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Conveyancing Questionnaire



SALE

Please reply to the questions below and return to me as soon as possible.

- 1 Please confirm your full names including forenames and title.
- 2 Please confirm your daytime and evening contact telephone numbers (including work and or mobile numbers).
- 3 If you intend corresponding by E-mail please supply your E-mail address.

- 4 Please provide details of any estate agents involved. If any preliminary deposits have been paid to the estate agents or anyone else please let me know. What commission rate have you agreed with the agents?

- 5 Have any other terms been discussed for example fixtures and fittings or likely completion dates? If so then please advise me.

- 6 Do you have a related purchase which has to be synchronised with this transaction? If so please supply me with details.

- 7 Please give me details of the whereabouts of your title deeds to the property. If you have a mortgage over the property then please give me full details of your mortgagee together with your mortgage account number so that I can request your title deeds from them. If you hold the deeds then please forward them to the office as soon as possible.

- 8 If, when you purchased or mortgaged the property, you were given a bundle of deeds and documents by the solicitor who acted for you, please forward those documents to us.

- 9 If you have a mortgage please provide me with details of the

approximate amount outstanding.
(Please bear in mind any redemption penalties).

- 10 Are there any arrears on your existing mortgage? If so please provide details and supply copies of any letters received from your mortgagee in this respect.

- 11 Are there any second or subsequent mortgages? If so please provide me with full details including the names and addresses of the lender, mortgage account numbers and approximate amounts outstanding. Please note bank loans particularly in relation to business borrowing, are frequently secured by a mortgage.

- 12 Please note that you must not stop mortgage repayments until completion.

- 13 Please confirm that you will not cancel buildings insurance until completion.

- 14 Have any additions or alterations been carried out to the property since its original construction? If so, please give me details, approximate dates when the works were done and any Planning Permissions in your possession.

15 How are the net proceeds of sale to be distributed after completion?

16 Are you aware of any legal interests any third party (anyone other than the owners) may have which affect your property? Please give full details. Examples might include any part of your land which is occupied by a neighbour, a tenancy agreement, a claim to the land which does not appear on the deeds or rights of way of rights for pipes and cables which are not set out in the deeds.

17 Are you aware of any additions or alterations that have been carried out to your property since its original construction which may have required planning permission and/or building regulations approval? If so please give me details and estimate when these works were carried out.

18 Is there anything else that you feel that I should know?

SIGNED

NAME (S) (IN BLOCK CAPITALS)

DATE/...../.....

(Revised 03/09/04 HD)