

SALE & PURCHASE INFORMATION FORM *Please complete all information using capital letters*

If you are buying the property in joint names, please also complete the Joint Ownership Form attached. The form explains the different ways in which you can hold joint property.

YOUR PERSONAL DETAILS	
CLIENT 1	CLIENT 2
Mr/Mrs/Miss/Ms/Dr (PLEASE PROVIDE YOUR FULL NAMES)	Mr/Mrs/Miss/Ms/Dr (PLEASE PROVIDE YOUR FULL NAMES)
Full name:	Full name:
Address:	Address:
Post code:	Post code:
Daytime:	Daytime:
Evening:	Evening:
Mobile:	Mobile:
E-Mail:	E-Mail:
Date of Birth:	Date of Birth:
National Insurance No.:	National Insurance No.:
Occupation:	Occupation:
Passport Number (required as part of the Money Laundering legislation):	Passport Number (required as part of the Money Laundering legislation):
PROPERTY DETAILS	PURCHASE
Are you a first time buyer?	Are you a first time buyer?
Address of Property you are buying: _____ _____ _____	
Post code _____	
Is the Property Leasehold/Freehold?	
Purchase Price Agreed:	£
Have you agreed a price for anything else, such as fixtures and fittings?	Items & Costs: £
Are you purchasing this property to live in:	
Are there any additional Occupiers?	If Yes, please list:-

<p>Will you be insuring the property yourself? Please note that you will be required to insure the property from the date of exchange of contracts and will be required to provide proof before we exchange Contracts</p>	
PROPERTY DETAILS	SALE
Address of Property you are Selling if different to the above (Personal Details)	

Post Code: _____	
<p>Do you have a mortgage secured against this property? Please let us have copies of the latest mortgage statement in your possession.</p>	if yes please provide details:
Sale Price Agreed?	£
Name of existing lender:	
Mortgage account number:	
Approx. Balance owing:	
Do you have a second mortgage or secured loan?	If yes, please give details: (Including Account Numbers)
Is your property freehold or leasehold?	
Your property is probably registered at the Land Registry. Do you know the Title Number?	Title Number:
Do you have any title deeds in your possession, perhaps because your property is not registered and/or you do not have a mortgage? If so, please contact us to arrange to bring in your title deeds. If this is not convenient, please send them to us by recorded post.	
If your property is leasehold, do you have the original or a copy of the lease? If so, please contact us to arrange to bring in your lease. If	

<p>this is not convenient, please send it to us by recorded post.</p>	
<p>If your property is leasehold, please complete the Seller’s Leasehold Information Form enclosed. The landlord or management company may charge for supplying any consents and information required. We will inform you of any such charges and will require advance payment from you.</p>	
<p>SOURCE & PROOF OF FUNDS</p>	
<p>How are you funding the transaction:</p> <p>In relation to gifted deposits, we will forward to you a form for the Donor to complete. In addition to this, we will require full identification for each Donor and proof of funds as set out below. Some lenders also require us to carry out a Bankruptcy Search against Donors and if this is applicable then a cost of £2.00 is made per name by the Land Charges Registry.</p>	<p>Savings: £</p> <p>Sale proceeds (enter net amount): £</p> <p>Mortgage (amount of borrowing): £</p> <p>Gifted Deposit: £ (* see below)</p> <p>Help to Buy: £</p> <p>Other borrowing (please detail):</p>
<p>Mortgage Lender and amount of Loan if applicable:</p>	
<p>Please provide us with proof of all above sources of funding applicable in this transaction. (Please note that we must receive copies of all bank/building soc. Statements showing the funds in your name for at least the last 3 months. We are unable to proceed with the transaction without this.</p>	
<p>Please confirm your bank account details:</p>	<p>Name of account:</p> <p>Sort code:</p> <p>Account Number</p>
<p>SDLT (PURCHASE)</p>	
<p>Do you (or if applicable any spouse or civil partner of yours, not a party to this transaction) currently own any interest or share in – whether</p>	<p>If you are unsure of how to answer, please contact us immediately -</p>

gifted, inherited, held in trust or as trustee over - or are you/they in the course of purchasing any interest or share in, another residential property anywhere in the world?

and the details are:

Will this property be replacing your current main residence on completion

Declaration

I understand that stamp duty is a personal tax and the consequences of any failure by me to disclose fully any interest/share in any other property – as described above - of which I am aware can result in ‘fraud on the Revenue’ with fines, penalties and ultimately criminal sanction.

I accept that if my position changes and any circumstances come to light that make me liable to the additional SDLT surcharge the liability rests with me.

I further declare that the information given by me is correct and complete to the best of my knowledge and belief and understand that I may have to pay financial penalties and face prosecution if I have given false information which results in an incorrect SDLT submission being made by me or on my behalf.

Name.....

Name.....

Signed.....

Signed.....

THIRD PARTY DETAILS

Please confirm that we have your authority to disclose to all interested parties e.g. the Solicitors acting for your Seller/Buyer, the Agent etc, information which is relevant to the Purchase & Sale or affecting the transaction in the chain above you or beneath you or of any change in your circumstances.

I/We authorise Thomas Flavell and Sons to:-

- to obtain the title deeds to the property (please note your existing lender may charge an administration fee for this);
- to obtain an initial and final repayment figure from my/our current lender(s);
- to obtain information and necessary consents from my/our ground rent/service charge agent or Management Company where applicable and, if someone else insures the property, insurance

<p>details;</p> <p>to repay all charges or loans secured against the property;</p> <p>to carry out any searches considered appropriate;</p> <p>to settle the Estate Agents Commission Account (if applicable) out of the sale proceeds on completion.</p>	
Are you purchasing & Selling through an Estate Agent?	If yes please provide details below
Name of Agent:	
Address and Telephone number	<hr/> <hr/> <hr/> <p>Tel:</p> <p>Email:</p>
Contact Name	
If you are not purchasing/Selling through an Estate Agent please provide the following details:-	
Full Name of seller(s):	
Name and address of Sellers solicitors:	<hr/> <hr/> <hr/> <hr/>
Contact Name:	
Full Name of Buyer(s):	
Name and address of Buyer's solicitors:	<hr/> <hr/> <hr/> <hr/>
Contact Name:	

Please note that as a result of new legislation everyone now has a right to view details of leases and charges held by the Land Registry. If you wish to exclude any document from being available for public inspection you must let us know as a special application will need to be made. Except as required by law or for purposes connected with your transaction, the information contained in this Client Information Sheet will remain confidential and not disclosed to any third party by Thomas Flavell & Sons Limited.

Signed:

Signed: