

LONGMORES
Solicitors

SALE INSTRUCTION FORM

Ref:

Property Address

Full names of all Owners

1 _____ 2 _____
3 _____ 4 _____

Home Address

Telephone numbers: Home _____ Work _____

Mobile _____ **E-mail** _____

Sale Price £ _____

Do you have a Mortgage? Yes/No. If no, where are your deeds? If you hold these please forward them to us together with any planning/building regulation documents, FENSA certificates, gas/electricity certificates (if any)

If yes, name and address of your lender who should be holding your deeds

Mortgage Account Number **(this is essential)**

Approximate amount owing (we advise you to check this figure)

£ _____

Do you have any second/third charges on the property? If so, with whom.

It is important to let us know if your home has more than one mortgage. If we are not aware of the position at an early stage, delays and additional costs may arise

Please give approximate amounts owing

If your property is a leasehold flat, please let us know the amounts you have most recently paid for your ground rent and/or service/maintenance charge. We will need this information if you want to be reimbursed for any payments you have made for the period after you complete your sale.

Is there any other information about you or your property that you think we should know about? If so, please give further details here

What is your proposed timescale for your sale

NB Please note that although we will, of course, bear in mind any target completion date you have, no completion date can be guaranteed unless and until contracts have been exchanged and no firm commitments should be made until exchange of contracts is achieved

In respect of any sale proceeds there may be, please advise us whether you require these to be sent to you by cheque or direct into your account.

Cheque/Bank Account

Name of Bank.....

Sort Code.....

Account Number.....

Account Name.....

(Please note that in joint matters if the funds are to be sent to a sole account we shall require written authority from the other party)

Would all owners please sign here

1 _____ 2 _____

3 _____ 4 _____

Dated _____