

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

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	SALE
Address of Property if different to the above (Personal Details)	

Post Code: _____	
Sale Price	£
Do you have a mortgage secured against this property? Please let us have copies of the latest mortgage statement in your possession.	if yes please provide details:
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 this is not convenient, please send it to us by recorded post.	
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.	
FUNDS	
Please confirm your bank account details for the Sale Proceeds to be sent to:	Name on account (account holder): Bank name: Sort code: Account Number
THIRD PARTY DETAILS	
Please confirm that we have your authority to disclose to all interested parties e.g. the Solicitors acting for your buyer, the Agent etc, information which is relevant to the 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 details; to repay all charges or loans secured against the property; to carry out any searches considered appropriate; to settle the Estate Agents Commission Account (if applicable) out of the sale proceeds on completion.	
Are you Selling through an Estate Agent?	If yes please provide details below
Name of Agent:	
Address and Telephone number	_____ _____ _____ _____ Tel: _____ Email _____
Contact Name	
If you are not Selling through an Estate Agent please provide the following details:-	
Full Name of Buyer(s):	
Name and address of Buyers solicitors:	_____ _____ _____ _____
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:

Dated:

Signed:

Dated: