

SALE QUESTIONNAIRE

Ref:

This information is essential. Please fill out all you can and tick the appropriate boxes. Thereafter please return it to me at Garnett Wilson Conveyancing, University of Essex Business Centre, Elmer Approach, Southend on Sea, Essex SS1 1LW Please feel free to telephone 01702 333676 or email to info@garnettwilson.co.uk if you do not understand any question and we will be happy to help. If you do not have the information just write T.B.A. (To Be Advised) and return the form.

1. Address of property to be sold by you including post code (if known)	
2. Address where you will live after completion if known including post code	
3. Your FULL and correct name(s)	
4. Your telephone numbers	Home Work (Mr) (Mr/Mrs/Miss) Mobile (Mr) (Mr/Mrs/Miss) Fax Email address (Mr) Email address (Mrs/Miss)
5. Your occupation	
6. The sale price	
7. Estate Agents selling the house	Name of Agents Address Tel. Person dealing with it
8. If there are no Estate Agents involved please advise of the address of the buyers or their solicitors	

9. Where are your title deeds?	<input type="checkbox"/> I enclose them herewith <input type="checkbox"/> With my mortgage lender (complete details below) PLEASE PROVIDE US WITH A SHORT LETTER OF AUTHORITY TO YOUR LENDER TO ENABLE US TO OBTAIN THE DEEDS.
10. If you have a mortgage on the property please supply the following information	<input type="checkbox"/> There is no mortgage <input type="checkbox"/> Name of Lender Address Mortgage account number Approximate amount outstanding on mortgage £
11. Do you have any other mortgages or loans which may be registered on this property (including loans for home improvements eg.)	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of Lender How much is outstanding £ Acc no.
12. Is the sale to be completed at the same time as the purchase of another property	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Please confirm that if your Buyers are obtaining a 95% mortgage that you will accept a deposit of 5% on exchange of contracts	<input type="checkbox"/> Confirmed <input type="checkbox"/> Not confirmed
14. If you own the property in joint names or on your own please confirm that I have your joint authority to act for both of you and that this authority enables me to apply for your deeds	<input type="checkbox"/> I / We hereby authorise Garnett Wilson Conveyancing to act for us and obtain the deeds
15. It is normal for us to pay the Estate Agents out of the proceeds of sale, please confirm that you authorise us to pay the same	<input type="checkbox"/> I / We authorise Garnett Wilson Conveyancing to pay the Estate Agents
16. Please confirm that you have never been bankrupt or whether you are presently bankrupt	<input type="checkbox"/> I am not bankrupt <input type="checkbox"/> I have been bankrupt Please give dates:
17. Who introduced you to this firm?	
18. Are there any other adult occupiers who are not the legal owners living in the property ? (this includes children over 17) If so, please give their full name(s)	

<p>19. Are there any circumstances in relation to the sale that we need to know about e.g divorce, separation or death ?</p> <p>If so, please advise us so that we may deal with the matter appropriately</p>	
<p>20. How long have you lived at your current address?</p>	

IMPORTANT NOTES

If the property being sold is Leasehold

Please supply:-

1. The Lease, if you have it.
2. A Ground Rent and Service/Maintenance Charge receipt from your Landlord, which is up to date.
3. An up to date copy of the Building Insurance policy and schedule.
4. A copy of the last three years Service Charge Accounts, if applicable.
5. A copy of this year's service estimate, of applicable.
6. The name and address of your Landlord.
7. Please supply the name and address of any Managing Agents, if applicable.
8. Please also request from me the Leasehold Forms for you to complete and return.

Please note that if you do not have this information we will have to obtain it from the Landlords/Managing Agents and they will set their own charge for this information, which is not on our quote. It will be necessary to ask you for the fees once we are aware of the charges; these must be paid in advance.

- A) It will be up to you to cancel your buildings insurance, water rates Council tax and inform them of your forwarding address.
- B) It will be necessary for you to provide us with proof of your ID and your address and you will need to produce documents such as Passport, Driving Licence before exchange of Contracts. Please refer to the attached list for details of acceptable documents.
- C) Please provide us with your written authority to sign the Contract on your behalf if you are on holiday or cannot attend our office.
- D) If on completion of the sale there will be money due to you, we will either send this by cheque or you can request a bank transfer if you prefer. A bank transfer will incur a charge of £30 plus VAT and you will need to provide us with the account details before completion (or you can complete them below). If the account is not in the name of all legal owners, we will require written authority from them before any money can be paid or transferred.
- E) You should notify us immediately of any change of circumstances relating to the sale of the property

I/We have read all the above notes and confirm that by signing this form I/We have been informed of and agree all the above matters

SIGNED BY ALL PARTIES.....

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Your Bank Details (if applicable) :-

Name & Address of Bank

Sort Code

Account Number

Money Laundering Regulations 2007

PROOF OF IDENTITY AND ADDRESS

We require proof of your identity and address. Please do not be offended – this routine procedure is in the best interests of all parties involved in your transaction **and is required by law.**

Listed below are lists of the acceptable forms of identification and evidence of address. Please supply documents for each person we are acting for – one from the first list and two from the second list.

If you have any queries please let us know.

Thank you for your co-operation.

LIST OF PERSONAL IDENTITY DOCUMENTS

- Current full UK or European Community Passport
- Current full UK driving licence (old full licence or new photocard licence). Provisional licences are not acceptable
- Armed Forces ID Card
- National Insurance Card bearing your signature
- EEA member state identity card
- Permit issued by Home Office to EU Nationals on sight of their own country's passport
- Photographic registration cards (for those self employed in construction industry)
- Shotgun or Firearms certificate

LIST OF EVIDENCE OF ADDRESS DOCUMENTS

- Recent utility bill/statement (but not mobile telephone bill)
- Council tax bill or payment book for the current year
- Current full UK driving licence (old full licence or new photocard licence)
- Evidence of your registration on Electoral Register
- EEA member state identity card