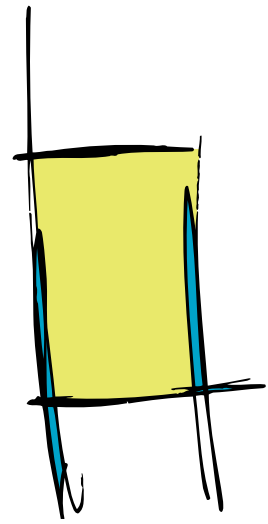


# YOUR PURCHASE



IT WOULD HELP IF YOU WOULD COMPLETE AS MUCH OF THIS FORM AS POSSIBLE BEFORE STARTING YOUR TRANSACTION:

## 1. Personal Details

(a) Full names of intending Purchaser(s)

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(b) Your marital status: Single  Married  Divorced  Separated  Cohabiting

(c) Address (for correspondence)

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(d) Full names of persons other than Purchaser(s) who will occupy the Purchase Property

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(e) The ages of any children mentioned in (d)

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(f) Home telephone number:

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(g) Work telephone number (if appropriate):

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(h) Mobile telephone numbers (if appropriate):

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(i) Email address:

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(j) Date of birth:

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(k) National Insurance number, for any named purchaser in section 1a above:

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Woodford  
Stauffer  
Solicitors

**2. Purchase Property Details**

(a) Address

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(b) Is the property Freehold  Leasehold

(c) Its approximate age (if known) \_\_\_\_\_

(d) Will this property be your main residence Yes  No

If no. please also provide full details i.e. buy to let

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**3. Financial Details**

(a) Purchase Price Agreed  Anticipated

£

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(b) To be provided by:

Dependant Sale proceeds (if relevant) \_\_\_\_\_ % of above Price

New Mortgage(s) \_\_\_\_\_ % of above Price

Savings/Gifted/Loaned deposit/Allowance \_\_\_\_\_ % of above Price

**100%**

(c) Details of new mortgage(s) application(s) made or pending

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(d) Are you party to any other morgage which will not be repaid on completion of this advance i.e. matrimonial?

Yes  No

If so:

Full details please

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(e) Will you be assigning any life policies or other policies to a Lender?

Yes  No

If so:

existing policies  new policies

Full details please

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**(f) Searches – Local, Environmental, Water, and Know Your Neighbour**

These are the names for the detailed searches which are obtained from the relevant authorities, the approximate costs of which have already been detailed in our quotation letter. We will ask you for that amount in advance and therefore please contact us to discuss whether or not we should now apply for these searches".

**(g) Survey**

For our records, please could you indicate with a tick the Survey that you are having carried out against the Purchase Property:-

- 1. Standard Valuation Report
- 2. Standard HomeBuyers Report
- 3. Full Structural Survey

If you require any further information regarding Survey Reports, please do not hesitate to contact us

You will find attached Law Society Guidance notes relating to new government regulations which please read through carefully. You will note that we now need to ask all clients for identification upon receipt of instructions and we would be grateful if you would please call into the office with one of the following:

- Current signed passport
- Photo-card driving license
- Benefit Book
- and a gas, electric or council tax bill no more than 3 months old.

If it is difficult for you to personally attend our offices with these documents then please arrange for copies to be forwarded to us. Any photocopies must be certified as true copies of the originals by either your bank or building society, doctor or the estate agent you are dealing with in the sale and /or purchase.

**4. Acceptance of Terms & Conditions**

Can you please delete as appropriate and sign the following for our records.

I/We have read through the contents of your quote letter and are happy to instruct Woodford Stauffer to act on my/our behalf on the Terms and Conditions contained in the said quote letter

Signed by:

.....  
.....

Dated:

.....

**WHERE THERE ARE TWO OR MORE PARTIES:**

WE CONFIRM THAT ANY INSTRUCTIONS GIVEN BY ONE OF US WILL BE BINDING UPON THE OTHER

Signed by:

.....

Dated:

.....

**Using a solicitor? New government regulations mean you must prove who you are.**

**Why?**

The UK is a major international financial and legal centre, with a high reputation for honesty and integrity.

Unfortunately that is why financial and professional businesses, like banks and solicitors' firms, are attractive to money launderers – criminals sometimes try and hide stolen money by turning it into legitimate income.

The government has introduced measures:

- To make it more difficult for criminals to make and keep money from their crimes.
- To confiscate proceeds of crime.

For this reason there are compulsory checks which solicitors have to make of their clients.

Being asked for identification does not mean you are under suspicion. The new identification requirements apply to all clients when they are asking their solicitors to conduct certain types of cases.

**How this affects you**

Banks and building societies have had to check the identity of customers for some time. Now solicitors have to. This means you will have to show your solicitor, or somebody acting on their behalf, some personal documentation that can include:

- Current signed passport
- Photo-card driving license
- Benefit book

and a recent gas, electricity or other household bill.

If you don't have these documents, you will have to ask your solicitor to advise you on how best to prove who you are.