

FILE CLOSURE FORM

File Reference:

Client Name:

Case Description:

Please check and confirm the items below

Client account is clear and all/any sums due to your client have been forwarded/ account for

Office account is clear. (If not and it is to be written off, please provide reason)

ALB is up to date with clients' current details (i.e., address, telephone number). If not, please update before archiving

Client has received an end of case report or closing letter

Closing Risk Review has been completed and recorded on matter opening form

Any undertakings given have been discharged

On a conveyancing purchase where the parties are not married, the beneficial interest been correctly recorded and documented

On a conveyancing purchase where the parties are married, the report on title been checked to confirm that the ownership has been registered correctly (joint tenants/tenants

On a Conveyancing matter, has the fraud prevention restriction been put in place (if applicable)

That there are no deeds or documents on the file that need to be sent to the client or a 3rd party

On a leasehold purchase have the Management Agents been given the correct correspondence address and contact details *important particularly for Buy to Let

The file has been properly checked for unnecessary and extraneous paperwork by the fee earner before archiving? If not, please ensure that this is done.

Does an expert need to be added/removed from the approved list? **Y/N**

May this file be destroyed after six years? **Y/N**

If not state period (Years):

To be completed by Archivist:

Destruction Date:

Signed: _____

Date: _____