

## The Legal Shop Conveyancing module

– For Tikit Users –

### An overview

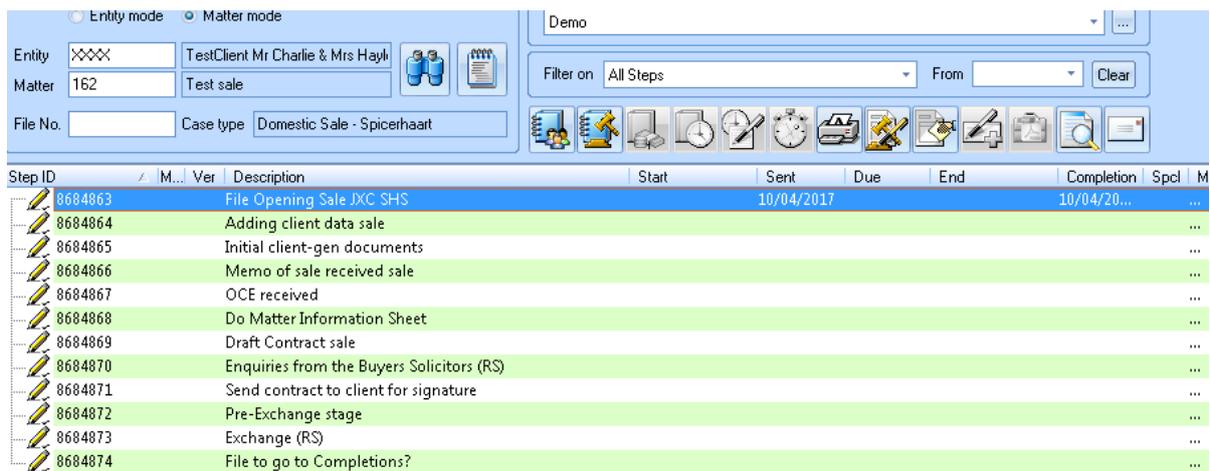
#### Sale - The steps

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 screenshot shows the software interface with the following details:

- Entity mode:  Entity mode,  Matter mode
- Entity: TestClient Mr Charlie & Mrs Hayk
- Matter: 162, Test sale
- File No.: [Empty], Case type: Domestic Sale - Spicerhaart
- Filter on: All Steps

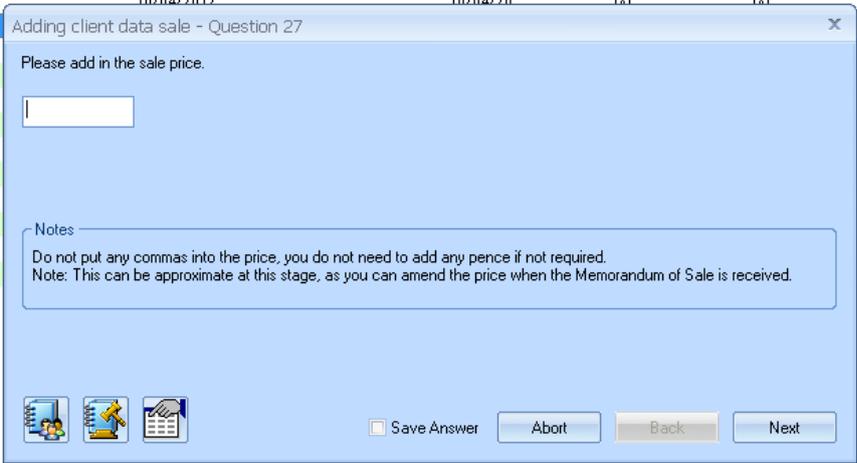
| Step ID | M... | Ver | Description                               | Start | Sent       | Due | End | Completion  | Spcl | M |
|---------|------|-----|---|-------|------------|-----|-----|-------------|------|---|
| 8684863 |      |     | File Opening Sale JXC SHS                 |       | 10/04/2017 |     |     | 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 NYC NYC

Adding client data sale - Question 27

Please add in the sale price.

Notes

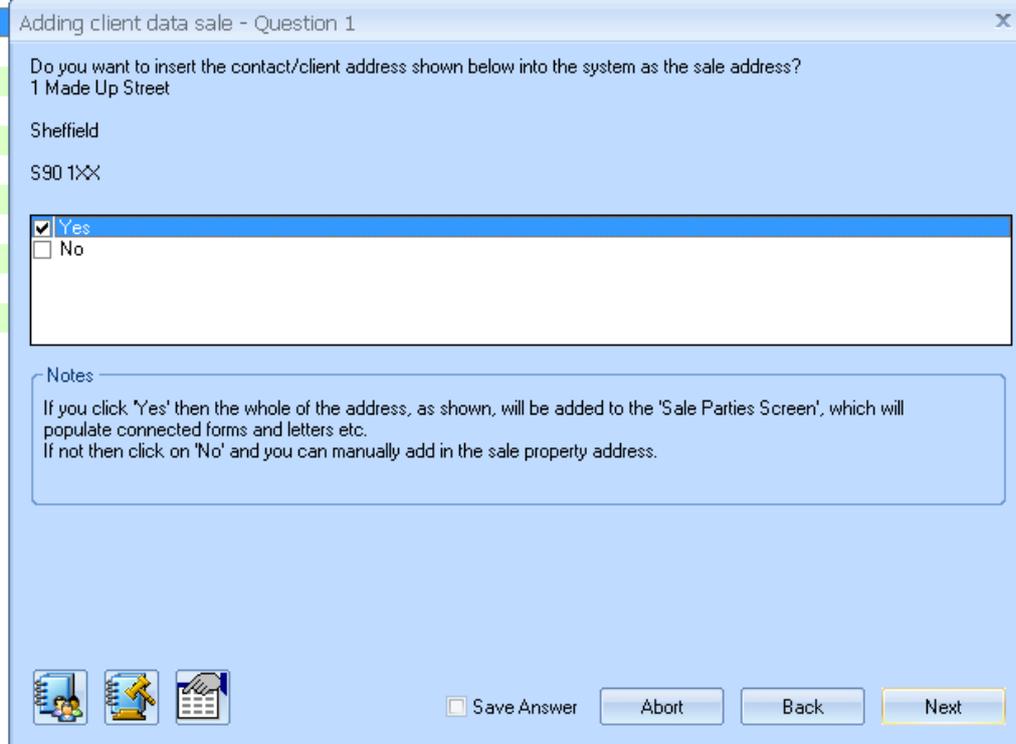
Do not put any commas into the price, you do not need to add any pence if not required.  
Note: This can be approximate at this stage, as you can amend the price when the Memorandum of Sale is received.

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

|  |   |                                |  |
|--|---|--------------------------------|--|
| <b>Property Details</b>  |   | <b>Transaction Details</b>     |  |
| Street Line 1  | <input type="text" value="1 Made Up Street"/> | County                         | <input type="text"/>                         |
| Street Line 2  | <input type="text"/>                          | Postcode                       | <input type="text" value="S90 1XX"/>         |
| Town   | <input type="text" value="Sheffield"/>        | Property Price                 | <input type="text" value="250,000.00"/>      |
|  |   | Is there a connected purchase? | <input type="text" value="No"/>              |
|  |   | Is there a mortgage to redeem? | <input type="text" value="No"/>              |
| <small>Notes: Enter account information on 'Sale Finance Screen'</small>   |   |                                |  |
|  |   | Insert date for memo           | <input type="text" value="Select a date"/>   |
| <b>Seller/Client(s) Details</b>  |   |                                |  |
| Seller 1 Full Name   | <input type="text" value="Charles Seller"/>   | 2                              | <input type="text" value="Caroline Seller"/> |
| Seller 3 Full Name   | <input type="text"/>                          | 4                              | <input type="text"/>                         |
| <b>Purchaser(s) Details</b>  |   |                                |  |
| Purchaser 1 Full Name  | <input type="text"/>                          | 2                              | <input type="text"/>                         |
| Purchaser 3 Full Name  | <input type="text"/>                          | 4                              | <input type="text"/>                         |
| <b>Notes</b>   |   |                                |  |
| <small>In workflow 'Contacts Screen' shows next. If viewing in 'Managing Partner', please click on the 'Contacts' button to the bottom left of this screen.</small>              |   |                                |  |
| <small>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</small> |   |                                |  |
| <small>The 'YES/NO' MUST be completed as they trigger questions and documents relevant to manage the matter</small>  |   |                                |  |

**- 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

### Sale Details and Details of Connected Parties

|  |  |   |
|--|--|---|
| <p><b>Property Details</b></p> <p>Street Line 1 <input type="text" value="1 Made Up Street"/> County <input type="text"/></p> <p>Street Line 2 <input type="text"/> Postcode <input type="text" value="S90 1XX"/></p> <p>Town <input type="text" value="Sheffield"/></p>   |  | <p><b>Transaction Details</b></p> <p>Property Price <input type="text" value="250,000.00"/></p> <p>Is there a connected purchase? <input type="button" value="No"/></p> <p>Is there a mortgage to redeem? <input type="button" value="Yes"/></p> <p><small>Note: Enter account information on 'Sale Finance Screen'</small></p> <p>Insert date for memo <input type="text" value="10/04/2017"/> <input type="button" value="15"/></p> |
| <p><b>Seller/Client(s) Details</b></p> <p>Seller 1 Full Name <input type="text" value="Charles Seller"/> 2 <input type="text" value="Caroline Seller"/></p> <p>Seller 3 Full Name <input type="text"/> 4 <input type="text"/></p>  |  |   |
| <p><b>Purchaser(s) Details</b></p> <p>Purchaser 1 Full Name <input type="text" value="Charles Purchaser"/> 2 <input type="text"/></p> <p>Purchaser 3 Full Name <input type="text"/> 4 <input type="text"/></p>   |  |   |
| <p><b>Notes</b></p> <p>In workflow 'Contacts Screen' shows next. If viewing in 'Managing Partner', please click on the 'Contacts' button to the bottom left of this screen.<br/>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<br/>The 'YES/NO' MUST be completed as they trigger questions and documents relevant to manage the matter</p> |  |   |

- 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.  2ndTitle 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 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

|                         |  |                     |                      |           |                      |     |                      |                                |                      |
|-------------------------|--|---------------------|----------------------|-----------|----------------------|-----|----------------------|--------------------------------|----------------------|
| Lease dated:            | <input type="text" value="Select a date"/> | Share cert:         | <input type="text"/> | Required? | <input type="text"/> | Fee | <input type="text"/> | Parties to the original Lease: | <input type="text"/> |
| Lease term commenced:   | <input type="text" value="Select a date"/> | Deed of Cov:        | <input type="text"/> |           |                      |     |                      | 1                              | <input type="text"/> |
| Term of lease in years: | <input type="text"/>                       | Notice of Transfer: | <input type="text"/> |           |                      |     |                      | 2                              | <input type="text"/> |
|                         |  |                     |                      |           |                      |     |                      | 3                              | <input type="text"/> |

|                 |                      |  |                      |                                  |   |
|-----------------|----------------------|--|----------------------|----------------------------------|---|
| Apportionments: | Amount charged:      | Payable on:                                | Apportioned amount:  | Anticipated Comp Date:           | <input type="text" value="05/04/2017"/> |
| Annual Rent:    | <input type="text"/> | <input type="text" value="Select a date"/> | <input type="text"/> | Retention Amount Req'd           | <input type="text"/>                    |
| Service Charge: | <input type="text"/> | <input type="text" value="Select a date"/> | <input type="text"/> | Amount of rent arrears           | <input type="text"/>                    |
| Insurance cost: | <input type="text"/> | <input type="text" value="Select a date"/> | <input type="text"/> | Amount of service charge arrears | <input type="text"/>                    |

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:

| ID      | Description                               | Date        | Status      | Author |
|---------|---|-------------|-------------|--------|
| 8684868 | Do Matter Information Sheet               | 10/04/2017  | ...         | JXC    |
| 8684869 | Draft Contract sale                       | 10/04/2017  | ...         | JXC    |
| 8685335 | Issue Contracts                           | 10/04/2017  | ...         | JXC    |
| 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    |
| 8685105 | SLA and Milestones                        |             | ...         | JXC    |
| 8685344 | Title Deeds Received - SHS                | 17/04/20... | ...         | GNS    |

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.



|   |   |  |
|---|---|--|
| <h1>CONTRACT</h1>   |   | Buyers Conveyancer: .....<br>Sellers Conveyancer: .....<br>Law Society Formula:<br>The information above does not form part of the Contract  |
| <b>Incorporating the Standard Conditions of Sale (Fifth Edition)</b>            |   |  |
| Date  | : |  |
| Seller  | : | Charles Seller<br>Caroline Seller  |
| Buyer   | : | Charles Purchaser  |
| Property Freehold   | : | All that Freehold property known as<br>1 Made Up Street Sheffield<br><br>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  | : | <b>£ 250,000.00</b>  |
| 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:

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:

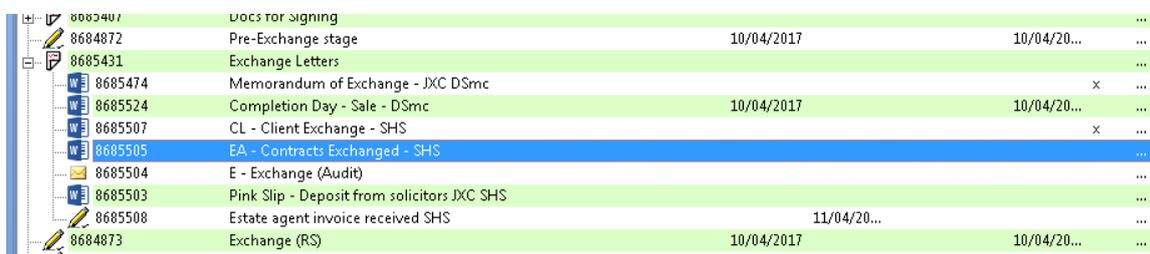
|  |   |
|--|---|
| <b>Property:</b>   | Test sale   |
| <b>Price:</b>  | £250000.00  |
| <b>Vendor:</b>   | Charles Seller<br>Caroline Seller                 |
| <b>Person effecting Exchange for Seller:</b>                                 | Jason Cowley                                      |
| <b>Purchaser: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

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

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    Abort    Back    Next

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)<br>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

| <b>Receipts</b><br>Received from client(s) <input type="text" value="50.00"/><br>Sale monies <input type="text" value="240,000.00"/><br>Anticipated Comp Date: <input type="text" value="05/04/2017"/>   | <b>Mortgage Redemption Monies</b><br>Charge 1 <input type="text" value="Yorkshire"/> Yes <input type="checkbox"/> 100,000.00<br>Charge 2 <input type="text"/> (Non <input type="checkbox"/><br>Charge 3 <input type="text"/> (Non <input type="checkbox"/> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>TT fee/desc</th> <th>Req</th> <th>Amt</th> </tr> </thead> <tbody> <tr> <td>TT Fee to redeem Yorkshire</td> <td>Yes <input type="checkbox"/></td> <td>49.00</td> </tr> <tr> <td>TT Fee to redeem</td> <td>Yes <input type="checkbox"/></td> <td>49.00</td> </tr> <tr> <td>TT Fee to redeem</td> <td>Yes <input type="checkbox"/></td> <td>49.00</td> </tr> <tr> <td>Bank Transfer Fee4</td> <td>Yes <input type="checkbox"/></td> <td>49.00</td> </tr> </tbody> </table> | TT fee/desc   | Req                          | Amt    | TT Fee to redeem Yorkshire                               | Yes <input type="checkbox"/> | 49.00  | TT Fee to redeem            | Yes <input type="checkbox"/> | 49.00  | TT Fee to redeem                               | Yes <input type="checkbox"/> | 49.00  | Bank Transfer Fee4          | Yes <input type="checkbox"/> | 49.00  |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
|--|--|---|---|------------------------------|--------|--|------------------------------|--------|-----------------------------|------------------------------|--------|--|------------------------------|--------|-----------------------------|------------------------------|--------|---|------------------------------|--------|---|-----------------------------|--------|----------------------------------|------------------------------|--------|--------------------------------|------------------------------|--------|------------------------|------------------------------|-------|-------------------------------------|-----------------------------|-------|--------------------------------|------------------------------|--------|--------------------------------------|-----------------------------|--------|------------------|-----------------------------|--------|-------------------------|-----------------------------|-------|-------------------------------|-----------------------------|--------|---------------------------------------|-----------------------------|--------|--------------------|-----------------------------|-------|-------------------------------|-----------------------------|--------|---|------------------------------|--------|---|-----------------------------|-------|--------------------------------|--|--------|-----------------------------------|-----------------------------|--------|--------------------------------------|-----------------------------|-------|
| TT fee/desc  | Req  | Amt   |   |                              |        |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| TT Fee to redeem Yorkshire   | Yes <input type="checkbox"/>   | 49.00   |   |                              |        |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| TT Fee to redeem   | Yes <input type="checkbox"/>   | 49.00   |   |                              |        |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| TT Fee to redeem   | Yes <input type="checkbox"/>   | 49.00   |   |                              |        |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| Bank Transfer Fee4   | Yes <input type="checkbox"/>   | 49.00   |   |                              |        |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| STANDARD SALE FEES: <input type="text" value="555.00"/>  |  |   |   |                              |        |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| <b>Additional Sale Fees</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description of additional charge</th> <th>Required?</th> <th>Charge</th> <th>Description of additional charge</th> <th>Required?</th> <th>Charge</th> </tr> </thead> <tbody> <tr> <td>Test for additional charges</td> <td>Yes <input type="checkbox"/></td> <td>187.00</td> <td>Dealing with matrimonial issues-domestic split</td> <td>Yes <input type="checkbox"/></td> <td>125.00</td> </tr> <tr> <td>Official copies (per title)</td> <td></td> <td>6.00</td> <td>Statutory Declaration/Statement of Truth meeting with you</td> <td>Yes <input type="checkbox"/></td> <td>175.00</td> </tr> <tr> <td>Acting for lender</td> <td></td> <td>115.00</td> <td>Cheque stopped at client request</td> <td>Yes <input type="checkbox"/></td> <td>15.00</td> </tr> <tr> <td>Dealing with Power of Attorney</td> <td>Yes <input type="checkbox"/></td> <td>75.00</td> <td>Cheque returned unpaid</td> <td>No <input type="checkbox"/></td> <td>20.00</td> </tr> <tr> <td>Assignment of an Agreement for Sale</td> <td>No <input type="checkbox"/></td> <td>75.00</td> <td>Dealing with 3rd party lawyers</td> <td>No <input type="checkbox"/></td> <td>140.00</td> </tr> <tr> <td>Purchasing/selling share of freehold</td> <td>No <input type="checkbox"/></td> <td>100.00</td> <td>Possessory title</td> <td>No <input type="checkbox"/></td> <td>100.00</td> </tr> <tr> <td>Declaration of solvency</td> <td>No <input type="checkbox"/></td> <td>50.00</td> <td>Dealing with Islamic mortgage</td> <td>No <input type="checkbox"/></td> <td>200.00</td> </tr> <tr> <td>Dealing with repossession proceedings</td> <td>No <input type="checkbox"/></td> <td>150.00</td> <td>Transfer of equity</td> <td>No <input type="checkbox"/></td> <td>50.00</td> </tr> <tr> <td>Dealing with late completions</td> <td>No <input type="checkbox"/></td> <td>100.00</td> <td>Expedition fee less than 5 days between exchange and comp</td> <td>Yes <input type="checkbox"/></td> <td>100.00</td> </tr> <tr> <td>Repaying unsecured borrowing as a condition of mortgage</td> <td>No <input type="checkbox"/></td> <td>75.00</td> <td>Dealing with Unregistered Land</td> <td></td> <td>250.00</td> </tr> <tr> <td>Dealing with property restriction</td> <td>No <input type="checkbox"/></td> <td>100.00</td> <td>Arranging Indemnity Insurance Policy</td> <td>No <input type="checkbox"/></td> <td>55.00</td> </tr> </tbody> </table> |  |   | Description of additional charge                          | Required?                    | Charge | Description of additional charge                         | Required?                    | Charge | Test for additional charges | Yes <input type="checkbox"/> | 187.00 | Dealing with matrimonial issues-domestic split | Yes <input type="checkbox"/> | 125.00 | Official copies (per title) |                              | 6.00   | Statutory Declaration/Statement of Truth meeting with you | Yes <input type="checkbox"/> | 175.00 | Acting for lender                       |                             | 115.00 | Cheque stopped at client request | Yes <input type="checkbox"/> | 15.00  | Dealing with Power of Attorney | Yes <input type="checkbox"/> | 75.00  | Cheque returned unpaid | No <input type="checkbox"/>  | 20.00 | Assignment of an Agreement for Sale | No <input type="checkbox"/> | 75.00 | Dealing with 3rd party lawyers | No <input type="checkbox"/>  | 140.00 | Purchasing/selling share of freehold | No <input type="checkbox"/> | 100.00 | Possessory title | No <input type="checkbox"/> | 100.00 | Declaration of solvency | No <input type="checkbox"/> | 50.00 | Dealing with Islamic mortgage | No <input type="checkbox"/> | 200.00 | Dealing with repossession proceedings | No <input type="checkbox"/> | 150.00 | Transfer of equity | No <input type="checkbox"/> | 50.00 | Dealing with late completions | No <input type="checkbox"/> | 100.00 | Expedition fee less than 5 days between exchange and comp | Yes <input type="checkbox"/> | 100.00 | Repaying unsecured borrowing as a condition of mortgage | No <input type="checkbox"/> | 75.00 | Dealing with Unregistered Land |  | 250.00 | Dealing with property restriction | No <input type="checkbox"/> | 100.00 | Arranging Indemnity Insurance Policy | No <input type="checkbox"/> | 55.00 |
| Description of additional charge   | Required?  | Charge  | Description of additional charge                          | Required?                    | Charge |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| Test for additional charges  | Yes <input type="checkbox"/>   | 187.00  | Dealing with matrimonial issues-domestic split            | Yes <input type="checkbox"/> | 125.00 |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| Official copies (per title)  |  | 6.00  | Statutory Declaration/Statement of Truth meeting with you | Yes <input type="checkbox"/> | 175.00 |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| Acting for lender  |  | 115.00  | Cheque stopped at client request                          | Yes <input type="checkbox"/> | 15.00  |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| Dealing with Power of Attorney   | Yes <input type="checkbox"/>   | 75.00   | Cheque returned unpaid                                    | No <input type="checkbox"/>  | 20.00  |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| Assignment of an Agreement for Sale  | No <input type="checkbox"/>  | 75.00   | Dealing with 3rd party lawyers                            | No <input type="checkbox"/>  | 140.00 |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| Purchasing/selling share of freehold   | No <input type="checkbox"/>  | 100.00  | Possessory title  | No <input type="checkbox"/>  | 100.00 |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| Declaration of solvency  | No <input type="checkbox"/>  | 50.00   | Dealing with Islamic mortgage                             | No <input type="checkbox"/>  | 200.00 |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| Dealing with repossession proceedings  | No <input type="checkbox"/>  | 150.00  | Transfer of equity  | No <input type="checkbox"/>  | 50.00  |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| Dealing with late completions  | No <input type="checkbox"/>  | 100.00  | Expedition fee less than 5 days between exchange and comp | Yes <input type="checkbox"/> | 100.00 |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| Repaying unsecured borrowing as a condition of mortgage  | No <input type="checkbox"/>  | 75.00   | Dealing with Unregistered Land                            |                              | 250.00 |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| Dealing with property restriction  | No <input type="checkbox"/>  | 100.00  | Arranging Indemnity Insurance Policy                      | No <input type="checkbox"/>  | 55.00  |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| <b>LEASEHOLD ADDITIONAL CHARGES</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description of additional charge - Leasehold properties*</th> <th>Required?</th> <th>Charge</th> <th>Description of additional charge - Leasehold properties*</th> <th>Required?</th> <th>Charge</th> </tr> </thead> <tbody> <tr> <td>Leasehold Supplement</td> <td></td> <td>150.00</td> <td>Extension of lease term</td> <td>No <input type="checkbox"/></td> <td>400.00</td> </tr> <tr> <td>Shared Ownership Leases</td> <td>Yes <input type="checkbox"/></td> <td>250.00</td> <td>Selling with grant of new lease</td> <td>No <input type="checkbox"/></td> <td>400.00</td> </tr> <tr> <td>Administering Service Charge Retentions</td> <td>No <input type="checkbox"/></td> <td>100.00</td> <td>Investigating neighbouring lease</td> <td>No <input type="checkbox"/></td> <td>200.00</td> </tr> <tr> <td>Cross over leases</td> <td>No <input type="checkbox"/></td> <td>200.00</td> <td>Archive fee</td> <td>Yes <input type="checkbox"/></td> <td>43.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>ID Check</td> <td>Yes <input type="checkbox"/></td> <td>17.00</td> </tr> </tbody> </table>   |  |   | 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 <input type="checkbox"/>  | 400.00 | Shared Ownership Leases     | Yes <input type="checkbox"/> | 250.00 | Selling with grant of new lease                           | No <input type="checkbox"/>  | 400.00 | Administering Service Charge Retentions | No <input type="checkbox"/> | 100.00 | Investigating neighbouring lease | No <input type="checkbox"/>  | 200.00 | Cross over leases              | No <input type="checkbox"/>  | 200.00 | Archive fee            | Yes <input type="checkbox"/> | 43.00 |                                     |                             |       | ID Check                       | Yes <input type="checkbox"/> | 17.00  |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| 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 <input type="checkbox"/>  | 400.00 |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| Shared Ownership Leases  | Yes <input type="checkbox"/>   | 250.00  | Selling with grant of new lease                           | No <input type="checkbox"/>  | 400.00 |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| Administering Service Charge Retentions  | No <input type="checkbox"/>  | 100.00  | Investigating neighbouring lease                          | No <input type="checkbox"/>  | 200.00 |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
| Cross over leases  | No <input type="checkbox"/>  | 200.00  | Archive fee   | Yes <input type="checkbox"/> | 43.00  |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |
|  |  |   | ID Check  | Yes <input type="checkbox"/> | 17.00  |  |                              |        |                             |                              |        |  |                              |        |                             |                              |        |   |                              |        |   |                             |        |                                  |                              |        |                                |                              |        |                        |                              |       |                                     |                             |       |                                |                              |        |                                      |                             |        |                  |                             |        |                         |                             |       |                               |                             |        |                                       |                             |        |                    |                             |       |                               |                             |        |   |                              |        |   |                             |       |                                |  |        |                                   |                             |        |                                      |                             |       |

The following standard completion statement is created in Excel:

| Microsoft Excel Ribbon: FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, DEVELOPER |  |                                |                  |           |                  |
|--|--|--------------------------------|------------------|-----------|------------------|
| Clipboard  |  | Font                           |                  | Alignment |                  |
| D8   |  |                                |                  |           |                  |
| 1  |  |                                |                  |           |                  |
| 2  | <b>Financial Statement</b>   |                                |                  |           |                  |
| 3  | <b>Client :</b>  | Charles Seller Caroline Seller |                  |           |                  |
| 4  | <b>Re :</b>  | Test Sale SH                   |                  |           |                  |
| 5  | <b>Completion:</b>   | 14-Apr-17                      |                  |           |                  |
| 6  | <b>Reference</b>   | XXXX/164                       |                  |           |                  |
| 7  | <b>Receipts</b>  |                                | <b>£ : p</b>     |           | <b>£ : p</b>     |
| 8  | Received from you  |                                | 50.00            |           |                  |
| 9  | Sale monies  |                                | 250000.00        |           | 0.00             |
| 10   | <b>Payments</b>  |                                |                  |           |                  |
| 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   | <b>Due to you</b>  |                                |                  |           | <u>209656.20</u> |
| 23   |  |                                | <u>250050.00</u> |           | <u>250050.00</u> |
| 24   |  |                                |                  |           |                  |
| 25   |  |                                |                  |           |                  |
| 26   |  |                                |                  |           |                  |
| 27   |  |                                |                  |           |                  |

### Get in touch

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Improving Law Firm Efficiency

