

## Purchase Questionnaire

1 Please confirm that you wish us to act. Yes  No

2 Please confirm the full address of the property.

3 Please confirm the purchase price of the property £

4 Please confirm amount of fixtures and fittings that are included/ extra in the price. £

5 Is there a garage situated at the property? (please tick the box) Yes  No

If so, is this attached to the property? (please tick the box) Yes  No

6 Please confirm the full names (including all middle names) and occupations of the purchaser(s)

**Full name**

**Occupation**

**Full name**

**Occupation**

7 Please confirm if anyone over the age of 17 will be living at the property but not named on the mortgage. (please tick the box) Yes  No

8 It is a requirement of the Inland Revenue that you advise the National Insurance Number for all parties in this transaction.

9 It is a requirement of the Money Laundering Regulations 2007 that we have evidence of identification particularly if you are an internet client. It is therefore important that you provide us with documents to verify your identity and address. Attached is a sheet setting out the various forms of identification acceptable to us. Please indicate which two forms of identity you will be providing from this sheet.

# CONVEYONLINE

From Woodhouse Solicitors

I am providing you with .....  
to verify my personal identity

I am providing you with .....  
to verify my evidence of current address.

10 Please confirm your telephone numbers at home and at work.

Home

Work

Mobile

If you would like us to communicate via e-mail, please provide your email address.

11 Please confirm the name and address of the Estate Agents (if applicable).

12 If no Estate Agent is involved, kindly advise the name and address of the Seller's Solicitors.

13 Have you paid any deposit?

Yes  No

If so, what amount?

£

14 If the property is in the process of being built, please confirm what anticipated date has been suggested by the Builders for completion.

Date

15 Please advise if you are aware of any alterations or additions to the property in order that we may request the seller to provide the appropriate planning permissions and/or building regulation approvals.

16 Please confirm the mortgage arrangements, if applicable. Have you made a Building Society application?

Yes  No

If so, please state the name of the lender.

Please state the amount you are borrowing.

£

From Woodhouse Solicitors

- 17 If a mortgage is applicable, is it to be an endowment mortgage or a repayment method. Endowment  Repayment   
If an endowment, please indicate the details of the policy/ies.

- 18 Please confirm whether you are intending to move into the property or to rent it out. Live In  Rent out

- 19 Please confirm whether or not this purchase is dependent upon the sale of another property. Yes  No

- 20 If arranging new endowment policies please indicate which company, policy number, sum assured etc

**Company Name**

**Policy Number**

**Sum Assured**

**Other details**

- 21 If you are to purchase the property in your joint names please advise whether you wish to hold the property as:

a **Joint Tenants** - where in the event of the death of one of you, the property would automatically pass to the survivor or alternatively Joint tenants

b **Tenants in Common** where you may express to hold distinct shares in the property of say 50/50. In the event of death the property will only pass to the other party or your partner in accordance with the terms of your Will. Tenants in common

- 22 If you are purchasing the property in joint names please confirm that we may accept instructions from either party. Yes  No

- 23 If any monies are due to you on completion, please advise who the cheque is to be made payable to.

- 24 Please advise how long you have lived at your current property.

# CONVEYONLINE

From Woodhouse Solicitors

- 25 If you are purchasing a new property please advise your Lender of any incentives such as gifted deposit, Stamp Duty and/or legal fees paid by the Builder.

26. If you are purchasing as a buy to let property, please advise. (please tick the box)

Yes  No

Would you prefer your home address registered at the Land Registry or alternatively another address, if so, please confirm and complete the attached form. (please tick the box)

Home  Alternative

**Signed**

**Dated**

**Print Name**

**Signed**

**Dated**

**Print Name**

If you are paying cash for the property please remember to have the property surveyed and ensure that buildings insurance is effected on the property at the date of exchange of contracts.

Please note that although your building society or bank will be undertaking a survey of the property this does not obviate the need to inspect the electrical and plumbing aspects of the property including the central heating system as the valuer will not necessarily check these matters. We do advise that an inspection as to the present conditions of such matters is made.

You may also wish to obtain specialist damp and timber reports particularly with older properties.

Your matter is being conducted by Mr A.J. Woodhouse of this firm. In accordance with The Law Society, we advise you that we have a complaints procedure and if for any reason you are unhappy with your services from this office please contact Mr A.W. Major at our Walsall office.

# CONVEYONLINE

From Woodhouse Solicitors

TO

Woodhouse & Company  
22 Waterloo Road  
Wolverhampton  
West Midlands  
WV1 4BL

**I/we wish the following address(es) to be registered at H M Land Registry as my/our address for service in respect of the property known as:**

*Address of property you are buying:-*

**Address 1:-**

**Address 2:-**

**Address 3:-**

**Signed**

**Dated**

**Print Name**

**Signed**

**Dated**

**Print Name**

## Acceptable Forms of Proof of Identity

The law now requires solicitors, as well as banks, building societies and others to obtain satisfactory evidence of the identity of their client.

### **BOX A – PERSONAL IDENTITY**

*Please select one form of Identity from Box A and provide us with this document.*

Current Signed Passport  
EU Member State Passport  
Residence Permit issued by Home Office together with own country's Passport  
Armed Forces ID Card  
Current full UK Driving Licence

### **BOX B - EVIDENCE OF CURRENT ADDRESS**

*Please select one form of evidence of your current address from Box B and provide us with this document.*

Confirmation from Electoral Register  
Recent Utility Bill, Bank Statement or Mortgage Statement  
Council Tax Account  
Current UK Driving Licence (but only if not used as personal ID)  
Local Council Rent Card or Tenancy Agreement