

# Property Transfer Co:Ordination

## CONFIRMATION OF INSTRUCTIONS ON SALE

1.	<u>Full</u> names	
2.	Full address of property to be sold	
3.	Address for correspondence if different from above  Telephone number ( including daytime contact number	
4.	Email address	
5.	If the property has a registered title please give title number if known	
6.	Is the property freehold or leasehold?	
7.	Is it a house or a flat?  If a flat, is it purpose built or a conversion?	
8.	When was the property built?  Since this date has there been any additions, extensions, loft conversions, garages etc?  If so, please give details	
9.	Are you and your family the only occupiers?  If not, who else occupies?	
10.	Under which Local Authority or London Borough does the property fall?	
11.	Are there public roads comprising frontage to the property?	
12.	Whilst Home Information Packs (HIPs) are no longer relevant, a Seller of property is still required to obtain an Energy Performance Certificate on a property prior to marketing. In most cases the Seller's Estate Agent will provide such a certificate to include marketing material. Please therefore ensure your Agent is authorised to provide us with a copy of the Energy Performance Certificate.	
13.	If the property is mortgaged, please give the following details  Name of Lender  Branch address  Mortgage account number  When was the mortgage taken out?  Are there any other charges/loans/mortgages secured on the property ( if so please give details )	

14.	If there is no mortgage on the property, please advise as to who holds the title deeds in order that we may obtain the same	
15.	If you are selling through an estate agent, please give name and address	
16.	Purchaser's ( buyers ) name and address	
17.	Purchaser's ( buyers ) solicitors or conveyancer Ref	
18.	Do you have a purchase? If yes, is this to be co-ordinated with the sale?	
19.	What is the agreed sale price? If separate price has been agreed for any fittings etc please give details, eg carpets curtains etc	
20.	Any other relevant details? If there is more to say please continue on another sheet	
21.	How did you find out about PTC?	
22.	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.).	
23.	Please supply your bank details	

**I/WE ARE THE OWNER(S) OF THE ABOVE PROPERTY AND I/WE HEREBY INSTRUCT PROPERTY TRANSFER CO-ORDINATION AND THEIR APPOINTED SOLICITORS TO ACT FOR ME/US IN THE SALE ON THE BASIS OF THE DETAILS GIVEN AND ON THE STANDARD TERMS OF BUSINESS PROVIDED WITH THIS FORM**

Signatures:  
( All owners  
must sign )

Date: