

Initial letter to client purchasing 18 Clover Street London W2

Mr T. Wainwright
Cambo Limited
33 Broad Street
Blakey
BL1 6RD

Email: mbr@abbey&richards.com
Our ref: MR/TS
1 August 2019

Dear Tim,

Property: 18 Clover Street, London, W2
Price agreed: £700,000

Thank you for your instructions regarding the purchase of the above property. We have now received confirmation of sale from Simpson and Wilcox, estate agents.

I enclose the following for your information:

1. [The firm's terms and conditions](#); please read through these carefully and, if you are happy to accept our terms and conditions, please sign on behalf of your company and return one copy to me.
2. [Estimate of conveyancing charges](#) which sets out the charges that will apply in this matter. Our charges are calculated mainly by reference to the amount of time that we spend on the matter whether spent in meetings with you and/or other people, telephone calls with you and/or other people, writing letters and general preparation. In the unlikely event of unforeseen problems which might necessitate an alteration in the estimated figure, we will let you know at the earliest opportunity. As this is a commercial transaction, it is likely that your lender will instruct its own solicitors and their fees will be deducted from the mortgage advance.

SURVEY

Please note that as your company is buying a property we would strongly recommend having an independent survey carried out. The survey carried out by the mortgage lender does not always reveal sufficient information about the property as it is only used to establish whether the property will be adequate security for the amount that you are borrowing. It is very important that you are fully satisfied as to the condition of the property prior to purchase as your remedy against the seller following completion of the purchase is extremely limited. As the property is 70 years old we recommend a full structural survey.

SEARCHES

Environmental reports may not be a requirement of your mortgage but are advisable in all cases. Please confirm in writing if you do not require an environmental search to be carried out.

Drainage reports are recommended by the Law Society in all transactions as the local search no longer contains questions relating to public sewerage services and is essential if you are considering extending/altering the property. If sewers lie within the boundaries of the property building will be restricted within several metres of the sewer. If you do not wish us to obtain a drainage report, please confirm in writing. The drainage report covers foul and surface water drainage, confirms whether the property is connected to the public mains water supply, how it is charged, and shows the locations of all drainage systems and water mains within their knowledge.

A **local search** is required in all cases where you are obtaining a mortgage. Please note however that the local search is of limited value as it is directed specifically at the subject property. Should you require any further information relating to the area as a whole, you would need to make your own enquiries direct to the local authority. The local search does not cover environmental issues.

Please forward a cheque in the sum of £250 on account as soon as you are happy to proceed. Once this cheque is received, we will submit preliminary searches and consider contract and title documentation.

COMPLETION DATE

Please note that although a tentative completion date may be agreed, no date can be taken as definite until after exchange of contracts has taken place.

STAMP DUTY LAND TAX (SDLT)

For transactions in land and buildings in the UK a Land Transaction Return (LTR) is required by HM Revenue and Customs.

Each form has a unique reference number and the completed return must be received at the HM Revenue and Customs data capture centre within 14 days of the completed transaction. Any late payment will give rise to an interest charge, penalties may also be due. A certificate will be issued, which will provide valid proof that SDLT has been paid and the certificate will then enable us to apply to the Land Registry for registration of your title to the property.

The Finance Act 2003 introduces a penalty for late notification and payment and we are pleased to say that land transaction returns are now filed online. The fixed penalty is £100 where the return is delivered within 3 months of the completion date, or £200 in all other cases. There is also provision for tax geared penalties to be charged where the return is more than 12 months late.

Although the signing and completion of the form is your responsibility, we will complete the same as part of handling the transaction using the information provided to us at the time of completion.

PROOF OF IDENTITY AND RESIDENCE

As we have not acted for your company before, Government Regulations mean we must ask you to verify the beneficial ownership of the company. Please confirm the full names of the shareholders of the company and that the shares are held beneficially for the shareholders and not on trust for a third party. In addition, please let us have sight of the company's memorandum and articles of association, together with its certificate of incorporation.

As you and your wife are established clients of the firm it will not be necessary to prove your identity as shareholders. However, if there are other shareholders we will need sight of their original current signed passport or photocard driving licence together with suitable documentary evidence of their addresses which would be one of the following:

- A recent utility bill or statement.
- Local council tax bill for the current year.
- Bank or building society statement.
- Passbook containing your current address.

I look forward to hearing from you.

Yours sincerely,

M. Richards