

## Sales 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 sale price. £

4 Please confirm the amount for any fixtures and fittings extra to the sale price. £

5 Please confirm whether the property is leasehold or freehold. Leasehold  Freehold

If Leasehold, please advise who insures the property. Please ensure that your ground rent and service charge are paid up to date. Please remember there will be a fee to the Landlord's Agents to respond to Leasehold enquiries which will be required by your Purchaser's Solicitors. If we request you for a fee, please pay immediately to save any delay.

6 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

7 Please confirm full names (including all middle names) and occupations of the seller(s)

**Full name**

**Occupation**

**Full name**

**Occupation**

# CONVEYONLINE

From Woodhouse Solicitors

- 8 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.

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

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

- 9 Please confirm the whereabouts of your title deeds.

If held by a bank or building society, please provide the details of the account number.

- 10 If there is a mortgage on the property please confirm:-

a The lender's details and their address

**Lender's Details:-**

**Lender's Address:-**

b Please provide your account number

c Are there any further charges/loans secured against the property that we should be aware of.

d Is the mortgage an endowment or repayment mortgage

Endowment  Repayment

# CONVEYONLINE

From Woodhouse Solicitors

11 Do you have any other mortgages on the property? If so, please confirm:- Yes  No

a The lender's details and their address

**Lender's Details:-**

**Lender's Address:-**

b Please provide your account number

c Are there any further charges/loans secured against the property that we should be aware of. Yes  No

d Is the mortgage an endowment or repayment mortgage Endowment  Repayment

12 Please confirm your contact telephone numbers.

Home

Work

Mobile

If you would like us to contact you via email, please provide your email address.

13 Please confirm if the sale is dependent upon you purchasing a property. (please tick the box) Yes  No

14 Please advise the name and address of the Estate Agents (if applicable).

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

# CONVEYONLINE

From Woodhouse Solicitors

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

- 17 If you are selling the property and it is in joint names, please confirm that we may accept instructions from either party.

Yes

No

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

- 19 Please advise us as to whether you have prepared a HIP pack. (please tick the box)

Yes

No

If so, please let us have a copy of the same or confirm to us where we can obtain a copy.

**Signed**

**Dated**

**Print Name**

**Signed**

**Dated**

**Print Name**

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.

## Seller's Disclosable Interest

Under the Land Registration Act 2002, there is a duty to disclose certain interests which may be relevant for the property you are selling. The duty extends only to the interests, which are within your knowledge.

This checklist sets out the categories of interests, please complete it by ticking the correct option that applies to the property. If it is clear that an interest is applicable, we will need to have full details. Please return the form to Woodhouse Solicitors once all the questions have been completed.

Please tick the correct answer:

1 Is your property leased to anyone either for 7 years or less for a lease which still has 7 years or less unexpired. If there is please send a copy of the Lease or the agreed terms. Yes  No

2 Please specify if there is anyone in actual occupation of any part of your property who is not also a legal owner and is an adult. Yes  No

If there is, please provide their name.

3 Does anyone have any rights which affect any part of your property? For example – a shared driveway or a right over a passageway. Any part of a building which is physically part of another building not owned by you. Yes  No

4 Please confirm that you are in possession and control of all the property you are selling. Yes  No

If no we will need details of any other person involved.

Signed

Dated

Print Name

Signed

Dated

Print Name

# CONVEYONLINE

From Woodhouse Solicitors

Please provide the name and address of the Building Society/Bank with whom you have your mortgage:-

Dear Sirs,

**Re: Your Name:-**

**Property Address:-**

**Your Mortgage Account Number:-**

We hereby authorise you to release the title deeds together with any other information relating to the above property to Messrs Woodhouse & Company of 22 Waterloo Road, Wolverhampton, WV1 4BL.

Yours faithfully

**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