

# Certificate of Title – User Guide

The Certificate of Title is prepopulated with information contained in the mortgage offer. It is important that you review the information carefully. Staff will be reminded of this each time they download a mortgage offer

Documents available to download

LMS Reference	Lender	Client Name	Conveyed Postcode	Document type	Download
<a href="#">3566857</a>	NatWest			Mortgage Offer	Download
<a href="#">3566302</a>	NatWest			Mortgage Offer	Download
<a href="#">3565451</a>	NatWest			Mortgage Offer	Download
<a href="#">3561741</a>	Royal Bank of Scotland			Mortgage Offer	Download
<a href="#">3561521</a>	Royal Bank of Scotland			Mortgage Offer	Download
<a href="#">3556480</a>	Royal Bank of Scotland			Mortgage Offer	Download
<a href="#">3555967</a>	Royal Bank of Scotland			Mortgage Offer	Download
<a href="#">3555966</a>	Royal Bank of Scotland			Mortgage Offer	Download
<a href="#">3555754</a>	Royal Bank of Scotland			Mortgage Offer	Download
<a href="#">3490577</a>	TSB Bank			Law Firm Mortgage Offer	Download

**Requesting document**

Mortgage Offer

■■■■■■■■■■

**The contents of this mortgage offer will populate the Certificate of Title. If anything is incorrect please contact RBS on 0345 721 2600. Please ensure you notify RBS as soon as possible, any delays in updates may delay completion. The Certificate of Title submission notice period is a minimum of 7 days prior to completion.**

**Cancel**

Showing 1 to 10 of 10 entries

LMS AccountChecker

Documents to download

To provide a new version of a document please click the "Provide New Version" button in the Document Upload section below.

Please [click here](#) to view the mortgage offer enclosure document.

Document	Document name
1	Mortgage Offer

**Requesting document**

Mortgage Offer

Document downloaded

**The contents of this mortgage offer will populate the Certificate of Title. If anything is incorrect please contact RBS on 0345 721 2600. Please ensure you notify RBS as soon as possible, any delays in updates may delay completion. The Certificate of Title submission notice period is a minimum of 7 days prior to completion.**

**OK**

3 (Required)

Documents to upload

The Certificate of Title submission form is found within the case. You can search for a case by postcode, client name, LMS reference number or lender reference.

Search cases

You may search for a case by conveyed postcode, client surname, LMS Reference, or Lender Reference. Simply specify type of search you wish to use, then enter the criteria.

Client surname searches accept a \* wildcard. So, you may enter S\* to search for names starting with S.

Select search type:

Conveyed postcode  
 Client name  
 LMS reference  
 Lender reference

Searching by conveyed postcode

**Search**

The screenshot shows the LMS Case management interface. At the top, there is a dark blue header with the LMS logo on the left and navigation links (Home, Help, Log out, Menu) on the right. Below the header is a sidebar menu with several items, each with a plus icon and the text 'Click to expand/collapse'. A purple arrow points to the 'Certificate of Title' item in the menu. The items in the menu are: Search cases, Case details - 3531915, LMS AccountChecker, Documents to download, Certificate of Title, Certificate of Title submissions, Documents to upload, Charge registration delay reasons required, and View case related communications.

To access the eCOT, expand the Certificate of Title section and click on 'Create eCOT'

The screenshot shows the expanded 'Certificate of Title' section. At the top, there is a header with the text 'Certificate of Title' and a minus icon with the text 'Click to expand/collapse'. Below the header, there is a message: 'The lender has provided the information to populate certain fields in the Certificate of Title. Please check this information carefully before submission.' Below the message, there is a button labeled 'Create eCOT'. At the bottom, there is a smaller message: 'Please click on Create eCOT to access the form.'

This opens the eCOT form in a separate tab.

The screenshot shows a browser tab with the title 'Ecot | LMS'. The tab is part of a window with other tabs, including 'Cases details | LMS Conveyance'.

A message like the below will appear if the eCOT cannot be accessed for any reason.

The screenshot shows an error message in a white box with a red border. At the top center, there is a red circle with a white 'X' inside. Below the circle, the text reads: 'This case cannot be processed because following are not set up for this case: 'County''

The Certificate of Title will be prepopulated with transaction data and your details. Some fields cannot be edited. Please check the form carefully before submission. If the transaction data needs amending, please contact the lender directly and if your data needs amending please ask the Panel Membership Manager/COLP/COFA to contact lender panels at [lenderpanels@lms.com](mailto:lenderpanels@lms.com)

On the eCOT page, each section is expandable

**lms** YOU ARE IN CASE MANAGEMENT > CERTIFICATE OF TITLE

### Certificate Of Title

NatWest has provided the information to populate certain fields below. If any of the information in transaction details is incorrect and you are unable to update the field please call 0345 900 1110. If any information in conveyancer details are incorrect please email lenderpanels@lms.com  
Please note that funds are released the working day prior to completion.  
Please note: all fields are mandatory unless stated as optional.

**LMS Reference**  
3565198

**Lender Reference**  
87654321

**Conveyancer** +

**Transaction Details** +

**Terms and Conditions** +

Clicking the submit button below will submit Certificate of Title data to the lender. We are entitled to assume that the person(s) completing this data and accepting the Terms and Conditions has sufficient authority to bind the firm

**SUBMIT**

Some fields are pre-populated and un-editable, pre-populated and editable, or empty and editable.

**Conveyancer Address**  
The Red Keep Kings Landing CH65 9HQ

**Conveyancer Email**  
lannisterlawPLMM@stagedom.com

**Acting Conveyancer Email**

All fields are mandatory unless otherwise specified

**Your Reference - optional**

In certain circumstances for some lenders fields usually locked down will be editable i.e. New Build

**Transaction Details**

**i** Applicants  
Mr Andy Nash

**i** Property Address

11

Shepton Road

Ellesmere Port

CH66 4SJ

If the property is registered, please provide the full title number (the title number box will only appear if the property is registered)

**i** Is the property Registered?

Yes

No

**i** Tenure

FreeHold

**i** Is the property Registered?

Yes

No

**i** Title Number

**i** Tenure

FreeHold

If the property is Leasehold the form will include unexpired lease term.

**i** Tenure

Leasehold

**i** Unexpired Lease Term

136

3

There are Scottish variances depending on lender requirements;

**i** Is the property registered with the Land Register of Scotland?

Yes

No

**i** Final Title Number

**i** Tenure

Freehold


**i** County of registration - optional

**i** Registered on ARTL?

Yes

No

**i** Date of Conclusion of Missives



And Northern Irish variances depending on lender requirements;

**i** Transaction Type

Purchase

**i** Is the property Registered?

Yes

No

**i** Root Of Title

**i** Transaction Type

Purchase

**i** Is the property Registered?

Yes

No

**i** Folio Number

**i** Tenure  
Leasehold

**i** Date Of Lease

**i** Ground Rent  
£

**i** Unexpired Lease Term

**i** Expiry Date


**i** Freeholder Name

**i** Freeholder Address

**i** Transaction Type  
Remortgage

**i** Date Of Purchase

Your law firm details must match the information we hold. Please ask the Panel Membership Manager/COLP/COFA to contact lender panels at lenderpanels@lms.com if any changes are required.

 Bank details provided do not match the records held for this office. Please check the details are correct. If client account details continue to fail contact your Panel Membership Manager or Supplier Management Team on 0343 221 0643

Once a section is complete it will be indicated as shown below:

### Transaction Details — ✓ COMPLETE

- i** Applicants  
Mr Lynne Marie Test110000440359RM
- i** Property Address - optional  
105 Flat A5, TimBNa5 Test Road5 Testton5 Testshire5 SK2  
5AB
- i** Is the property Registered?  
 Yes  
 No
- i** Tenure  
FreeHold
- i** Instruction Date  
08 Mar 2018
- i** Transfer Price  
£ 300000
- i** Mortgage Advance  
£250,000.00
- i** Completion Date  
28 Nov 2019

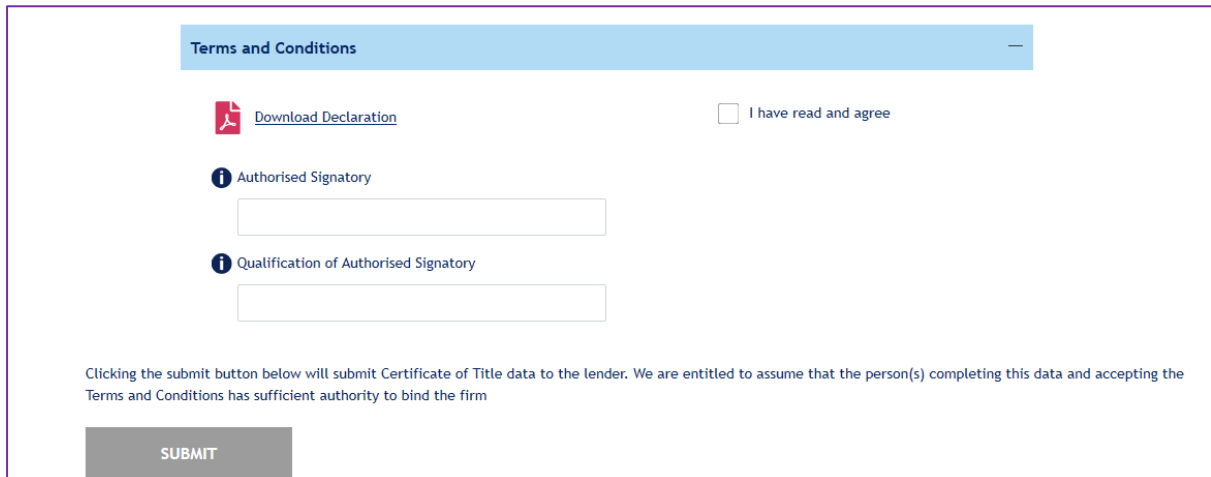
Any missing information is highlighted to direct the user

### Conveyancer — ! MISSING INFO

- i** Conveyancer Name  
Lannister Law - The Red Keep
- i** Conveyancer Address  
The Red Keep Kings Landing CH65 9HQ
- i** Conveyancer Email  
lannisterlawPLMM@stagedom.com
- i** Acting Conveyancer Email  
me@me.com
- i** Acting Conveyancer Telephone Number  
 The Acting Conveyancer Telephone Number field is required.

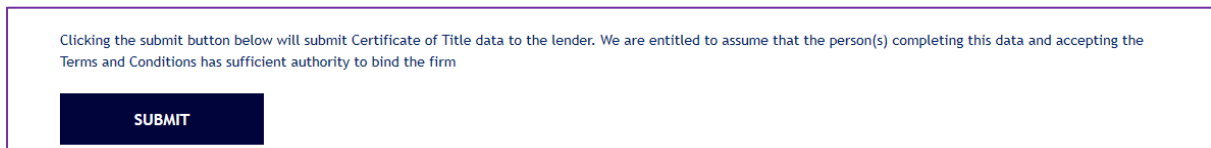
The Terms and Conditions must be downloaded, read and accepted for every case. We are entitled to assume the person(s) completing the Certificate of Title data and accepting the Terms and Conditions has sufficient authority to bind the firm.

The submit button is not available until all the mandatory fields have been completed.



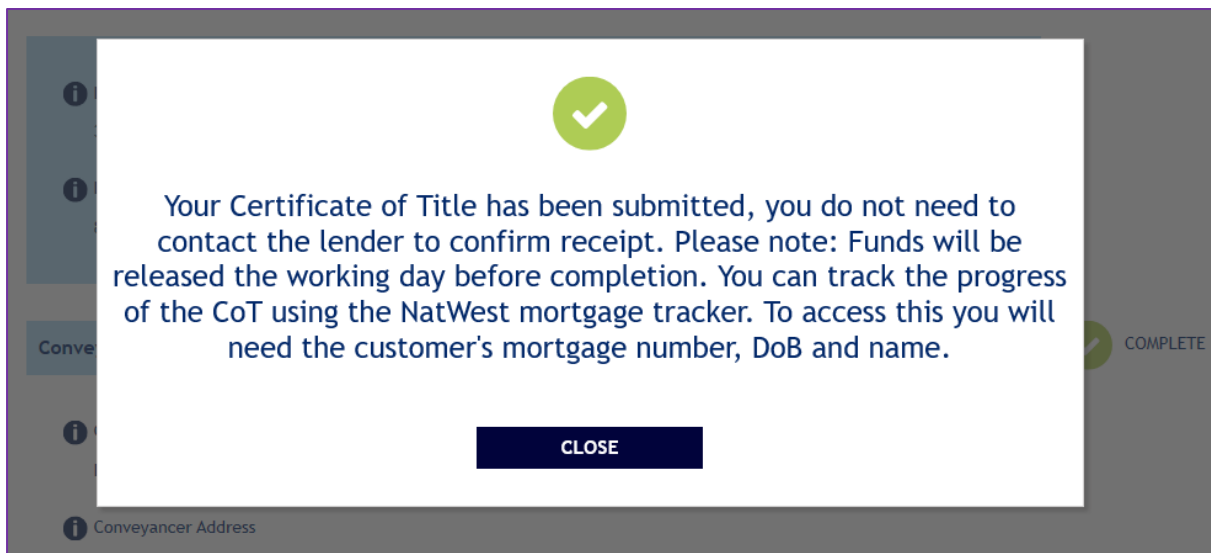
The screenshot shows a form titled "Terms and Conditions" with a light blue header. Below the header, there is a "Download Declaration" link with a PDF icon and a checkbox labeled "I have read and agree". Two information icons (i) precede the labels "Authorised Signatory" and "Qualification of Authorised Signatory", each followed by an empty text input field. At the bottom, a grey "SUBMIT" button is disabled. A small text block at the bottom of the form reads: "Clicking the submit button below will submit Certificate of Title data to the lender. We are entitled to assume that the person(s) completing this data and accepting the Terms and Conditions has sufficient authority to bind the firm".

Once all the information has been completed the submit button will become active:



This screenshot is identical to the previous one, but the "SUBMIT" button is now dark blue and active. The text at the bottom of the form remains the same.

Upon a successful submission you will receive a lender specific pop up message to read carefully;



The screenshot shows a dark grey pop-up message box with a white background. At the top center is a green circle with a white checkmark. Below it, the text reads: "Your Certificate of Title has been submitted, you do not need to contact the lender to confirm receipt. Please note: Funds will be released the working day before completion. You can track the progress of the CoT using the NatWest mortgage tracker. To access this you will need the customer's mortgage number, DoB and name." At the bottom center is a dark blue "CLOSE" button. On the left side of the pop-up, there is a vertical sidebar with several information icons (i) and the text "Conveyancer Address". On the right side, there is a green arrow pointing right and the word "COMPLETE".

Closing the pop-up box will take you to a submission history page where you will be able to download a pdf copy of your completed eCOT. This section will show all previous submissions, with only the most recent submission showing as valid. It is also possible to download previous copies and resubmit new Certificate of Titles from this section.



lms YOU ARE IN CASE MANAGEMENT > CERTIFICATE OF TITLE SUBMISSIONS

### Certificate Of Title Submissions

Electronic Certificate of Title submissions are listed below. You may download a copy of the data submitted and/or any documents uploaded with the data. You may submit another COT if required

RESUBMIT COT

eCOT history

Status	Submission date	User	Valid	
Accepted	20/11/2019 13:16	LANNI1LS	VALID	DOWNLOAD
Accepted	13/11/2019 12:59		INVALID	DOWNLOAD
Accepted	06/11/2019 13:19	Account	INVALID	DOWNLOAD
Accepted	06/11/2019 11:02	Account	INVALID	DOWNLOAD

This submissions history page can also be reached through the case details page so you can view the submitted eCOTs at any time.

Certificate of Title submissions Click to expand/collapse

Electronic Certificate of Title submissions are listed in the Submission History. You may download a copy of the data submitted.

View Submission History

Once the eCOT has been submitted, or to leave the form at any point, close the eCOT tab and the case details page will remain.

Cases details | LMS Conveya Ecot | LMS