

## SALE INFORMATION FORM

Please help us to deal with your matter quickly and efficiently: the details you give us will be used to draft legal documents, so it is important that they are accurate. For example *all* of your forenames should be printed on the form. **PLEASE USE BLOCK CAPITALS**

### 1. The Property You Are Selling

Address of property :

Are you selling part only of the property? **YES/NO**

If YES, please provide a plan showing the extent of land being sold

Have you bought any extra land (or the freehold if your property is leasehold) since you originally bought your property? **YES/NO**

If YES – please provide full details and forward the deeds or confirm their whereabouts

### 2. Property Information

Do you live at the sale property?

Yes / I am the attorney / I have inherited the property / the property has been an investment property / I did live in the property but have already moved out. (Delete as appropriate)

If the property is an investment property, do you have other investment properties?

**YES/NO**

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**

Does a Grant of Probate apply to the sale?

**YES/NO**

If Yes, please provide the name of the Deceased and name of the Personal Representative;

Deceased Name :

Personal Representative Name and full correspondence address:

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Does a Power of Attorney apply to the sale?

**YES/NO**

If Yes, please provide the name of the Donor and name of the Attorney;

Donor Name :

Attorney Name and full correspondence address:

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Is there any other reason why the owners of the property may differ to the persons named as the sellers? If so, please provide full details together with any supporting documentation;

Eg. If one of two co-owners is deceased, please provide their original Death Certificate as we are required to provide the purchaser's lawyer with a certified copy

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**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 and marital status (this information is required as part of our anti money laundering policy).

.....D.o.B.....

Marital Status .....

Gender: Male/Female

.....D.o.B.....

Marital Status.....

Gender: Male/Female

.....D.o.B.....

Marital Status .....

Gender: Male/Female

.....D.o.B.....

Marital Status.....

Gender: Male/Female

**Client 1**

Address if different from the sale property

Home Phone:

Work Phone:

Mobile Phone:

Email:

Have you resided at this address for more than three years? Yes or No

What was the day, month & year that you moved into the property?

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If no, please provide full details of previous address and start date and end date for residence at that property.

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

**Client 2**

Address if different from the sale property

Home Phone:  
Work Phone:  
Mobile Phone:  
Email:

Have you resided at this address for more than three years? Yes or No

What was the day, month & year that you moved into the property?

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If no, please provide full details of previous address and start date and end date of residence at that property.

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

**Occupation of all sellers -Please Indicate if self-employed** (this information is required as part of our anti money laundering policy)

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Have you changed your name (e.g got married or divorced) since you bought the property? **Yes/No**

If YES, please provide your original marriage certificate or any other formal evidence of your change of name.

**Number of Dependents** (this information is required as part of our anti-money laundering policy)

Client One .....

Client Two.....

**Driving Licence Reference Number** (this information is required as part of our anti money laundering policy)

Client One .....

Client Two.....

#### 4. 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 £.....

#### 5. Related Purchase

Are you buying a property as well as selling? If so, please provide us with full details unless you have already done so.

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#### 6. Authority

I/We authorise Griffiths Ings:-

- to obtain the title deeds to the property.

- to obtain a repayment figure from my/our current lender(s) together with details of any other fees required

- to obtain confirmation that my/our rent, service charge or rentcharge payments (if any) are up to date and, if a third party insures the property, details of the insurance

- to disclose to my/our mortgage broker, our selling agent all material facts in order to proceed with the sale including allowing estate agents to have electronic access to our case management system to monitor the progress of the file. Should you not wish us to do this, please tick here .....

**7. Other Borrowings**

**Do you have any other borrowings secured against the property?**  
This may include, a secured personal loan, a secured business overdraft facility, or a debt to the Legal Aid Board.

Nature of Loan:.....

Name of Second Lender:.....

Address:.....

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Postcode .....

Account Number(s):.....

Approximate amount outstanding £ .....

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.

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 completion to cover the shortfall and specify where these funds will come from:

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**8. Other Information**

On your sale 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:

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**9. Adult Occupiers**

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:

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**WARNING:**

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 of the property and will move out of the property on the day fixed for completion. We will therefore write to any adult occupiers with a copy of the sale contract. In our letter we will explain that they will need to sign the original contract and that if they have any concerns they should seek independent legal advice.

**10. Estate Agents**

Please let us have full details of your Estate Agents:

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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

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Unless you instruct us to the contrary, in writing, we will settle the Estate Agents account on the completion date out of the net proceeds of sale, in accordance with normal conveyancing procedure.

**SIGNED.....**

**DATED.....**

**SIGNED.....**

**DATED.....**