

Name: [REDACTED]

Membership no: [REDACTED]

1. Competency: 4 Learning Outcome: 4.3

Maintain files in accordance with procedures.

2. Evidence provided:

File Audit and exchange/completion checklists

3. Outline how the evidence demonstrates you meet the outcome

Demonstrate maintenance of your files and business systems:

Internal File audits are carried out as part of the firms standard procedures to ensure we are working to a good standard and that files are being maintained to a satisfactory level.

The file audit supplied evidences that the file was dealt with to a high standard.

I have also enclosed copy pre exchange and pre completion checklists. We complete these for every transaction to ensure all financial obligations are met and documents checked they also act as checklists that nothing is outstanding.

4. Reflection and evaluation (what you learnt from the activity you undertook to meet the outcome). Note: you may want to complete this section at a later date once you have had time to reflect on your practice and experience.

It is important that all files are maintained to a high level of standard, not only for me but for the firm also.

I am aware that random file audits occur and that is very important for the smooth running of the file that files are kept together in a good manner. It is very important throughout the transaction for example if someone is off ill that the file can be picked up and it is clear exactly where we are.

5. Completion date: 1/4/15

6. Signed (applicant)

[REDACTED]

Date: 22/5/15

7. Signed (supervisor)

[REDACTED]

Date: 22/5/15

# FILE AUDIT - GENERAL

✓(162)  
1165

Scoring Criteria: 0 – No, 1 – Yes

Audit Date: 1/4/2015  
Auditor: Compliance Officer

Fee Earner: [REDACTED]  
File No: [REDACTED]  
File Opened: 19/01/2015

Client: [REDACTED]  
Matter: [REDACTED]

## File Set Up and File Management

Initial letter sent?	Yes
Terms and Conditions sent?	Yes
Acceptable ID received for each client?	Yes
AML searches carried out on all clients and saved to solcase?	Yes
Can the current status of file be easily identified?	Yes
Is the file tidy?	Yes
Is the file well ordered all documents in correct wallets with check lists completed?	Yes

## Client Care and Service

Are key dates and undertakings recorded on the file?	Yes
Costs update given as appropriate (this includes decision to do chancel repair&/or tin search, etc)	Yes
Advice/Information provided to client at appropriate intervals. (Has proactive contact been made with the client?)	Yes
Advice/Information provided to Agent/Broker/Solicitor at appropriate intervals?	Yes
Clients expectations managed effectively?	Yes
Telephone calls returned same day?	Yes
Incoming post dealt with promptly?	Yes
Searches carried out in a timely manner?	Yes

## Legal and Conveyancing

Confirmation received to act for the client?	Yes
Other sides Solicitor verified?	Yes
Client objectives obtained for complex property transactions and appropriate advice and action effected?	Yes
Prompt progress of case achieved – have we created and un-necessary delays?	Yes
Chasing for CIF, ID, docs done by telephone where possible and practicable?	No – Email
Solcase: Data Quality: Correct data input, effective use of notes, history accurate?	Yes
Solcase: Scripts run properly with To-Do list up to date, schedule items run as appropriate. Appropriate precedents (protocol etc) used?	Yes

## Financial Management

Payment on account for disbursements?	Yes
Proforma completion statement used?	Yes
Prompt collection of monies or third parties? (Flood/Tin searches/Notice fees)	Yes
Have we charged the client for all additional services?	Yes
Invoicing accurate – are referral fees noted?	Yes
Has SDLT been paid and submitted with the time limit?	Yes
Relevant sums paid to Freeholders/Agents and indemnity insurers. Correct notices sent on completion?	Yes



Draft completion statement accurate and with client prior to completion?	Yes
Evidence of financial slips (receipts and payments) signed in accordance with the SRA i.e. qualified person for monies out, responsible person for client monies in?	Yes
Evidence that monies have been received from the source identified by the client i.e. slip should agree or a note should be made confirming the discrepancy?	Yes
Evidence that the completion statement checklist is signed of in accordance with company policy (especially all charges identified)?	Yes
Matter nil balanced within 2 days of completion and ready for registration?	Yes
Write offs – i.e. extra OS1, SDLT penalty?	None

**Post Completion**

AP1 sent within OS1 priority date?	Yes
AP1 sent within 14 days of completion?	Yes
Copy signed contract for both sides retained on file with copy signed transfer?	Yes
Clients signed Transfer/Mortgage Deed in our possession prior to completion?	Yes
Documents sent to client/lender with 14 days of the returned registration?	Yes
Correct documents sent to clients/lender following returned registration?	Yes
File ready for archiving with file closing checklist, nil balance and ID to central file?	Yes

**Comments**

**Next Action Steps where applicable**

<b>Score</b>	<b>41/42</b>
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# Pre Exchange Check List – Sale

(423)  
(165)

This form is to be completed, printed and signed by the conveyancer dealing with the matter before contracts are exchanged. Its completion and filing will form part of the monthly audit checks and process.

Client name: [REDACTED]  
 Property Address: [REDACTED]  
 Reference: [REDACTED]  
 Anticipated exchange Date: [REDACTED]  
 Lender: Santander  
 Redemption statement expires: [REDACTED]  
 Mortgage amount outstanding: [REDACTED]  
 Team Code: [REDACTED]  
 Fee Earner: [REDACTED]  
 Checked by: [REDACTED]

Related Purchase		
(a)	Is there a related purchase?	NO
Details:		
(b)	Have you checked any related purchase and do the dates match?	N/A.

Mortgage		
(a)	Is there a mortgage?	YES
(b)	Is there more than one charge?	NO
(c)	Do you have up to date statements for ALL charges?	YES.
(d)	Have you put ALL relevant data into solcase?	YES
(e)	Does your undertaking cover all charges?	YES
(f)	Have you checked for an ERP?	YES
(g)	Have you advised the client of any ERP?	YES
(h)	Has the client understood the ERP?	N/A.
(i)	Is there an up to date draft statement on file?	N/A
		YES

Title - All Cases		
(a)	Is any related purchase ready?	N/A.
(b)	Have all enquiries been answered?	YES
(c)	Do you hold a signed transfer?	YES
(d)	Have any occupiers signed the contract?	N/A. VACANT.
(e)	Have you agreed all necessary policies?	N/A.

Title - Leasehold		
(a)	Do you have up to date financial information?	N/A
(b)	Licence to Assign required?	---
(c)	Deed of Covenant required?	---
(d)	Deed of Covenant/Licence requirements complied with?	---
(e)	Do you have ALL the costs to ensure completion and have you included these in the statement?	---
(f)	Do we need an undertaking for Management Charges?	---



Restrictions and Undertakings	
(a)	Is there a restriction on the title to be dealt with? <span style="float: right;">YES.</span>
(b)	Details of the restriction:  UNILATERAL NOTICE.
(c)	Have you give any undertakings? <span style="float: right;">YES.</span>
(d)	Details of any undertakings given: <del>BUYER</del> PAY REQUIRED FUNDS FROM SALE PROCEEDS & PROVIDE VACATED DEED ONCE RECEIVED

124  
169

Authority	
(a)	Do you hold a signed contract? <span style="float: right;">Select YES</span>
(b)	Do you have clients up to date authority to exchange? <span style="float: right;">Select YES</span>
(c)	Have you agreed a date with the client that is possible? <span style="float: right;">Select YES</span>
(d)	Has this date been agreed with the buyers and the chain? <span style="float: right;">Select YES</span>
(e)	Do you need authority from more than one person? <span style="float: right;">Select YES</span>
(f)	Do the buyers hold the full deposit as agreed with the clients? <span style="float: right;">Select NO</span>
(g)	Is there a related purchase, is this ready? <span style="float: right;">Select YES</span>
(h)	Have you fully considered the mortgage arrangements? <span style="float: right;">Select N/A</span>
(i)	Do you hold ID and a current PASSED and COMPLIANT AML search? <span style="float: right;">Select YES</span>
(k)	Additional points to note before exchange and extra contract clauses:

18/2

Completion Statement	
(a)	Completion statement prepared by Finance? Checked & sent to client? <span style="float: right;">Yes</span>




Remember: If not already done after exchange you should:

- Check OC's for all charges and restrictions
- Obtain an up to date redemption statement for all charges
- Advise the client of exchange and completion date
- Inform agent, broker and introducer
- Create Bill for finance

For the conveyancer: If as the Conveyancer you are happy that all of the above is correct please sign this form and place it in the file in the SIGNED DOCUMENTS folder.

Signed:   
 Conveyancer   
 Date: 

For the person exchanging: As the person exchanging contracts and with having overall conduct of the file please sign to confirm that you have read the above and that there are no outstanding issues before you exchange.

Signed:   
 Person Exchanging   
 Exchange date: 



# Pre Completion Checks - Sale



File Number:

Client Name:

Matter Description:

Exchange Date:

Completion Date:

Freehold or Leasehold:

FH

LH

Sale Price on Contract:

160,000.00

Amendments to the price since opening?

Y

N

Allowances agreed in the Contract or otherwise?

Y

N

Amounts?

Deposit received?

Y

N

£ HTO

How many Mortgages / Charges in the OCs?

1 charge + unilateral Notice

Mortgage 1: Redemption statement date:

18/2/15

Amount:

Mortgage 2: Redemption statement date:

18/2/15

Amount:

Mortgage 3: Redemption statement date:

Amount:

Mortgage 4: Redemption statement date:

Amount:

Any other charges / cautions or restrictions known or showing?

Y

N

Have undertakings been obtained or appropriate actions taken?

Y

UNILATERAL NOTICE AS ABOVE.

Any transfer fees / contingency fees noted from a lease?

Y

N

Have funds been retained?

Y

N

N/A

Any Indemnity Insurance required?

Y

N

Have funds been retained?

Y

N

Has a Schedule entry been made to put policy(ies) in place or to check policy has been received?

Y

Are all payments and disbursements noted and accounted for?

Y

Is the file ready to complete?

Y

Date:

Signed...



Paralegal

Signed.....



Team Leader