

# YOUR SALE

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

## 1. Personal Details

(a) Full names of Seller(s)

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

(c) Address (for correspondence) if different from the Sale Property

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(d) Full names of other occupants of the Sale 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 numbers (if appropriate)

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(h) Mobile telephone number (if appropriate)

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(i) Email Address

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(j) Date of birth

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## 2. Sale Property Details

(a) Address

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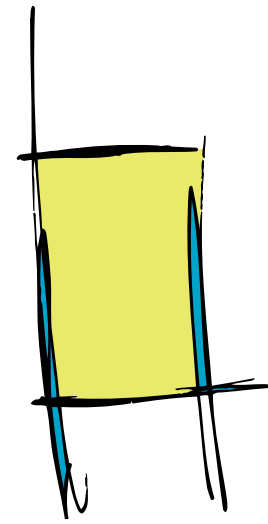
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(b) Is the property Freehold  Leasehold

(c) If your property is Leasehold please give details of the Management Company or Residents Association (if applicable)  
Name/address of the Secretary

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Woodford  
Stauffer  
Solicitors

**3. Financial Details**

(a) Sale Price (Agreed/anticipated) £ \_\_\_\_\_

(b) Name of Lender (Lenders if more than one)

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Address:

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Account No.

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(c) Shall we apply to your First Lender for your Deeds? (See 5. below)

Yes  Not yet

(d) Will the Sale proceeds be enough to pay off your mortgage loan(s).

Yes  No

If not, please contact us for early discussion.

(e) Could any of the following be registered against your property:

- (i) Second Mortgage/Secured Loan
- (ii) Caution against sale
- (iii) Legal Aid Board charge
- (iv) Restriction in favour of another party

If so, please provide the name and full contact details, including account number of the relevant party as they will need to be paid and produce documentation to remove any entry registered against the property:

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Address:

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Account No.

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**4. Other Matters**

(a) Is the sale dependent on a purchase or any other factors?

Yes  No

Details please

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(b) Please add any information you feel we may need to know or add any questions.

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**5. Immediate Steps**

We cannot prepare any Sale paperwork until your Lender (first Lender if you have more than one) has sent us your Deeds. Some Lenders take time to respond. But most Lenders will add an administration charge (£75 approx) to your debt when they send out Deeds.

Also, your proposed Purchasers' Solicitors will require a copy of your latest Water Bill to confirm mains drainage. Could you please supply us with a copy of the same when returning this Form.

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 licence
- 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.

**6. 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:

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Dated:

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**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:

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Dated:

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**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.