

* Sale/Purchase *

Ref: TM/

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):

Mr/Mrs/Miss/Ms

Address where we write to you:

The full postal address of the property you are selling (if applicable):

The full postal address of the property which you are buying (if applicable):

Your telephone numbers:

Home:	Work:	Ext.
Mobile:	other:	

Your National Insurance Number:-

If you are selling 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 are selling and 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:	
Account Number:	
Approx. Amount owing	£ as at (date) / /

If you are selling and 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:

If you are selling please provide the name and address of your Estate Agents:

N.B Your National Insurance number must be provided as it is a requirement of the Inland Revenue in respect of the new Stamp Duty Land Tax Rules 2003 which came into force on the 1st December 2003.

If you are purchasing please provide the name and address of the Estate Agents. If there is no Estate Agents then please provide the name and address of your seller's Solicitors:

Reference:

Details of your proposed lender (if known):

Name:	
Address:	
Contact Number:	

If you are purchasing please send us £300.00 on account of Local Authority Search, Environmental search and disbursements: *(Please tick where appropriate)*

(Enclosed) YES

(Enclosed) NO

If you are purchasing do you wish us to delay the Local Authority Search until you confirm that the survey is adequate:

YES

NO

Do you wish us to carry out the additional STL Plansearch at a cost of £30.00 as described in our initial letter.

YES

NO

Purchase - joint ownership (please refer to page 5 of our guide). Is it agreed by both joint owners that we may liaise with one of you and take instructions from one which will bind the other.

YES

NO

Purchase - Joint ownership (please refer to page 5 of our guide). Do you wish to be joint tenants or tenants in common:

Joint Tenants

YES

NO

Tenants in Common

YES

NO

Do you wish to be tenants in common (please see page 5) and if you do wish to be tenants in common what percentages do you wish to own:

YES

NO

If yes

_____ % and _____ %

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.

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Signed (all owners to sign)

Dated:

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