

SALE INFORMATION FORM

The details you give us will be used to draft legal documents, so it is important that they are accurate.
PLEASE USE BLOCK CAPITALS

1. The Property You Are Selling:

CCS Reference:

2. Property Information

2.1 Do you live at the sale property?

I live at the property	Yes	No
I did live at the property but have already moved out	Yes	No
I have never lived at the property	Yes	No

2.2 Is this a Housing Association Shared Ownership property? (e.g. Do you own part of your house and pay rent to a Housing Association on the remainder)	Yes	No
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2.3 Will a Grant of Probate be needed to sell the property?	Yes	No
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If Yes, please complete the following:

Deceased's Name:

Personal Representative's Name and full correspondence address:

.....
.....

Do you have the Grant of Probate or official copies of the Grant of Probate and will be able to provide these when a sale is agreed	Yes	Not yet but will have when buyer is found	No
	Enclosed		

2.4 Will a Power of Attorney be needed to sell the property?

Yes

No

If Yes, please complete the following:

Name of Donor (i.e. owner):.....

Attorney's Name and full correspondence address:

.....

.....

I have the Power of Attorney

Yes

No

Enclosed

2.5 Is there any other reason why the owners of the property may differ to the persons named as the sellers?

Yes

No

If yes, please provide full details:

.....

.....

Please note that we may need you to send further documentation when a sale is agreed e.g. a death certificate if one of two co-owners is deceased or a marriage certificate to show change of name.

2.6 Are there any tenants at the property?

Yes

No

If Yes please provide the names of the tenant(s)

.....

.....

We will need you to provide the Tenancy Agreement when a sale is agreed.

Have you served a Notice to Quit?

Yes

No

We will contact you to obtain your further instructions in due course.

3. Your Details

Please confirm the **FULL** names (including the first and middle names) of the sellers of the property. Please also provide:

- your dates of birth
- the occupation of each seller – please indicate if self-employed

This information is required as part of our anti money laundering policy.

Customer 1

Full name:

Date of Birth:

Correspondence address if different to sale property:

Email Address:

Home Phone:

Work Phone:

Mobile Phone:

Occupation:

Customer 2

Full name:

Date of Birth:

Correspondence address if different to sale property:

Email Address:

Home Phone:

Work Phone:

Mobile Phone:

Occupation:

Customer 3

Full name:

Date of Birth:

Correspondence address if different to sale property:

Email Address:

Home Phone:

Work Phone:

Mobile Phone:

Occupation:

Customer 4

Full name:

Date of Birth:

Correspondence address if different to sale property:

Email Address:

Home Phone:

Work Phone:

Mobile Phone:

Occupation:

All our communications with you will be in English. We must be satisfied that each seller fully understands every stage of the transaction. If you are (or one of you is) likely to experience difficulties in communicating with us in English or in understanding any of our communications to you, please let us know your preferred language at this early stage, so that we can consider any special arrangements which may help you.

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5. Additional Identity Checks

We are required to check the identity of other parties:

The Donor if you are selling the property as an attorney

A third party to whom you would like us to speak about your sale (this does not include your estate agent or financial adviser).

Please provide the following for any of the above:

FULL Name of Donor or Third Party

.....

Address/es for the past 3 years: (please indicate which is the current correspondence address)

[1].....

[2]

.....

.....

(current/previous)

(current/previous)

Date of Birth:.....

NOTE:

The information provided will be used to electronically search a credit reference agency to verify identity. A search footprint will be placed on the credit report. The search will not affect the third parties' ability to obtain credit. By providing personal information about a third party, we will assume you have obtained their consent to proceed with the electronic identity check.

Please note there will be a charge per identity check.

6. Existing Mortgage Details

If you have an existing mortgage, please complete the following details. This will enable us to obtain up to date redemption figures and any title deeds or documents which the lender is holding on your behalf.

Name of lender.....

Address of lender.....

..... Postcode:.....

Account or roll number.....

Approximate amount owing £

7. Other Borrowings

Do you have any other borrowings secured against the property? This may include a second mortgage, secured personal loan, secured business overdraft facility or a debt to the Legal Services Commission.

Nature of Loan:.....

Name of Second Lender:.....

Address:.....

.....

..... Postcode:.....

Account Number(s):.....

Approximate amount outstanding £.....

Please sign below to confirm you authorise the lender named above to release details of the settlement amount to us.

Signed (all sellers).....

Dated.....

If you have any **further secured loans**, please supply details on a separate sheet of paper. All secured loans will need to be discharged on completion of the sale of the Property. For each further secured loan, the lender will require your authority to release details of the redemption amount. If there are any further lenders, please contact each lender direct to provide this authority. The transaction may be delayed if authority is not provided.

Will the proceeds from your sale be sufficient to pay off your mortgage, all the above borrowings, your legal costs and estate agent's commission?**YES/NO**

If "**NO**": Please note that we will need cleared funds on or before completion to cover the shortfall, we may need to verify the source of the funds.

8. Other Information

Are there any other factors of which we should be aware? e.g. marriage breakdown, redundancy, previous or current or imminent bankruptcy, etc. If so, please provide details:

.....

.....

9. Adult Occupiers

WARNING:

(note: this does not apply to Tenants referred to in 2.6 above)

Please note that your buyers will require any adult occupiers living at the property to sign the sale contract as confirmation that they agree to the sale and will move out of the property on the day fixed for completion. An Adult Occupier is anyone (including family members) who are aged 17 or older. We will write to any adult occupier with a copy of the sale contract, explain how and why they will need to sign the original contract and recommend they take independent legal advice if they have any concerns.

Are there any adult occupiers (other than the owners) who live at the property? Yes No

If **YES**, please provide details of their full names and dates of birth:

.....
.....
.....
.....

Please see the NOTE in section 5 above regarding the electronic searches.
Please note that there will be a charge per identity check.

10. Estate Agents

Please confirm the Estate Agent selling the property and a contact name and number

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Is this the only Estate Agent selling the property? **YES/NO**

If No, please list other agents instructed to sell your property

.....
.....

Please confirm the Estate Agency commission figure agreed including VAT.....

Unless you instruct to the contrary in writing, we will settle this Estate Agents account on on the completion date, out of the net proceeds of sale. If the funds are returned to you then the responsibility for payment will remain with you.

11. Our commitment

We continually look for ways to improve our services. We may telephone you after completion and should be grateful if you could spare a few minutes to talk to us about your experience.

Equality & Diversity Policy

We are committed to promoting equality of opportunity for all our clients and providing an equally high standard of service to all. To help us achieve this, please let us know what you need by contacting us so we can make reasonable adjustments to help you with your sale.

SIGNATURE

I/We signed an original terms and conditions form but I/we have read and accept the identical terms and conditions sent to us with this form.

SIGNED.....
Dated

SIGNED.....
Dated