

LexisSmart Forms User Guide



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Contents

- 1 Accessing the LexisSmart Forms Platform
- 2 Locating the Forms you Need
- 4 Filling in the Forms

Accessing the LexisSmart Forms Platform

To access the LexisSmart Forms website click on the following link: https://www.lexissmartforms.co.uk/lsf/

LexisSmart Forms can also be accessed through other LexisNexis subscriptions.

Via LexisPSL or LexisLibrary, use the drop-down menu next to the product title in the black bar to see a list of other platforms Click on LexisSmart Forms to access the site.



Additionally, LexisSmart Forms can also be downloaded directly from LexisPSL.

Click on the LS icon next to the title of a Form to open it.

Read Over	Esta	ate admin	istratior	1				
All	Practice Notes (9)	Precedents (44)	Forms (8)	Legislation (46)	News Analysis (12)	Q&As (79)		
General								
Return of Estate Information—IHT205 Inheritance Tax - Estates. Form to be completed following the death of a person on or after the 6 April 2011 where the gross value of the estate for Inheritance Tax is less than the excepted estate limit or is less than £1m and there is an inheritance tax exemption.				LS	Claim to transfer unused nil rate band for excepted estates—IHT217 Use this form to claim a transfer of unused nil rate band for excepted estates			LS
Claim for n IHT35 Capital Tax - I form to be sub (quoted or au are sold at a)	elief loss on sa oss on sale of shar mitted where qual horised) part of a d oss within 12 month	le of shares— es. Claim for relief fying investments leceased's estate hs of death.		LS	Claim for relief I IHT38 Capital tax - loss on to be submitted whe deceased's estate, i of death.	loss of sale of lan sale of land. Claim fi re land or buildings, are sold at a loss with	nd— for relief form part of a hin 4 years	LS

Lexis [®] Smart	
If requested, sign in using your LexisNexis log in details. If you can't remember your log in details then visit our reset page, call 0330 161 1234 or get in touch with your usual LexisNexis contact.	Sign into Lexis Smart Forms ID FIRSTLAST Password Sign in Earootten Your Password? System Resuirements Image: Remember My Sign-in Information Use a Secure Connection (SSL) for Entire Session Use of the site is subject to the privacy policy hers Secure Connection (SSL) for Entire Session

Locating the Forms you Need

Once you are logged in, you will find yourself on the homepage of the Smart Forms Portal.



used documents even if you forget to save them!

Locating the Forms you Need (cont'd)

Once you are logged in, you will find yourself on the homepage of the Smart Forms Portal.

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read only and add a password if

desired!

Filling in the Forms

LexisSmart Forms are amendable and adaptable PDFs, which means that they are easy and convenient to work with, just like a word version.

Every form is different, but some of the most popular features include:

Click term to open this ferm in Word HM Land Registry Transfer of whole of re	raistered title(s)	Some forms are also available in Word Format! Click on the blue hyperlink in the top left-hand corner of the page if you would prefer to work with the form in it Word version!			
Any parts of the form that are not by	and should be completed in black ink and in black capitals				
If you need more room than is provided	i for in a panel, you can expand any panel in this form. Simply continue typing				
until complete, then click on another pa Leave blank if not yet registered.	anel to expand the form.	Type directly into the blue			
	1 Title number(s) of the property:	fields to start filling the form. If			
Insert address including postcode (if any) or other description of the property, for example fand adjoining 2 Acada: Avenue'.	2 Property:	you need more space than the form allows, our Smart Forms			
Remember to date this deed will the day of completion, but not before it has been signed and witnessed.	3 Date:	Automatically Expand – meani there is no need for continuati			
Give full name(s) of all the persons transferring the property.	4 Transferor:	sheets!			
Complete as appropriate where the transferor is a company.	For UK incorporated companies/LLPs Registered number of company or limited liability partnership including any prefix:				
The clauses provided in the Execution section accord with the directions found in Land <u>Registry Practice Guide 8</u> (April 2017).	For overseas companies (a) Territory of Incorporation:				
Select Clauses	(b) Registered number in the United Kingdom Including any prefix:	option to Select Clauses allowing you to add and remove different			
Give full name(s) of all the persons to be shown as registered proprietors	5 Transferee for entry in the register:	categories of information that might be required in certain			
Complete as appropriate where the transferee is a company. Also, for an oversees company, urises an enrogement with Hill Land Registry costs, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules	For UK incorporated companies/LLPs Registered number of company or limited liability partnership including any prefix:	situations!			
2003 or a certified copy of the constitution in English or Weish, or other evidence permitted by rule 153 of the Land Registration Rules 2003.	For overseas companies (a) Territory of incorporation:				
	(b) Registered number in the United Kingdom Including any prefix:	Our financial forms, such as a			
Each transferee may give up to three addresses for service, one of which must be a postel address whether or not in the UK (including the	6 Transferee's intended address(es) for service for entry in the register:	so that you don't have to do calculations manually!			
postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.					
	Sign and Lock	Finally, many of our forms have			
		our clients to render the form			

More information can be found in the FAQs Questions and feedback should be sent to **lexissmart@lexinexis.co.uk**

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