with repossession proceedings	No	150.00	Transfer of equity	No	50.00
Dealing with late completions	No	100.00	Expedition fee less than 5 days between exchange and comp	Yes	100.00
Repaying unsecured borrowing as a condition of mortgage	No	75.00	Dealing with Unregistered Land		250.00
Dealing with property restriction	No	100.00	Arranging Indemnity Insurance Policy	No	55.00

LEASEHOLD ADDITIONAL CHARGES

Description of additional charge - Leasehold properties*	Required?	Charge	Description of additional charge - Leasehold properties*	Required?	Charge
			Extension of lease term	No	400.00
Leasehold Supplement		150.00	Selling with grant of new lease	No	400.00
Shared Ownership Leases	Yes	250.00	Investigating neighbouring lease	No	200.00
Administering Service Charge Retentions	No	100.00	Archive fee	Yes	43.00
Cross over leases	No	200.00	ID Check	Yes	17.00

The following standard completion statement is created in Excel:

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	A	B	C	D	E
1					
2	**Financial Statement**				
3	**Client :**	Charles Seller Caroline Seller			
4	**Re :**	Test Sale SH			
5	**Completion:**	14-Apr-17			
6	**Reference**	XXXX/164			
7	**Receipts**		**£ : p**		**£ : p**
8	Received from you		50.00		
9	Sale monies		250000.00		0.00
10	**Payments**				
11	Mortgage Redemption Amount for Halifax on 14 April 2017				34000.00
12	Allowances (if any)				0.00
13	Professional fees (£ plus VAT of which will be retained for Legal Shop legal fees)				499.00
14	VAT thereon				99.80
15	Bank Transfer Fee to redeem mortgage				48.00
16	Estate Agents Account				5600.00
17	Acting for lender fee				115.00
18	VAT thereon				23.00
19	Indemnity policy fee				0.00
20	Copy document fee				0.00
21	Office copy fees				9.00
22	**Due to you**				209656.20
23			250050.00		250050.00
24					
25					
26					
27					

Get in touch

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