

**TRANSACTION INFORMATION SHEET  
AND CONFIRMATION OF INSTRUCTIONS**

Could you please complete this form and return the same to us as soon as possible.

Full names and ages of all owners and occupiers of the property (including middle names):


Address where we write to you:


The full postal address of the property you are selling:


Your telephone numbers:

Home:	Work:	Ext.
Mobile:	other:	

Do you have an existing mortgage, if yes please give us the name and address of your lender together with your mortgage account number and also the approximate amount owing:

Name:			
Address:			
Account Number:			
Approx. Amount owing	£	as at (date)	/ /

If you have a second mortgage please give us the name and address and reference number of the lender and also the approximate amount owing:

Name:			
Address:			
Reference Number:			
Approx. Amount owing	£	as at (date)	/ /

If you have no mortgage, please provide us details of the whereabouts of your deeds and please arrange to have the same sent to us as soon as possible:


Please provide the name and address of your Estate Agents:


Are we to discharge the Estate Agents fees from the proceeds of sale (*Please tick where appropriate*):

**YES**

**NO**

\* Please delete as appropriate

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# Declaration

We the aforementioned persons have read your brochure including Terms of Business and request you to act as our Solicitors in connection with the transaction as detailed above.

.....

.....  
Signed (all owners to sign)

Dated: .....

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## UTILITY INFORMATION FORM

### ELECTRICITY COMPANY

Name

Address

### GAS COMPANY

Name

Address

### LOCAL AUTHORITY

Name

Address

### WATER COMPANY

Name

Address