

The Legal Shop Conveyancing module

– For Tikit Users –

An overview

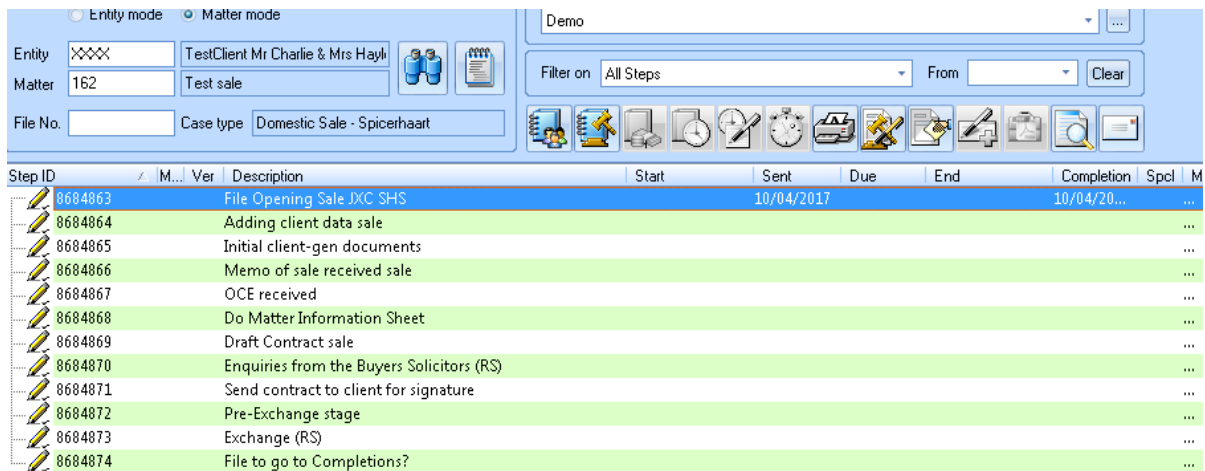
Sale - The steps

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:



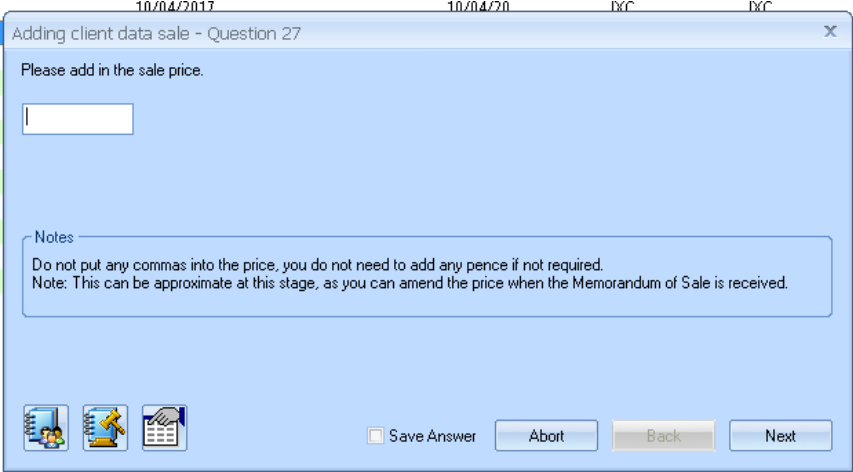
Step ID	M...	Ver	Description	Start	Sent	Due	End	Completion	Spcl	M
8684863			File Opening Sale JXC SHS		10/04/2017			10/04/20...	...	
8684864			Adding client data sale						...	
8684865			Initial client-gen documents						...	
8684866			Memo of sale received sale						...	
8684867			OCE received						...	
8684868			Do Matter Information Sheet						...	
8684869			Draft Contract sale						...	
8684870			Enquiries from the Buyers Solicitors (RS)						...	
8684871			Send contract to client for signature						...	
8684872			Pre-Exchange stage						...	
8684873			Exchange (RS)						...	
8684874			File to go to Completions?						...	

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:



10/04/2017 10/04/20 DCC DCC

Adding client data sale - Question 27

Please add in the sale price.

Notes
Do not put any commas into the price, you do not need to add any pence if not required.
Note: This can be approximate at this stage, as you can amend the price when the Memorandum of Sale is received.

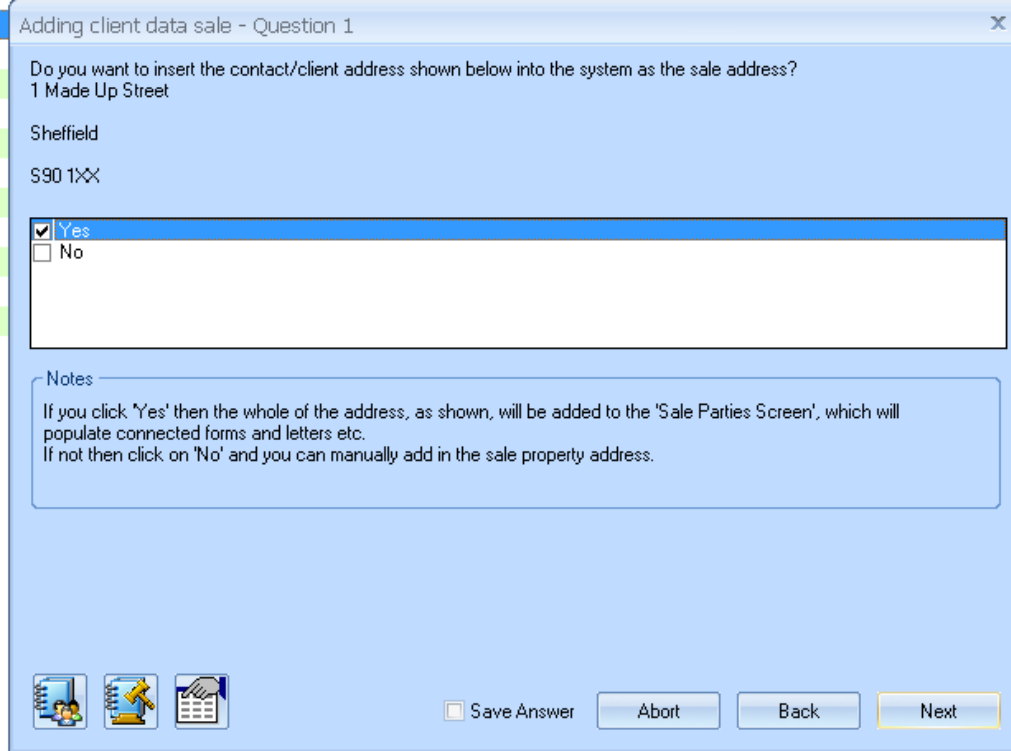
  

☐ Save Answer

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:



Adding client data sale - Question 1

Do you want to insert the contact/client address shown below into the system as the sale address?

1 Made Up Street
Sheffield
S90 1XX

☒ Yes
☐ No

Notes
If you click 'Yes' then the whole of the address, as shown, will be added to the 'Sale Parties Screen', which will populate connected forms and letters etc.
If not then click on 'No' and you can manually add in the sale property address.

☐ Save Answer

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

Sale Details and Details of Connected Parties

Property Details

Street Line 1 County

Street Line 2 Postcode

Town

Transaction Details

Property Price

Is there a connected purchase?

Is there a mortgage to redeem?

Note: Enter account information on 'Sale Finance Screen'

Insert date for memo

Seller/Client(s) Details

Seller 1 Full Name 2

Seller 3 Full Name 4

Purchaser(s) Details

Purchaser 1 Full Name 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

- Initial client-gen documents

In processing that step the following documents are generated:

Icon	Document Name	Date	Date
	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

Sale Details and Details of Connected Parties

Property Details

Street Line 1 County

Street Line 2 Postcode

Town

Transaction Details

Property Price

Is there a connected purchase?

Is there a mortgage to redeem?

Note: Enter account information on 'Sale Finance Screen'

Insert date for memo

Seller/Client(s) Details

Seller 1 Full Name 2

Seller 3 Full Name 4

Purchaser(s) Details

Purchaser 1 Full Name 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:

Contract/Property/Title Details

Sale Property Details

Street Line 1:

Street Line 2:

Town:

County:

Postcode:

Title

Title No. 2nd Title No. OCE Date:

Registered: OCE Time:

Type: Indem Cov Req?

Title: Occupier to sign?

Held: Indem Ins Req?

Shared Ownership: Anticipated Comp Date:

Title Information

Docs to review 1:

2:

3:

Charge in favour of: (the wording below will appear in the Replies to Reqs) Mark 'NO' if NOT redeeming on Completion: Date of Charge:

Charge 1: Yes

Charge 2: (Nor

Charge 3: (Nor

List the charges that you will be redeeming first. By marking with 'No' this will not appear in the Replies to Reqs.

Restrictions:

By completing the Restrictions section this will alert the user when drafting the Undertaking in Replies to Reqs on Title to check the title further.

Leasehold Information

	Required?	Fee	Parties to the original Lease:
Lease dated: Select a date	Share cert:		1
Lease term commenced: Select a date	Deed of Cov:		2
Term of lease in years:	Notice of Transfer:		3

Apportionments:	Amount charged:	Payable on:	Apportioned amount:	
Annual Rent:		Select a date		Anticipated Comp Date: 05/04/2017
Service Charge:		Select a date		Retention Amount Req'd:
Insurance cost:		Select a date		Amount of rent arrears:
				Amount of service charge arrears:

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:

...	0684866	OCE received	10/04/2017	10/04/20...	...	JXC	JXC
...	0684868	Do Matter Information Sheet			...	JXC	JXC
...	0684869	Draft Contract sale	10/04/2017	10/04/20...	...	JXC	JXC
...	0685335	Issue Contracts			...	JXC	JXC
...	0685343	CL - Sending Red Statement - DSmc			...	JXC	JXC
...	0685342	LD - Deeds - SHS			...	JXC	JXC
...	0685341	LD - Red Figure - SHS			...	JXC	JXC
...	0685340	CL - Chase Forms			...	JXC	JXC
...	0685339	SL - 1st letter with contracts - JXC SHS			...	JXC	JXC
...	0685338	EA - 1st Letter with contracts - SHS			...	JXC	JXC
...	0685337	Contract JXC			x	JXC	JXC
...	0685336	CL - Sending draft contracts - SHS			x	JXC	JXC
...	0684870	Enquiries from the Buyers Solicitors (RS)			...	JXC	JXC
...	0684871	Send contract to client for signature			...	JXC	JXC
...	0684872	Pre-Exchange stage			...	JXC	JXC
...	0684873	Exchange (RS)			...	JXC	JXC
...	0684874	File to go to Completions?			...	JXC	JXC
...	0685049	Have URU checks been completed?			...	JXC	JXC
...	0685053	Spicerhaart Sale Start SLAs	10/04/2017	10/04/20...	...	JXC	JXC
...	0685105	SLA and Milestones			...	JXC	JXC
...	0685344	Title Deeds Received - SHS	17/04/20...		...	GNS	JXC

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 of the 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.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19



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 <u>Incumbrances</u>	:	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 (<u>full/limited</u>)	:	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

- 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:

3 2 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Styles

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

.....:

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:

Finance - Account Details	
1st CLIENT Bank Details for transfer (if applicable) Name of Bank: Client Bank Full names of acc holder(s)/OR names for the cheque: Client 1 Payment method: TT CHAPS Amount: 23,000.00 Internal Notes: The Charges opposite will NOT produce a Pink Slip if any of the following is missing: Bank/Payee - Bank Name on OCE - Charge to be Redeemed must show 'Yes'	1st CHARGE Bank Details for transfer Bank/Payee: Yorkshire Bank name on OCE: Yorkshire Charge1 Reference details: Payment method: TT CHAPS Amount: 100,000.00 Redemption Date on Statement: 10/03/2017 15 Anticipated Completion Date: 12/05/2017 15 The Bank name on OCE should be the same as Bank/Payee - check this if NOT! Is this charge to be redeemed, as indicated on Contract/Title Details Screen? Yes
2nd CLIENT Bank Details for transfer (if applicable) Name of Bank: Client 2 Bank Full names of acc holder(s)/OR names for the cheque: Client 2 Payment method: TT CHAPS Amount: 3,400.00 Internal Notes:	2nd CHARGE Bank Details for transfer Bank/Payee: 2nd Charge Bank Bank name on OCE: Charge2 Reference details: Payment method: TT CHAPS Amount: Redemption Date on Statement: 10/03/2017 15 Is this charge to be redeemed, as indicated on Contract/Title Details Screen? (Non
ESTATE AGENT Bank Details for transfer Name of Bank: Estate Bank Payee/Reference: ESTATE TEST1 Payment method: BACS Amount: 5,600.00 Internal Notes: Internal notes do not appear on the Pink Slips	3rd CHARGE Bank Details for transfer Bank/Payee: 3rd Charge Bank Bank name on OCE: Charge3 Reference details: Payment method: TT CHAPS Amount: Redemption Date on Statement: 10/03/2017 15 Is this charge to be redeemed, as indicated on Contract/Title Details Screen? (Non

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:

Prepare Pink Slips - Question 59

Pick from the list the Pink Slips you want to complete now.
There are 3 'miscellaneous slips' these are for the following payments:
Deed of Postponement Fee
Management Agent Fee
Outstanding Ground Rent
Outstanding Council Service Charge
Planning Permission Fee
Service Charges

- ☒ Balance from solicitors
- ☐ Agent's account fee
- ☐ Balance to client
- ☒ Indemnity Policy 1
- ☐ Indemnity Policy 2
- ☐ Indemnity Policy 3
- ☒ Misc1
- ☐ Misc2
- ☐ Misc3
- ☒ Redeem Charges
- ☐ Referral Fee

Notes
Note: Any charges marked 'yes' to be redeemed will automatically load into the system, when 'checked' for 'redeem charges' on the list.




☐ Save Answer

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.

8685545	Prepare Pink Slips	10/04/2017	10/04/20...
8685553	Completion		
868...	Pink Slip - Redeem charge1 SHS		x
868...	Pink Slip - Building Regulation Fee		x
868...	Pink Slip - Indemnity Policy SHS		x
868...	Pink Slip - Balance from solicitors JXC SHS		x
8685544	Do Completion Statement (RS)		

- Letters – Completion SHS

The following are auto-generated:

8685546	Letters - Completion SHS	10/04/2017
8685570	SL - Undertaking on Comp - SHS	
8685569	LD - TT Redeem - SHS	
8685568	LD - Cheque Redeem - SHS	
8685567	EA - Completion - JXC SHS	
8685566	EA - Completion - SHS	
8685564	CL - Confirm Completion - SHS	
8685563	SL - On Completion - SHS	
8685547	Do Post-completion letters	
8685565	IMPORTANT - Take This Step on Completion Day	10/04/20...

- 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':

5.00	Cheque stopped at client request	Yes ▾	15.00
5.00	Cheque returned unpaid	No ▾	20.00
5.00	Dealing with 3rd party lawyers	(None) No	140.00
0.00	Possessory title	Yes	100.00
0.00	Dealing with Islamic mortgage	No ▾	200.00

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:

Completion Sale									
Receipts			Mortgage Redemption Monies				TT fee/desc Req Amt		
Received from client(s) 50.00			Charge 1 Yorkshire Yes 100,000.00				TT Fee to redeem Yorkshire Yes 49.00		
Sale monies 240,000.00			Charge 2 (Non)				TT Fee to redeem Yes 49.00		
Anticipated Comp Date: 05/04/2017 15			Charge 3 (Non)				TT Fee to redeem Yes 49.00		
STANDARD SALE FEES: 555.00							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		
Leasehold Supplement			150.00	Extension of lease term		No	400.00		
Shared Ownership Leases		Yes	250.00	Selling with grant of new lease		No	400.00		
Administering Service Charge Retentions		No	100.00	Investigating neighbouring lease		No	200.00		
Cross over leases		No	200.00	Archive fee		Yes	43.00		
				ID Check		Yes	17.00		

The following standard completion statement is created in Excel:

FILEHOMEINSERTPAGE LAYOUTFORMULASDATA REVIEWVIEWDEVELOPER					
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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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Improving Law Firm Efficiency

