

CASE STUDY MATERIALS

JUNE 2011
Level 6
CONVEYANCING
Subject Code L6-17

ilex

StudentBounty.com

INSTITUTE OF LEGAL EXECUTIVES

UNIT 17 – CONVEYANCING*

CASE STUDY MATERIALS

Information for Candidates on Using the Case Study Materials

- This document contains the case study materials for your examination.
- In the examination, you will be presented with a set of questions that will relate to the case study materials. You will be required to answer all the questions on the examination paper.
- You should familiarise yourself with the case study materials prior to the examination, taking time to consider the themes raised in the materials.
- You should take the opportunity to discuss the materials with your tutor/s either face to face or electronically.
- It is recommended that you consider the way in which your knowledge and understanding relates to the case study materials.

Instructions to Candidates Before the Examination

- You will be provided with a clean copy of the case study materials in the examination.
- You are **NOT** permitted to take your own copy of the case study materials or any other materials including notes or textbooks into the examination.
- In the examination, candidates must comply with the ILEX Examination Regulations.

Turn over

* This unit is a component of the following ILEX qualifications: **LEVEL 6 CERTIFICATE IN LAW, LEVEL 6 PROFESSIONAL HIGHER DIPLOMA IN LAW AND PRACTICE** and the **LEVEL 6 DIPLOMA IN LEGAL PRACTICE**

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ADVANCE INSTRUCTIONS TO STUDENTS

You are a trainee Legal Executive in the firm of Kempstons of The Manor House, Bedford, MK42 7AB. You have just started work in the Property Department and your supervising partner is Susan Shah.

Susan Shah acts for Eliza Waterson and Julie Carthy who are in partnership together acquiring residential properties for investment purposes. Susan has asked you to assist in acting on their behalf and has sent you the following documents:

- Document 1:** Memorandum from Susan Shah.
- Document 2:** Epitome of Title to 23 Wainwright Street, Leeds, L3 5CL.
- Document 3:** Official Copies and title plan to 56 Byker Hill Terrace, Durham, DH1 3HP.
- Document 4:** Extract Seller's Replies to Property Information Form.
- Document 5:** Standard Conditions of Sale (4th Edition)

MEMORANDUM

To: Trainee Legal Executive
From: Susan Shah
Subject: Eliza Waterson and Julie Carthy – Purchase of 23 Wainwright Street, Leeds L3 5CL and 56 Byker Hill Terrace, Durham, DH1 3HP

I act for Eliza Waterson and Julie Carthy who are business partners. They buy run-down properties, renovate those properties themselves and then resell them. Eliza trained as an architect and Julie as a builder, so they have the necessary skills to carry out the work that requires doing at a low cost. Despite the current state of the market, they have been very successful at identifying suitable properties for renovation. They share profits 55% to 45% reflecting the fact that Eliza contributed a larger sum to the business when they began operating. They run their business from a jointly owned property at 5 Braeboeff Street, Bedford, MK42 3TY.

I would like you to assist me in acting in respect of their two current projects.

23 Wainwright Street, Leeds, L3 5CL

I exchanged contracts on the purchase of 23 Wainwright Street last week and completion is due to take place this Friday at a price of £275,000. The Standard Conditions of Sale (4th Edition) were used (**Document 5**). I would like you to take responsibility for completion and the necessary follow up matters following that. Title to 23 Wainwright Street is unregistered and I attach the epitome of title to the property with this memo (**Document 2**). There are some additional documents that I have requested to complete the title, but Eliza and Julie instructed me to exchange anyway as they are very keen to secure the purchase of 23 Wainwright Street at such an attractive price.

56 Byker Hill Terrace, Durham, DH1 3HP

Eliza and Julie have just had their offer of £253,000 for the purchase of 56 Byker Hill Terrace accepted and I have been asked to act for them on the acquisition. Whilst 23 Wainwright Street was a cash purchase, Eliza and Julie are funding the acquisition of 56 Byker Hill Terrace partly with the aid of a mortgage of £120,000 from Pontefract's Bank plc. I have received official copies and a title plan for 56 Byker Hill Terrace which I also enclose (**Document 3**) together with replies to the seller's Property Information Form (**Document 4**). I am yet to receive the contract for sale, but the seller has confirmed that she will be selling with full title guarantee.

56 Byker Hill Terrace is something of a departure from Eliza and Julie's usual method of business in that the property is newly built rather than in a run-down state. What they plan to do is subdivide the property into two flats and then let out the two units. The exterior of the property will not be affected. They plan to block up the passageway to the right of the property to create two private car parking spaces for the eventual tenants: off-street parking is at a premium in the area and so it will be a good selling point.

Susan

DOCUMENT 2

EPITOME OF TITLE
of freehold premises known as
23 Wainwright Street, Leeds, L3 5CL

No. of Document	Date	Description of document including parties or event	Evidence now supplied	Whether original will be handed over on completion
1	23.06.1976	Conveyance by Alfred Henderson (1) to John Munns and Pauline Munns (2)	Photocopy	Yes
2	02.06.2011	Central Land Charges Department Search.	Photocopy	Yes

NOTE TO CANDIDATES

With regard to ad valorem stamp duty, you may assume that:

1. where duty has been paid, the correct amount of duty has been paid; and
2. any certificate of value present in a document is a correct certificate.

You should also assume that:

1. Leeds was not an area of compulsory registration until 1990; and
2. for the purpose of Land Charge Searches, Leeds has been in the County of West Yorkshire since 1974.

Turn over



THIS CONVEYANCE is made the Twenty Third day of June One thousand nine hundred and seventy-six BETWEEN ALFRED HENDERSON of 23 Wainwright Street, Leeds in the County of West Yorkshire (hereinafter referred to as “the Vendor”) of the one part and JOHN MUNNS and PAULINE MUNNS both of 10 Bedford Drive, Sutton in the County of Surrey (hereinafter referred to as “the Purchasers”) of the other part

WHEREAS the Vendor is seised of the property hereinafter described for an estate in fee simple in possession subject as hereinafter mentioned but otherwise free from incumbrances

AND WHEREAS the Vendor has agreed to sell the said property to the Purchasers for the sum of TWENTY THOUSAND POUNDS

NOW THIS DEED WITNESSETH as follows:

1. IN consideration of the sum of twenty thousand pounds paid by the Purchasers to the Vendor (the receipt of which sum the Vendor hereby acknowledges) the Vendor as BENEFICIAL OWNER HEREBY CONVEYS unto the Purchasers ALL THAT land and premises known as 23, Wainwright Street, Leeds in the County of West Yorkshire as is more particularly delineated on the plan annexed to the Conveyance dated 25 day of April 1956 and made between ALLISON BROTHERTON of the one part and the Vendor of the other part (‘the Conveyance’) SUBJECT TO the restrictive covenants set out in the Conveyance but otherwise free from incumbrances TO HOLD the Property as beneficial tenants in common in equal shares.

2. THE Purchasers (with the object of affording to the Vendor a full indemnity in respect of any breach of the said covenant but not further or otherwise) HEREBY COVENANT with the Vendor that the Purchasers and the persons deriving title under them will at all times hereafter perform and observe the said restrictive covenants and keep the Vendor and his estate and effects indemnified against all actions claims demands and liabilities in respect thereof so far as the same affects the property hereby conveyed and is still subsisting and capable of being enforced.

IN WITNESS whereof the parties hereto have hereunto set their respective hands and seals the day and year first before written:

CASE STUDY MATERIALS

SIGNED SEALED and DELIVERED
on behalf of ALFRED HENDERSON
by his above named attorney Anthony
Dylan in the presence of:

}
}
}
}

Alfred Henderson



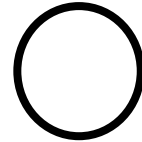
Brian McCarthy
McCarthy & Co. Solicitors
Woodside Park
Leeds

SIGNED SEALED and DELIVERED

by the above named
JOHN MUNNS in the presence of:

}
}
}

John Munns



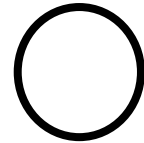
F. Myerson
Frederick Myerson,
1 High Street,
Woking

SIGNED SEALED and DELIVERED

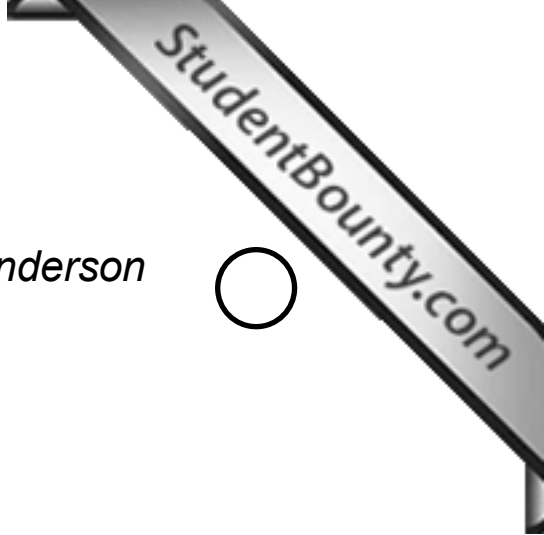
by the above named
PAULINE MUNNS
in the presence of:

}
}
}
}

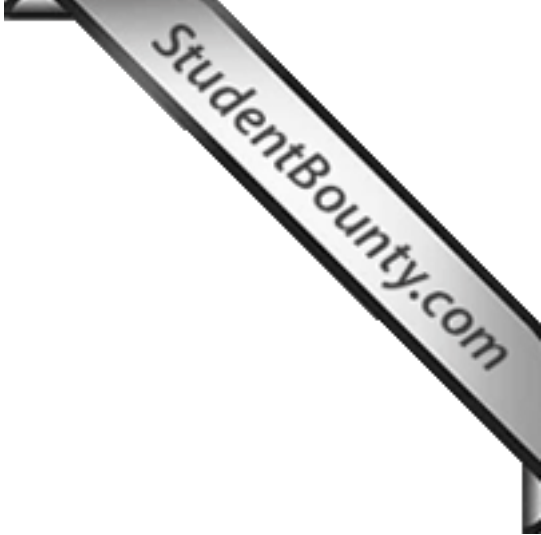
Pauline Munns

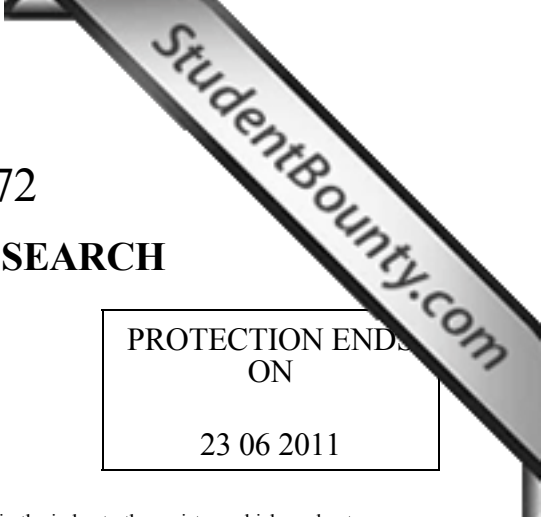


F. Myerson
Frederick Myerson,
1 High Street,
Woking



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LAND CHARGES ACT, 1972

FORM K18

CERTIFICATE OF THE RESULT OF SEARCH

CERTIFICATE NO. 08239093	CERTIFICATE DATE 02 06 2011	PROTECTION ENDS ON 23 06 2011
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It is hereby certified that an official search in respect of the undermentioned particulars has been made in the index to the registers which are kept pursuant to the Land Charges Act 1972. The results of the search is shown below.

PARTICULARS SEARCHED					
COUNTY OR COUNTIES: WEST YORKSHIRE					
NAME(S): Particulars of Charge				PERIOD	FEES £
ALLISON *BROTHERTON*				1926-1956	1.00
No subsisting entry					
ALFRED *HENDERSON*				1956-1976	1.00
(1) Dii No. 0198 Dated 03/05/56					
(2) 23 Wainwright Street,					
(3) Leeds,					
(4) West Yorkshire.					
JOHN *MUNNS*				1976-2011	1.00
No subsisting entry					
PAULINE *MUNNS*				1976-2011	1.00
No subsisting entry					
APPLICANT'S REFERENCE: JH	STANSHALL'S	APPLICANT'S KEY NUMBER	565779	AMOUNT DEBITED	4.00
Stanshall's Solicitors, 14-18 London Road Leeds L4 6TF				Any enquiries concerning this certificate to be addressed to: The Superintendent Land Charges Department Burrington Way Plymouth PL5 3LP	
				IMPORTANT PLEASE READ THE NOTES OVERLEAF	

Official copy of register of title



Title number DH389348

Edition date 29.04.2000

- This official copy shows the entries subsisting on the register on 6 June 2011 at 12.04.59.
- This date must be quoted as the “search from date” in any official search application based on this copy.
- The date at the beginning of an entry is the date on which the entry was made in the register.
- Issued on 6 June 2011.
- Under s.67 of the Land Registration Act 2002 this copy is admissible in evidence to the same extent as the original.
- For information about the register of title see Land Registry website www.landregistry.gov.uk or Land Registry Public Guide 1- *A guide to the information we keep and how you can obtain it*.
- This title is dealt with by Land Registry Durham Office

A: Property Register

This register describes the land and the estate comprised in the title.

COUNTY DURHAM - DURHAM

1. (29 April 2000) The freehold land shown edged with red on the plan of the above Title filed at the Registry and being 56 Byker Hill Terrace, Durham, DH1 3HP.
2. (29 April 2000) The property is subject to the following rights contained in a conveyance of the land in this title dated 12 February 1927 and made between (1) Simon Paul and (2) Slimson’s Colliery Limited:

“The Property is sold subject to the full right and liberty for the Vendor and his successors in title (and all persons authorised by him or them), in common with Purchaser and his successors in title (and all persons authorised by him or them) at all times and for all purposes connected with the use and enjoyment of the Vendor’s Retained Land (being 58 Byker Hill Terrace) to pass and repass (with or without vehicles) over and along the alleyway within the Property as is shown coloured pink on the plan attached to this conveyance the Vendor and Purchaser each paying one half of the cost of maintaining the said alleyway in a state of good repair and condition”

Note: The alleyway referred to as being coloured pink is shown hatched on the title plan.

3. (29 April 2000) The property is subject to the following reservation contained in a conveyance of the land in this title dated 12 February 1927 and made between (1) Simon Paul and (2) Slimson’s Colliery Limited:

“There is excepted and reserved out of the land in this title the right to all mines and minerals together with the right to work get and carry away the same but only by underground operations.”

B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Title Absolute

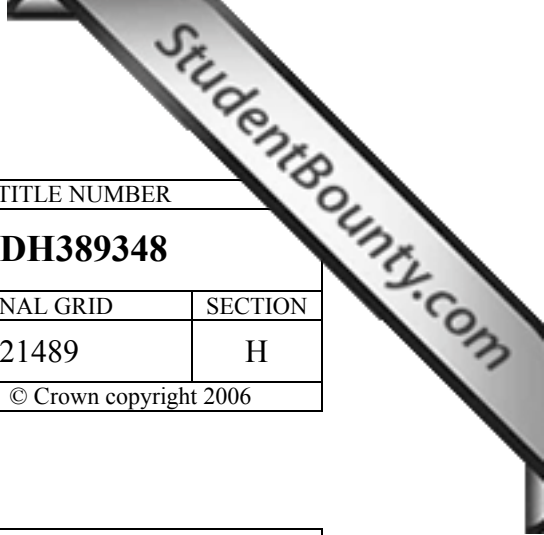
1. (29 April 2000) **PROPRIETOR(S):** DENISE LANCASHIRE of 56 Byker Hill Terrace,


C: Charges Register

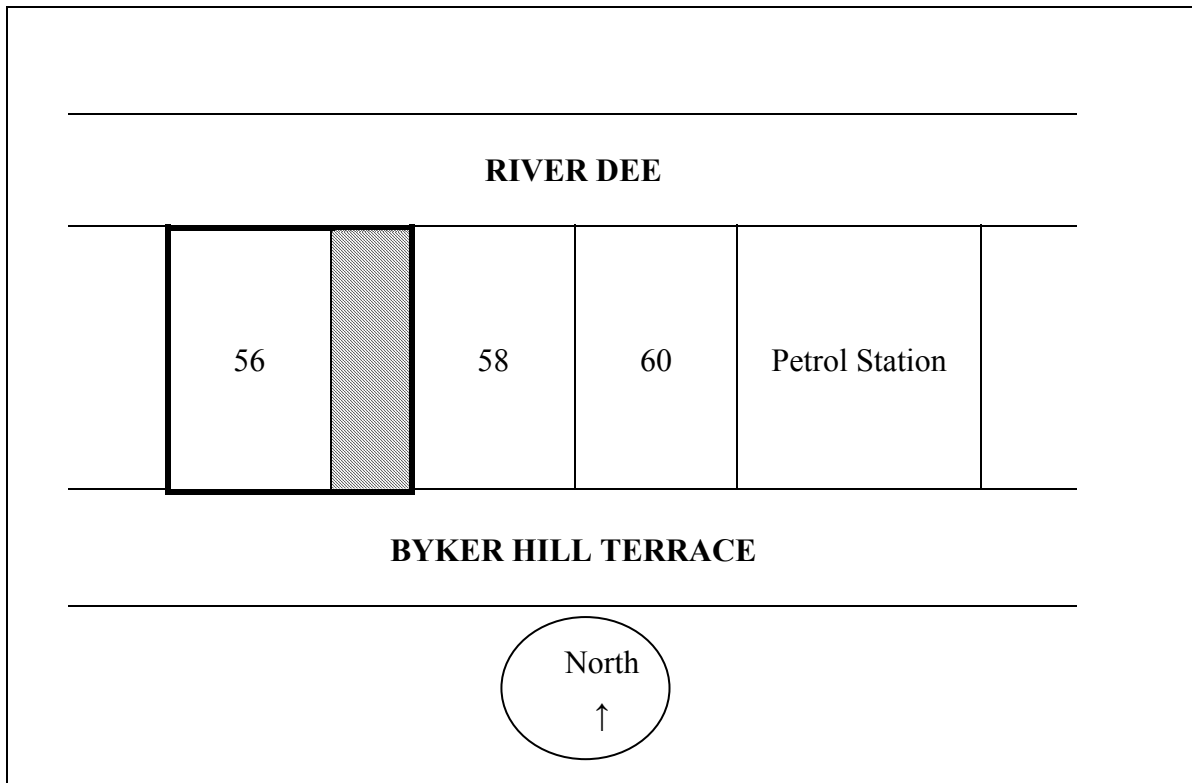
This register contains any charges and other matters that affect the land.

1. (29 April 2000) A conveyance of the land in this title dated 12 February 1927 and made between (1) Simon Paul and (2) Slimson's Limited contains the following covenant:
"The Purchaser covenants with the Vendor for the benefit of every part of the Vendor's Retained Land (being 58 Byker Hill Terrace) with the intent that the burden of the covenant shall run with every part of the Property not to use the Property other than for residential purposes."
2. (25 March 2003) CHARGE dated 17 March 2003 to secure the monies including the further advances therein mentioned.
3. (25 March 2003) PROPRIETOR – COTSWOLDS AND SHIRES BUILDING SOCIETY, St Paul's Square, Birmingham, B1 3TK.


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Land Registry Cymraeg 		TITLE NUMBER		
		DH389348		
ORDNANCE SURVEY PLAN REFERENCE	COUNTY	SHEET	NATIONAL GRID	SECTION
	DURHAM	2	SK21489	H
Scale: 1/1250			© Crown copyright 2006	



Note to Candidates:

-  Denotes hatching referred to in entry 2 of the Property Register of the above title.
- The red line referred to in the Property Register denoting the boundary of the property is shown with a thick black line on the above plan.

This official copy issued on 6 June 2011 shows the state of this title plan on 6 June 2011 at 12:04:59.

Admissible in evidence to the same extent as the original (s67 Land Registration Act 2002)

This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale.

Measurements scaled from this plan may not catch measurements between the same points on the ground. See Land Registry Public Guide 7 – Title Plans

This title is dealt with by Land Registry Durham Office

EXTRACT OF SELLER'S REPLIES TO PROPERTY INFORMATION FORM

Question	Seller's Response
<p>2 <u>Disputes</u></p> <p>2.1 Do you know of any disputes about this or any neighbouring property?</p> <p>2.2 Have you received any complaints about anything you have, or have not, done as owners?</p> <p>2.3 Have you made any such complaints to any neighbour about what the neighbour has or has not done?</p>	<p>No</p> <p>None</p> <p>No</p>
<p>4 <u>Guarantees</u></p> <p>4.1 Are there any guarantees or insurance policies of the following types:</p> <p>(a) NHBC Buildmark?</p>	<p>Yes: Cover dated August 2010: copies of relevant documentation enclosed.</p>
<p>8 <u>Occupiers</u></p> <p>8.1 Does anyone other than you live in the property? If "No" go to question 9.1. If "Yes" please give their full names and (if under 18) their ages.</p>	<p>No</p>
<p>11 <u>Fixtures</u></p> <p>11.1 If you have sold through an estate agent, are all items listed in its particulars included in the sale?</p> <p>If "No" you should instruct the estate agent to write to everyone concerned correcting this error.</p> <p>11.2 Do you own outright everything included in the sale?</p>	<p>The property is sold together with all internal and garden furniture which are worth £3,000.00. Full details are supplied separately in the Fittings and Contents Form. The value of these items has been confirmed by an independent valuation expert.</p>

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CASE STUDY MATERIALS DOCUMENT 5
STANDARD CONDITIONS OF SALE (FOURTH EDITION)
(NATIONAL CONDITIONS OF SALE 24th EDITION, LAW SOCIETY'S CONDITIONS OF SALE 2019)

- 1. GENERAL**
- 1.1 Definitions**
- 1.1.1 In these conditions:
- (a) "accrued interest" means:
- (i) if money has been placed on deposit or in a building society share account, the interest actually earned
- (ii) otherwise, the interest which might reasonably have been earned by depositing the money at interest on seven days' notice of withdrawal with a clearing bank less, in either case, any proper charges for handling the money
- (b) "chattels price" means any separate amount payable for chattels included in the contract
- (c) "clearing bank" means a bank which is a shareholder in CHAPS Clearing Co. Limited.
- (d) "completion date" has the meaning given in condition 6.1.1
- (e) "contract rate" means the Law Society's interest rate from time to time in force
- (f) "conveyancer" means a solicitor, barrister, duly certified notary public, licensed conveyancer or recognised body under sections 9 or 23 of the Administration of Justice Act 1985
- (g) "direct credit" means a direct transfer of cleared funds to an account nominated by the seller's conveyancer and maintained by a clearing bank
- (h) "lease" includes sub-lease, tenancy and agreement for a lease or sub-lease
- (i) "notice to complete" means a notice requiring completion of the contract in accordance with condition 6
- (j) "public requirement" means any notice, order or proposal given or made (whether before or after the date of the contract) by a body acting on statutory authority
- (k) "requisition" includes objection
- (l) "transfer" includes conveyance and assignment
- (m) "working day" means any day from Monday to Friday (inclusive) which is not Christmas Day, Good Friday or a statutory Bank Holiday.
- 1.1.2 In these conditions the terms "absolute title" and "official copies" have the special meanings given to them by the Land Registration Act 2002.
- 1.1.3 A party is ready, able and willing to complete:
- (a) if he could be, but for the default of the other party, and
- (b) in the case of the seller, even though the property remains subject to a mortgage, if the amount to be paid on completion enables the property to be transferred freed of all mortgages (except any to which the sale is expressly subject).
- 1.1.4 These conditions apply except as varied or excluded by the contract.
- 1.2 Joint parties**
- If there is more than one seller or more than one buyer, the obligations which they undertake can be enforced against them all jointly or against each individually.
- 1.3 Notices and documents**
- 1.3.1 A notice required or authorised by the contract must be in writing.
- 1.3.2 Giving a notice or delivering a document to a party's conveyancer has the same effect as giving or delivering it to that party.
- 1.3.3 Where delivery of the original document is not essential, a notice or document is validly given or sent if it is sent:
- (a) by fax, or
- (b) by e-mail to an e-mail address for the intended recipient given in the contract.
- 1.3.4 Subject to conditions 1.3.5 to 1.3.7, a notice is given and a document is delivered when it is received.
- 1.3.5 (a) A notice or document sent through a document exchange is received when it is available for collection
- (b) A notice or document which is received after 4.00pm on a working day, or on a day which is not a working day, is to be treated as having been received on the next working day
- (c) An automated response to a notice or document sent by e-mail that the intended recipient is out of the office is to be treated as proof that the notice or document was not received.
- 1.3.6 Condition 1.3.7 applies unless there is proof:
- (a) that a notice or document has not been received, or
- (b) of when it was received.
- 1.3.7 A notice or document sent by the following means is treated as having been received as follows:
- (a) by first-class post: before 4.00pm on the second working day after posting
- (b) by second-class post: before 4.00pm on the third working day after posting
- (c) through a document exchange: before 4.00pm on the first working day after the day on which it would normally be available for collection by the addressee one hour after despatch
- (d) by fax: before 4.00pm on the first working day after despatch.
- (e) by e-mail: before 4.00pm on the first working day after despatch.
- 1.4 VAT**
- 1.4.1 An obligation to pay money includes an obligation to pay any value added tax chargeable in respect of that payment.
- 1.4.2 All sums made payable by the contract are exclusive of value added tax.
- 1.5 Assignment**
- The buyer is not entitled to transfer the benefit of the contract.
- 2. FORMATION**
- 2.1 Date**
- 2.1.1 If the parties intend to make a contract by exchanging duplicate copies by post or through a document exchange, the contract is made when the last copy is posted or deposited at the document exchange.
- 2.1.2 If the parties' conveyancers agree to treat exchange as taking place before duplicate copies are actually exchanged, the contract is made as so agreed.
- 2.2 Deposit**
- 2.2.1 The buyer is to pay or send a deposit of 10 per cent of the total of the purchase price and the chattels price no later than the date of the contract.
- 2.2.2 If a cheque tendered in payment of all or part of the deposit is dishonoured when first presented, the seller may, within seven working days of being notified that the cheque has been dishonoured, give notice to the buyer that the contract is discharged by the buyer's breach.
- 2.2.3 Conditions 2.2.4 to 2.2.6 do not apply on a sale by auction.
- 2.2.4 The deposit is to be paid by direct credit or to the seller's conveyancer by a cheque drawn on a solicitor's or licensed conveyancer's client account.
- 2.2.5 If before completion date the seller agrees to buy another property in England and Wales for his residence, he may use all or any part of the deposit as a deposit in that transaction to be held on terms to the same effect as this condition and condition 2.2.6.
- 2.2.6 Any deposit or part of a deposit not being used in accordance with condition 2.2.5 is to be held by the seller's conveyancer as stakeholder on terms that on completion it is paid to the seller with accrued interest.
- 2.3 Auctions**
- 2.3.1 On a sale by auction the following conditions apply to the property and, if it is sold in lots, to each lot.
- 2.3.2 The sale is subject to a reserve price.
- 2.3.3 The seller, or a person on his behalf, may bid up to the reserve price.
- 2.3.4 The auctioneer may refuse any bid.
- 2.3.5 If there is a dispute about a bid, the auctioneer may resolve the dispute or restart the auction at the last undisputed bid.
- 2.3.6 The deposit is to be paid to the auctioneer as agent for the seller.
- 3. MATTERS AFFECTING THE PROPERTY**
- 3.1 Freedom from incumbrances**
- 3.1.1 The seller is selling the property free from incumbrances, other than those mentioned in condition 3.1.2.
- 3.1.2 The incumbrances subject to which the property is sold are:
- (c) those the seller does not and could not reasonably know about
- (d) entries made before the date of the contract in any public register maintained by the Land Registry or its Land Charges Department
- (e) public requirements.
- 3.1.3 After the contract is made, the seller is to give the buyer written details within any new public requirement and of anything in writing which he learns about a matter covered by condition 3.1.2.
- 3.1.4 The buyer is to bear the cost of complying with any outstanding public requirement. He is to indemnify the seller against any liability resulting from a public requirement.
- 3.2 Physical state**
- 3.2.1 The buyer accepts the property in the physical state it is in at the date of the contract unless the seller is building or converting it.
- 3.2.2 A leasehold property is sold subject to any subsisting breach of a condition or tenant's obligation relating to the physical state of the property which renders the lease liable to forfeiture.
- 3.2.3 A sub-lease is granted subject to any subsisting breach of a condition or tenant's obligation relating to the physical state of the property which renders the seller's own lease liable to forfeiture.
- 3.3 Leases affecting the property**
- 3.3.1 The following provisions apply if any part of the property is sold subject to a lease.
- 3.3.2 (a) The seller having provided the buyer with full details of each lease or copies of the documents embodying the lease terms, the buyer is treated as entering into the contract knowing and fully accepting those terms.
- (b) The seller is to inform the buyer without delay if the lease ends or if the seller learns of any application by the tenant in connection with the lease; the seller is then to act as the buyer reasonably directs, and the buyer is to indemnify him against all consequent loss and expense.
- (c) Except with the buyer's consent, the seller is not to agree to any proposal to change the lease terms nor to take any step to end the lease.
- (d) The seller is to inform the buyer without delay of any change to the lease terms which may be proposed or agreed.
- (e) The buyer is to indemnify the seller against all claims arising from the lease after actual completion; this includes claims which are unenforceable against a buyer for want of registration.
- (f) The seller takes no responsibility for what rent is lawfully recoverable, nor for whether or how any legislation affects the lease.
- (g) If the let land is not wholly within the property, the seller may apportion the rent.
- 3.4 Retained land**
- Where after the transfer the seller will be retaining land near the property:
- (a) the buyer will have no right of light or air over the retained land, but
- (b) in other respects the seller and the buyer will each have the rights over the land of the other which they would have had if they were two separate buyers to whom the seller had made simultaneous transfers of the property and the retained land.
- The transfer is to contain appropriate express terms.
- 4. TITLE AND TRANSFER**
- 4.1 Proof of title**
- 4.1.1 Without cost to the buyer, the seller is to provide the buyer with proof of the title to the property and of his ability to transfer it, or to procure its transfer.
- 4.1.2 Where the property has a registered title the proof is to include official copies of the items referred to in rules 134(1)(a) and (b) and 135(1)(a) of the Land Registration Rules 2003, so far as they are not to be discharged or overridden at or before completion.
- 4.1.3 Where the property has an unregistered title, the proof is to include:
- (a) an abstract of title or an epitome of title with photocopies of the documents, and
- (b) production of every document or an abstract, epitome or copy of it with an original marking by a conveyancer either against the original or an examined abstract or an examined copy.
- 4.2 Requisitions**
- 4.2.1 The buyer may not raise requisitions:
- (a) on the title shown by the seller taking the steps described in condition 4.1.1 before the contract was made
- (b) in relation to the matters covered by condition 3.1.2.
- 4.2.2 Notwithstanding condition 4.2.1, the buyer may, within six working days of a matter coming to his attention after the contract was made, raise written requisitions on that matter. In that event, steps 3 and 4 in condition 4.3.1 apply.
- 4.2.3 On the expiry of the relevant time limit under condition 4.2.2 or condition 4.3.1, the buyer loses his right to raise requisitions or to make observations.
- 4.3 Timetable**
- 4.3.1 Subject to condition 4.2 and to the extent that the seller did not take the steps described in condition 4.1.1 before the contract was made, the following are the steps for deducing and investigating the title to the property to be taken within the following time limits:
- | Step | Time Limit |
|--|--|
| 1. The seller is to comply with condition 4.1.1 | Immediately after making the contract |
| 2. The buyer may raise written requisitions | Six working days after either the date of the contract or the date of delivery of the seller's proof of title on which the requisitions are raised, whichever is the later |
| 3. The seller is to reply in writing to any requisitions raised | Four working days after receiving the requisitions |
| 4. The buyer may make written observations on the seller's replies | Three working days after receiving the replies |
- The time limit on the buyer's right to raise requisitions applies even where the seller supplies incomplete evidence of his title, but the buyer may, within six working days from delivery of any further evidence, raise further requisitions resulting from that evidence.
- 4.3.2 The parties are to take the following steps to prepare and agree the transfer of the property within the following time limits:
- | Step | Time Limit |
|---|--|
| A. The buyer is to send the seller a draft transfer | At least twelve working days before completion date |
| B. The seller is to approve or revise that draft and either return it or retain it for use as the actual transfer | Four working days after delivery of the draft transfer |
| C. If the draft is returned the buyer is to send an engrossment to the seller | At least five working days before completion date |
- 4.3.3 Periods of time under conditions 4.3.1 and 4.3.2 may run concurrently.
- 4.3.4 If the period between the date of the contract and completion date is less than 15 working days, the time limits in conditions 4.2.2, 4.3.1 and 4.3.2 are to be reduced by the same proportion as that period bears to the period of 15 working days. Fractions of a working day are to be rounded down except that the time limit to perform any step is not to be less than one working day.
- 4.4 Defining the property**
- 4.4.1 The seller need not:
- (a) prove the exact boundaries of the property
- (b) prove who owns fences, ditches, hedges or walls
- (c) separately identify parts of the property with different titles (other than he may be able to do from information in his possession).
- 4.4.2 The buyer may, if it is reasonable, require the seller to make or obtain, pay for and hand over a statutory declaration about facts relevant to the matters mentioned in condition 4.4.1. The form of the declaration is to be agreed by the buyer, who must not unreasonably withhold his agreement.
- 4.5 Rents and rentcharges**
- The fact that a rent or rentcharge, whether payable or receivable by the owner of the

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- 4.6 Transfer**
- 4.6.1 The buyer does not prejudice his right to raise requisitions, or to require replies to any raised, by taking any steps in relation to preparing or agreeing the transfer.
- 4.6.2 Subject to condition 4.6.3, the seller is to transfer the property with full title guarantee.
- 4.6.3 The transfer is to have effect as if the disposition is expressly made subject to all matters covered by condition 3.1.2.
- 4.6.4 If after completion the seller will remain bound by any obligation affecting the property which was disclosed to the buyer before the contract was made, but the law does not imply any covenant by the buyer to indemnify the seller against liability for future breaches of it:
- (a) the buyer is to covenant in the transfer to indemnify the seller against liability for any future breach of the obligation and to perform it from then on, and
- (b) if required by the seller, the buyer is to execute and deliver to the seller on completion a duplicate transfer prepared by the buyer.
- 4.6.5 The seller is to arrange at his expense that, in relation to every document of title which the buyer does not receive on completion, the buyer is to have the benefit of:
- (a) a written acknowledgement of his right to its production, and
- (b) a written undertaking for its safe custody (except while it is held by a mortgagee or by someone in a fiduciary capacity).
- 5. PENDING COMPLETION**
- 5.1 Responsibility for property**
- 5.1.1 The seller will transfer the property in the same physical state as it was at the date of the contract (except for fair wear and tear), which means that the seller retains the risk until completion.
- 5.1.2 If at any time before completion the physical state of the property makes it unusable for its purpose at the date of the contract:
- (a) the buyer may rescind the contract
- (b) the seller may rescind the contract where the property has become unusable for that purpose as a result of damage against which the seller could not reasonably have insured, or which it is not legally possible for the seller to make good.
- 5.1.3 The seller is under no obligation to the buyer to insure the property.
- 5.1.4 Section 47 of the Law of Property Act 1925 does not apply.
- 5.2 Occupation by buyer**
- 5.2.1 If the buyer is not already lawfully in the property, and the seller agrees to let him into occupation, the buyer occupies on the following terms.
- 5.2.2 The buyer is a licensee and not a tenant. The terms of the licence are that the buyer:
- (a) cannot transfer it
- (b) may permit members of his household to occupy the property
- (c) is to pay or indemnify the seller against all outgoings and other expenses in respect of the property
- (d) is to pay the seller a fee calculated at the contract rate on a sum equal to the purchase price and the chattels price (less any deposit paid) for the period of the licence
- (e) is entitled to any rents and profits from any part of the property which he does not occupy
- (f) is to keep the property in as good a state of repair as it was in when he went into occupation (except for fair wear and tear) and is not to alter it
- (g) is to insure the property in a sum which is not less than the purchase price against all risks in respect of which comparable premises are normally insured
- (h) is to quit the property when the licence ends.
- 5.2.3 On the creation of the buyer's licence, condition 5.1 ceases to apply, which means that the buyer then assumes the risk until completion.
- 5.2.4 The buyer is not in occupation for the purposes of this condition if he merely exercises rights of access given solely to do work agreed by the seller.
- 5.2.5 The buyer's licence ends on the earliest of: completion date, rescission of the contract or when five working days' notice given by one party to the other takes effect.
- 5.2.6 If the buyer is in occupation of the property after his licence has come to an end and the contract is subsequently completed he is to pay the seller compensation for his continued occupation calculated at the same rate as the fee mentioned in condition 5.2.2(d).
- 5.2.7 The buyer's right to raise requisitions is unaffected.
- 6. COMPLETION**
- 6.1 Date**
- 6.1.1 Completion date is twenty working days after the date of the contract but time is not of the essence of the contract unless a notice to complete has been served.
- 6.1.2 If the money due on completion is received after 2.00pm, completion is to be treated, for the purposes only of conditions 6.3 and 7.3, as taking place on the next working day as a result of the buyer's default.
- 6.1.3 Condition 6.1.2 does not apply and the seller is treated as in default if:
- (i) the sale is with vacant possession of the property or any part of it, and
- (ii) the buyer is ready, able and willing to complete but does not pay the money due on completion until after 2.00pm because the seller has not vacated the property or that part by that time.
- 6.2 Arrangements and place**
- 6.2.1 The buyer's conveyancer and the seller's conveyancer are to co-operate in agreeing arrangements for completing the contract.
- 6.2.2 Completion is to take place in England and Wales, either at the seller's conveyancer's office or at some other place which the seller reasonably specifies.
- 6.3 Apportionments**
- 6.3.1 Income and outgoings of the property are to be apportioned between the parties so far as the change of ownership on completion will affect entitlement to receive or liability to pay them.
- 6.3.2 If the whole property is sold with vacant possession or the seller exercises his option in condition 7.3.4, apportionment is to be made with effect from the date of actual completion; otherwise, it is to be made from completion date.
- 6.3.3 In apportioning any sum, it is to be assumed that the seller owns the property until the end of the day from which apportionment is made and that the sum accrues from day to day at the rate at which it is payable on that day.
- 6.3.4 For the purpose of apportioning income and outgoings, it is to be assumed that they accrue at an equal daily rate throughout the year.
- 6.3.5 When a sum to be apportioned is not known or easily ascertainable at completion, a provisional apportionment is to be made according to the best estimate available. As soon as the amount is known, a final apportionment is to be made and notified to the other party. Any resulting balance is to be paid no more than ten working days later, and if not then paid the balance is to bear interest at the contract rate from then until payment.
- 6.3.6 Compensation payable under condition 5.2.6 is not to be apportioned.
- 6.4 Amount payable**
- The amount payable by the buyer on completion is the purchase price and the chattels price (less any deposit already paid to the seller or his agent) adjusted to take account of:
- (a) apportionments made under condition 6.3
- (b) any compensation to be paid or allowed under condition 7.3.
- 6.5 Title deeds**
- 6.5.1 As soon as the buyer has complied with all his obligations on completion the seller must hand over the documents of title.
- 6.5.2 Condition 6.5.1 does not apply to any documents of title relating to land being retained by the seller after completion.
- 6.6 Rent receipts**
- The buyer is to assume that whoever gave any receipt for a payment of rent or service charge which the seller produces was the person or the agent of the person then entitled to that rent or service charge.
- 6.7 Means of payment**
- The buyer is to pay the money due on completion by direct credit and, if appropriate, an unconditional release of a deposit held by a stakeholder.
- 6.8 Notice to complete**
- 6.8.1 At any time on or after completion date, a party who is ready, able and willing to complete may give the other a notice to complete.
- 6.8.2 The parties are to complete the contract within ten working days of giving a notice to complete, excluding the day on which the notice is given. For this purpose, time is of the essence of the contract.
- 6.8.3 On receipt of a notice to complete:
- (a) if the buyer paid no deposit, he is forthwith to pay a deposit of 10 per cent
- (b) if the buyer paid a deposit of less than 10 per cent, he is forthwith to pay a further deposit equal to the balance of that 10 per cent.
- 7. REMEDIES**
- 7.1 Errors and omissions**
- 7.1.1 If any plan or statement in the contract, or in the negotiations, is false or was misleading or inaccurate due to an error or omission, the contract is to be treated as follows:
- 7.1.2 When there is a material difference between the description or the area or extent of any of the chattels included in the contract, as represented and as actually received, the contract is to be treated as if the description or area or extent were as follows:
- 7.1.3 An error or omission only entitles the buyer to rescind the contract:
- (a) where it results from fraud or recklessness, or
- (b) where he would be obliged, to his prejudice, to accept property substantially (in quantity, quality or tenure) from what the error or omission would have led him to expect.
- 7.2 Rescission**
- If either party rescinds the contract:
- (a) unless the rescission is a result of the buyer's breach of contract the deposit is to be repaid to the buyer with accrued interest
- (b) the buyer is to return any documents he received from the seller and is to cancel any registration of the contract.
- 7.3 Late completion**
- 7.3.1 If there is default by either or both of the parties in performing their obligations under the contract and completion is delayed, the party whose total period of default is the greater is to pay compensation to the other party.
- 7.3.2 Compensation is calculated at the contract rate on an amount equal to the purchase price and the chattels price, less (where the buyer is the paying party) any deposit paid, for the period by which the paying party's default exceeds that of the receiving party, or, if shorter, the period between completion date and actual completion.
- 7.3.3 Any claim for loss resulting from delayed completion is to be reduced by any compensation paid under this contract.
- 7.3.4 Where the buyer holds the property as tenant of the seller and completion is delayed, the seller may give notice to the buyer, before the date of actual completion, that he intends to take the net income from the property until completion. If he does so, he cannot claim compensation under condition 7.3.1 as well.
- 7.4 After completion**
- Completion does not cancel liability to perform any outstanding obligation under this contract.
- 7.5 Buyer's failure to comply with notice to complete**
- 7.5.1 If the buyer fails to complete in accordance with a notice to complete, the following terms apply.
- 7.5.2 The seller may rescind the contract, and if he does so:
- (a) he may
- (i) forfeit and keep any deposit and accrued interest
- (ii) resell the property and any chattels included in the contract
- (iii) claim damages
- (b) the buyer is to return any documents he received from the seller and is to cancel any registration of the contract.
- 7.5.3 The seller retains his other rights and remedies.
- 7.6 Seller's failure to comply with notice to complete**
- 7.6.1 If the seller fails to complete in accordance with a notice to complete, the following terms apply.
- 7.6.2 The buyer may rescind the contract, and if he does so:
- (a) the deposit is to be repaid to the buyer with accrued interest
- (b) the buyer is to return any documents he received from the seller and is, at the seller's expense, to cancel any registration of the contract.
- 7.6.3 The buyer retains his other rights and remedies.
- 8. LEASEHOLD PROPERTY**
- 8.1 Existing leases**
- 8.1.1 The following provisions apply to a sale of leasehold land.
- 8.1.2 The seller having provided the buyer with copies of the documents embodying the lease terms, the buyer is treated as entering into the contract knowing and fully accepting those terms.
- 8.1.3 The seller is to comply with any lease obligations requiring the tenant to insure the property.
- 8.2 New leases**
- 8.2.1 The following provisions apply to a contract to grant a new lease.
- 8.2.2 The conditions apply so that:
- "seller" means the proposed landlord
- "buyer" means the proposed tenant
- "purchase price" means the premium to be paid on the grant of a lease.
- 8.2.3 The lease is to be in the form of the draft attached to the contract.
- 8.2.4 If the term of the new lease will exceed seven years, the seller is to deduce a title which will enable the buyer to register the lease at the Land Registry with an absolute title.
- 8.2.5 The seller is to engrross the lease and a counterpart of it and is to send the counterpart to the buyer at least five working days before completion date.
- 8.2.6 The buyer is to execute the counterpart and deliver it to the seller on completion.
- 8.3 Consent**
- 8.3.1 (a) The following provisions apply if a consent to let, assign or sub-let is required to complete the contract
- (b) In this condition "consent" means consent in the form which satisfies the requirements to obtain it.
- 8.3.2 (a) The seller is to apply for the consent at his expense, and to use all reasonable efforts to obtain it
- (b) The buyer is to provide all information and references reasonably required.
- 8.3.3 Unless he is in breach of his obligation under condition 8.3.2, either party may rescind the contract by notice to the other party if three working days before completion date (or before a later date on which the parties have agreed to complete the contract):
- (a) the consent has not been given, or
- (b) the consent has been given subject to a condition to which a party reasonably objects.
- In that case, neither party is to be treated as in breach of contract and condition 7.2 applies.
- 9. COMMONHOLD LAND**
- 9.1 Terms used in this condition have the special meanings given to them in Part 1 of the Commonhold and Leasehold Reform Act 2002.
- 9.2 This condition applies to a disposition of commonhold land.
- 9.3 The seller having provided the buyer with copies of the current versions of the memorandum and articles of the commonhold association and of the commonhold community statement, the buyer is treated as entering into the contract knowing and fully accepting their terms.
- 9.4 If the contract is for the sale of property which is or includes part only of a commonhold unit:
- (a) the seller is to apply for the written consent of the commonhold association at his expense and is to use all reasonable efforts to obtain it
- (b) either the seller, unless he is in breach of his obligation under paragraph (a), or the buyer may rescind the contract by notice to the other party if three working days before completion date (or before a later date on which the parties have agreed to complete the contract) the consent has not been given. In that case, neither party is to be treated as in breach of contract and condition 7.2 applies.
- 10. CHATTELS**
- 10.1 The following provisions apply to any chattels which are included in the contract, whether or not a separate price is to be paid for them.
- 10.2 The contract takes effect as a contract for sale of goods.
- 10.3 The buyer takes the chattels in the physical state they are in at the date of the contract.
- 10.4 Ownership of the chattels passes to the buyer on actual completion.

