

# Completion information and undertakings (2nd edition)

**WARNING:** Replies to Requisitions 3.2 and 5.2 are treated as a solicitor's undertaking.

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 supply a list of the deeds and documents to be handed over or remitted to the buyer's solicitors on completion.

☐ Enclosed

## 3 Completion

3.1 Will completion take place at your office?

☐ Yes ☐ No

If No, where or how will it take place?

**WARNING: A reply to requisition 3.2 is treated as an undertaking. Great care must be taken when answering this requisition.**

3.2 If we wish to complete through the post, please confirm that:

(a) You undertake to adopt the Law Society's Code for Completion by Post; and

☐ Confirmed

(b) The mortgages and charges listed in reply to 5.1 are those specified for the purpose of paragraph 6 of the Code.

☐ Confirmed

## 4 Money

**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).

**WARNING: A reply to requisition 5.2 is treated as an undertaking. Great care must be taken when answering this requisition.**

**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 the Land Registry as soon as 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

**WARNING: These replies should be signed only by a person with authority to give undertakings on behalf of the firm.**

<div></div> <div>Buyer's solicitor</div> <div>Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/></div>	<div></div> <div>Seller's solicitor</div> <div>Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/></div>
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