

Property Transfer Co:Ordination

CONFIRMATION OF INSTRUCTIONS ON PURCHASE

1.	<u>Full names</u>	
2.	Full address <u>and telephone number (including daytime contact number)</u>	
3.	Email address	
4.	Full address of property to be purchased.	
5.	Is it a house or a flat?	
6.	Is it freehold or leasehold?	
7.	If you know the details of the date of building subsequent extensions, garages etc. please state	
8.	Is the property being purchased for private residence?	
9.	Are the owners the only occupiers?	
10.	Full name(s) of vendor(s) (seller(s))	
11.	Full name and address of vendor's (seller's) solicitors or conveyancers	
12.	(A) If you are purchasing through an estate agent, please give name and address (B) Does the property have a Home Information Pack. If so, please arrange to let us have a copy of this as soon as possible.	
13.	Under which Local Authority or London Borough does the property fall?	
14.	Have you had, or will you have a survey? If so, please give name and address of surveyor Please note that in all cases we must advise you to have the property surveyed (even new properties)	
15.	Have you paid a deposit: If so, how much and to whom?	
16.	What is the agreed purchase price of the property?	

17.	If a separate price has been arranged for fittings, please state what they are, e.g. carpets, curtains etc. and the price.	
18.	Are you taking a mortgage of the property? If so, has the application been made? Lender's name and branch address Reference number How much are you borrowing? Has the Lender had the property surveyed?	
19.	Please confirm the amount of the deposit you have available	
20.	Are you awaiting the sale of your present property before going ahead with the purchase?	
21.	Any other relevant details If there is more to say, please continue on another sheet	
22.	How did you find out about Property Transfer Co:Ordination	
23.	In order to comply with Money Laundering Regulations we shall require documentary evidence to confirm both your identity and your place of residence. Please therefore supply:- (A) A primary document of identification (preferably your Passport) in order that a certified copy may be taken. If you are unable to send the original document or call into our office, a certified copy will be accepted from another firm of Solicitors or Licensed Conveyancers. (B) Two items of documentary evidence of your residence. This may be either a Utility Bill, Bank Statement or similar item (but not a Mobile Telephone Account.).	
24.	Please supply your National Insurance Number: (Required for Stamp Duty Land Tax Declaration)	
25.	Please provide the source of funds questionnaire	
26.	Please provide your bank details	

I/WE HEREBY INSTRUCT PROPERTY TRANSFER CO:ORDINATION AND THEIR APPOINTED SOLICITORS TO ACT FOR ME/US IN THE PURCHASE OF THE AFORESAID PROPERTY ON THE BASIS OF THE DETAILS GIVEN AND ON THE STANDARD TERMS OF BUSINESS PROVIDED WITH THIS FORM

Signatures:		
Date:		