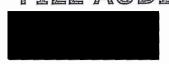
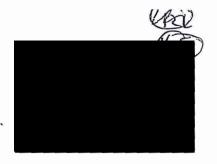
	8
1. Competency: 4 Membership no Learning Outo	come: 4.3
Maintain files in accordance with procedures.	
2. Evidence provided:	
File Audit and exchange/completion checklists	
3. Outline how the evidence demonstrates you n	neet the outcome
Demonstrate maintenance of your files and busines	s systems:
Internal File audits are carried out as part of the firms stan ensure we are working to a good standard and that files ar to a satisfactory level.	· · · · · · · · · · · · · · · · · · ·
The file audit supplied evidences that the file was dealt wit standard.	h to a high
I have also enclosed copy pre exchange and pre completio complete these for every transaction to ensure all financial met and documents checked they also act as checklists the outstanding.	obligations are
4. Reflection and evaluation (what you learnt from the to meet the outcome). Note: you may want to complete this once you have had time to reflect on your practice and exper	section at a later date
It is important that all files are maintained to a high level of only for me but for the firm also.	of standard, not
I am aware that random file audits occur and that is very in smooth running of the file that files are kept together in a very important throughout the transaction for example if so that the file can be picked up and it is clear exactly where	good manner. It is omeone is off ill
5. Completion date:	
6. Signed (applicant)	Date:
	22/5/15
7. Signed (supervisor)	22 5 15 Date: 22 5 15

FILE AUDIT - GENERAL





Scoring Criteria: 0 - No. 1 - Yes

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

File No:
File Opened: 19/01/2015

Client: Matter:

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

1	_	₽

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	Yes
for monies out, responsible person for client monies in?	
Evidence that monies have been received from the source identified by the client i.e. slip should agree or a	Yes
note should be made confirming the discrepancy?	
Evidence that the completion statement checklist is signed of in accordance with company policy (especially	Yes
all charges identified)?	
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	
,	

Score

41/42

Pre Exchange Check List - Sale



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		
Prope	erty Address:		
Refer			
	pated exchange Date:		
	er: Santander		
	mption statement expires		
	age amount outstanding		
	Code:		
Fee E			
Check	ed by		
Relate	ed Purchase		
(a)	Is there a related purchase?	LNO	
Detail	s:		
(b)	Have you checked any related purchase and do the dates match?	N/A.	
Tur spendancia		THE CONTRACTOR OF THE PROPERTY OF THE PARTY	J.
Mortg	age		
(a)	Is there a mortgage?	YES	
(b)	Is there more than one charge?	No	
(c)	Dp you have up to date statements for ALL charges?	YES:	
(d)	Have you put ALL relevant data into solcase?	7E5	
(e)	Does your undertaking cover all charges?	465	
(f)	Have you checked for an ERP?	. YEZ	
(g)	Have you advised the client of any ERP?	NIA.	
(h)	Has the client understood the ERP?	NIA	
(i)_	Is there an up to date draft statement on file?	YES	
Title -	All Cases		
(a)	Is any related purchase ready?	NIA.	
(b)	Have all enquiries been answered?	YES	
(c)	Do you hold a signed transfer?	762	10.00
(d)	Have any occupiers signed the contract?	******************************	ACAN/
(e)	Have you agreed all necessary policies?	NIA.	
		. 114	
	Leasehold	NIT-	
(a)	Do you have up to date financial information?		
(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?	-	
I	A minimum manufacture of the control		

Do we need an undertaking for Management Charges?

6	12	4
1	E	9

Restric	tions and Undertakings	
(a)	Is there a restriction on the title to be dealt with?	YES
(b)	Details of the restriction:	:
	UNICATERAL NOTICE.	
(c)	Have you give any undertakings?	45.
(d)	Details of any undertakings given:	
	BALE PROSEEDS & PROVIDE VACATED DEED	

Author	ity	
(a)	Do you hold a signed contract?	Select (C
(b)	Do you have clients up to date authority to exchange?	Select V/C
(c)	Have you agreed a date with the client that is possible?	_Select \(F
(d)	Has this date been agreed with the buyers and the chain?	Select 4
(e)	Do you need authority from more than one person?	Select No
(f)	Do the buyers hold the full deposit as agreed with the clients?	Select Y (
(g)	Is there a related purchase, is this ready?	Select WY
(h)	Have you fully considered the mortgage arrangements?	SelectYE
(i)	Do you hold ID and a current PASSED and COMPLIANT AML search?	Select /E
(k)	Additional points to note before exchange and extra contract clauses:	
	a .	

Comp	letion Statement	
(a)	Completion statement prepared by Finance? Checked & sent to client?	Yes
L	J COOTIG	

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

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:		:		
Conveya	ncer			
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 Exchangi	ng	
Exchange date:		

18/2

170

Pre Completion Checks - Sale

File Number:		
Client Name:		
Matter Description:		
Exchange Date: 2015		
Completion Date: 2015		
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?		
Amounts?	W	
Deposit received? Y (N) £	HTO	
	1 0	1 b 20
How many Mortgages / Charges in the OCs? I Charge + While	term i	NOCK
Mortgage 1: Redemption statement date: 18 2 5 Amount:		
Mortgage 2: Redemption statement date: しゃしん(15 Amount:		
Mortgage 3: Redemption statement date: Amount:		
Mortgage 4: Redemption statement date: Amount:		
Any other charges / cautions or restrictions known or showing?	N	AL NINTICE
Have undertakings been obtained or appropriate actions taken?	AS AS	AC NOTICE
	•	
Any transfer fees / contingency fees noted from a lease? Y	N	(N/A
Have funds been retained? Y	N	
		and the same of the same
Any Indemnity Insurance required? Y	(N)	
Have fends been retained? Y	N.	
Has a Schedule entry been made to put policy(les) in place Y	<u>.</u>	
or to check policy has been received?	₹	
Are all payments and disbursements noted and accounted for?		
Is the file ready to complete?		
Date		
Signed Signed Signed	Tear	n Leader