

PROPERTY PRACTICE: CLIENT INTERVIEW AND ATTENDANCE NOTE BUILD ACTIVITY 1

Email to candidate

From: Secretary
Sent: Today's date
To: Candidate
Subject: Jessica Okello – sale of property at 89 Kempston Avenue

I have received an email from a client for whom the firm has acted before, Jessica Okello. I **attach** a copy of the email. You will see that she wants to instruct the firm to carry out the work to deal with the sale of a property which she owns.

The client is coming in to see you to discuss the sale. Please take full instructions regarding the sale. At the interview, you will not need to provide details of the firm's charges and disbursements.

Your supervising solicitor is likely to take this file over so please be sure to write a full attendance note and case analysis. Your attendance note should cover all the usual matters: the facts, initial legal analysis, advice to the client, action plan and any professional conduct issues that arise. Of course, if the client raises any particular issues with you, make sure the attendance note covers them.

Thanks,

Secretary

Note to candidates:

You will not be required to give details about your firm's charges and disbursements, other than to mention that a client care letter will be sent to the client.

Attachment: Email from client

From: Jessica Okello
Sent: Yesterday's date
To: Secretary of the firm
Subject: Sale of 89 Kempston Avenue

Hi

I hope that you are keeping well. You may recall that you acted for me a few years ago when I bought the above property.

Since the purchase, I always let it out to tenants and the tenants have moved out now. I am really pleased that the estate agent has got a good price for the property, so I am really keen for this matter to proceed quickly!

The estate agent has told me that a first-time buyer is purchasing the property.

I definitely want you to act on this matter – can you let me know in outline what are the next steps to progress the sale and whether I have to fill in any forms?

I look forward to hearing from you.

Kind regards

Jessica