

CQS CHECKS PRIOR TO CONVEYANCING TRANSFERS

Client Names:

Checks prior to transfers of purchase funds, funds to redeem charges, net sale proceeds to client(s), payment of SDLT and estate agents' fee	YES	NO
The client has received a draft completion statement setting out all funds to be received and all funds to be disbursed and has agreed the figures are correct.		
EITHER the firm acting on the other side is known to us and we have completed at least one transaction with that firm in the past 12 months. The address and bank details for that firm have not changed since our last dealings with them.		
OR the firm acting in the other side is not known to us and we have not completed any transactions with that firm in the past 12 months. Additional checks have been made and evidence of the firm's identity and regulated status has been provided to Timothy Halliday and approved.		
EITHER the lender/charge holder is known to us and we have completed at least one transaction with them in the past 12 months. The address and bank details for that lender/charge holder have not changed since our last dealings with them.		
OR the lender/charge holder is not known to us and we have not completed any transactions with them firm in the past 12 months. Additional checks have been made and evidence of the lender/charge holder's identity and regulated status has been provided to [line manager/Head of Department] and approved.		
The client is due to receive funds following completion of the transaction(s). We have confirmed the client's bank details with them by requesting copy of a banking document (statement/paying in slip etc) and we will verify using the Confirmation of Payee (CoP) banking service (or by telephone to a trusted number if further verification is required). We have not relied on email only for verification.		
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