



Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ *
MERGEFORMAT }

{ IF { MERGEFIELD LINKNAME_SURNAME_1 } = "{ MERGEFIELD LINKNAME_SURNAME_2
}" "{ MERGEFIELD LINKNAME_TITLE_1 } and { MERGEFIELD LINKNAME_TITLE_2 } {
MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" "{ IF {
MERGEFIELD LINKNAME_SURNAME_2 } = "" "{ MERGEFIELD LINKNAME_TITLE_1 } {
MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" "{
MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } {
MERGEFIELD LINKNAME_SURNAME_1 } and { MERGEFIELD LINKNAME_TITLE_2 } {
MERGEFIELD LINKNAME_INITIALS_2 } { MERGEFIELD LINKNAME_SURNAME_2 }" }" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_RM_CLIENTDET_FW_CLI_SALUT }

**Property: { MERGEFIELD FW_RM_PROPERTY_FW_PROP1 \f", " } { MERGEFIELD
FW_RM_PROPERTY_FW_PROP2 \f", " } { MERGEFIELD
FW_RM_PROPERTY_FW_PROP3 \f", " } { MERGEFIELD
FW_RM_PROPERTY_FW_PROP4 \f" " } { MERGEFIELD
FW_RM_PROPERTY_FW_POSTCODE }**

Please find enclosed the Transfer Deed (TR1) for your signature. The Transfer Deed is the document that transfers the ownership of the property between parties. Owners can be added or removed using the TR1.

The Transfer sets out the Title Number, which is essentially a reference number held by the Land Registry that is unique to the property. It also sets out the address of the property, and the consideration given (if any).

Your signature to the Transfer Deed must be witnessed. The person witnessing your signature must be over 18, unrelated to you and not a party to this transaction. You must sign where indicated, and the witness must then sign, write their full name in CAPITALS and their full address beneath your signature, as indicated. If you would prefer to sign the Transfer at my office, please get in contact with my secretary who will be able to witness your signature.

Please note you SHOULD NOT date the Transfer in any way. The reason being that the Transfer will be dated on the day of completion. If the Transfer is dated, I will need to send it to you again for you to resign.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }