5528-354 NOVEMBER 2014

Level 3 Proofreading in the Legal Environment – Proofreading Test Answer

Part 1

1st passage

If you're caught speeding, the action taken will be dependent upon how greatly you were exceeding the speed limit. Individual police forces use their own discretion following guidelines prepared by the Association of Chief Police Officers.

Speed limit	Minimum speed for	Minimum speed for
	speeding ticket	prosecution
20 mph	25 mph	35 mph
30 mph	35 mph	50 mph
40 mph	46 mph	66 mph
50 mph	57 mph	76 mph
60 mph	68 mph	86 mph
70 mph	79 mph	96 mph

The police must serve a Notice of Intended Prosecution (NIP) within 14 days of the alleged offence.

2nd passage

If your caught speeding, the action taken will be **dependant** upon how greatly you were exceeding the speed **limit**, Individual police forces use **thier** own discretion following guidelines prepared by the Association of **Cheif** Police **Officers**:

Speed limit	Minimum speed for	Minimum speed for
	speeding ticket	proscution
20 mph	25 mph	35 mph
30 mph	35 mph	55 mph
40 mph	46 mph	66 mph
50 mph	57 mph	76 mph
60 mph	68 mph	86 mph
70 mph	79 mph	96 Mph

The police must serve a Notice of Intended Prosecution (N.I.P) within 14 days' of the allleged offense.

(15 marks)

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Part 2

Write the correct answers below

THE CONVEYENCING PROCESS AT INGRAM LOCHEE & EXTON

Upon **recieving** your instructions we will contact you within 24 **hour's** to introduce ourselves and to answer any questions you may have. A conveyancing file will then be opened for you and we will send you our **introductry** letter and **questionaire** (for completion and **return**]. At this stage we will ask you to pay some money on account to cover our initial costs for any **expences**, etc and then the conveyancing process will begin.

You will most probably be selling your property through estate agents? In this case we will contact them to obtain the other partys contact details and also thier solicitors contact details. We will then write formallly to all the other parties to introduce ourselves and to confirm that we are acting on your behalf.

In preparation for the exchange of contracts we will request your title deeds and, if applicable; any redemption statement in respect of an existing morgage that you intend repaying upon the sale of the property. We will also obtain official copies of the register of title from HM Land Registry. Once we have received your deeds we will prepare a draft contract package and send this with the sale infomation pack (that you will have already completed) and evidance of your legel title, to the buyer's solicitor. A copy of the draft contract will also be sent to you for signature. This is an important part of the conveyancing process as the point is almost reached at which both parties is legally bound to complete. The buyer's solicitor will then approve our contract and carry out property searches. When this process is completed the buyer's solictor will prepare a draft transfer for our approval. When we have approved this the transfer deed will be forwarded to you for signature. We will then hold the deed on file until completion have taken place.

CONVEYANCING

receiving
hours
introductory
questionnaire
return)
expenses

Paragraph – double line spacing

agents. party's their

solicitor's formally

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mortgage

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information
evidence
legal
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legally
searches.
solicitor

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Level 3 Proofreading in the Legal Environment - Proofreading Test Answer

Contracts are exchanged when a completion date has been agreed by all parties'. At this stage the buyer pays us a deposit (usually 10%) in order to secure the property and you will be legally bound to sell the property to the buyer. We will apply for a final redemtion figure from any mortgage lender, if applicible. If you are selling throught an estate agent and you wish to pay their fees from your sale procedes we will also request their invoice so that we can pay them (on your behalf) on completion. We will then send you our final invoice confirming what amount you can expect to receive or what amount is required from you upon completion.

As our final steps in the process we will;

- send the transfer deed (and any other deeds) to the buyers' solicitor,
- receive confirmation from any lender that your acount with them has been redemed (and send this to the buyer)

The buyer will then register with HM Land **Registery** as the new owner. This is the final stage of the conveyancing process.

Write the correct answers below

parties
redemption
applicable
through
proceeds
process
Inconsistent font
will:
buyer's
account
redeemed
buyer).
Registry

Words: 498