

Completion information and undertakings (3rd edition)

WARNING: Replies to questions 3.2, 5.2 and 5.3 are solicitor's undertakings.

Address of the property

Postcode

Seller

Buyer

1 Vacant possession

1.1 If vacant possession (of whole or part) is to be given on completion what arrangements will be made to hand over the keys?

- will be left with agents
- will be left with seller's solicitors
- other (please give details)

1.2 If vacant possession (of whole or part) is not being given, please confirm that an authority to the tenant to pay the rent to the buyer will be handed over or be included with the documents to be remitted to the buyer's solicitors on completion.

- Confirmed



2 Deeds and documents

2.1 If the title is unregistered, do you hold all of the title deeds?

Yes No

If No, please give details:

2.2 Please list all deeds and documents to be sent on completion.

3 Completion

3.1 Will completion take place at your office?

Yes No

If No, where or how will it take place?

3.2 We wish to complete through the post in accordance with the Law Society's Code for Completion by Post 2019 (the Code). Please confirm that:

(a) You undertake to adopt the Code; and

Confirmed

(b) The mortgages and charges that you undertake to redeem or discharge in your replies to 5.1 and 5.2 are those specified for the purpose of paragraph 7 of the Code.

Confirmed



4 Money

WARNING: Be alert to the risks of emailing bank details.

4.1 Please state the exact amount payable on completion.

£

If it is not just the balance purchase money, please provide copy receipts for any rent or service charge or other payments being apportioned.

Enclosed Not applicable

4.2 Please provide details of your bank and the account to which completion monies are to be sent:

Name of bank

Address of bank

Branch sort code

Client account name

Client account number

5 Mortgages and charges

5.1 Please list the mortgages or charges secured on the property which you undertake to redeem or discharge to the extent that they relate to the property on or before completion (this includes repayment of any discount under the Housing Acts).



5.2 Do you undertake to redeem or discharge the mortgages and charges listed in reply to 5.1 on completion and to send to us Form DS1, DS3, the receipted charge(s) or confirmation that notice of release or discharge in electronic form has been given to HM Land Registry as and when you receive them?

Yes No

5.3 If you **DO NOT** agree to adopt the current Law Society's Code for Completion by Post, please confirm that you are the duly authorised agent of the proprietor of every mortgage or charge on the property which you have undertaken, in reply to 5.2, to redeem or discharge.

Confirmed

Buyer's solicitor

Date / /

Seller's solicitor

Date / /

SPECIMEN

