

QUESTIONNAIRE (RE-MORTGAGE)



Re-mortgage of

So that we can obtain as much information of possible at this stage please complete this form as fully as possible and return to our offices.

Ref:

Please place your answers here

<p>1. Full Names of person(s) including all forenames, who own the property.</p>	
<p>2. Full Address for correspondence (including postcode) if different to the property you are re-mortgaging</p>	
<p>3. Telephone Numbers</p> <p>Please provide as many alternative numbers as possible in case we cannot reach you on your main number. If the property is in joint names please confirm whom can be contacted at each number.</p> <p>If you wish to correspond with us by e-mail please read the "Internet Protocol" information included in this document. Please note that by entering your email address and signing this Form you are confirming that you have read and understood the Internet Protocol.</p>	<p>Home:</p> <p>Work:</p> <p>Mobile:</p> <p>E-mail address:</p> <p>Work:</p> <p>Mobile:</p> <p>E-mail address:</p>
<p>4. Completion Date</p> <p>When would you ideally like to complete your Remortgage?</p> <p>If your current Lender will charge you interest up to the end of the month when the Mortgage is repaid (regardless of the date of repayment) we will aim to complete the Remortgage towards the end of a month unless you tell us not to.</p>	<p>Preferred date : _____ or ASAP <input type="checkbox"/></p> <p>Repay current loan at end of a month <input type="checkbox"/></p> <p>Do not wait until end of a month <input type="checkbox"/></p>

<p>If you are unsure as to your current Lender's redemption terms you should contact the lender concerned immediately.</p> <p>If you do not wish completion to take place before a specific date please indicate in the adjacent column</p> <p>Please give dates of any holidays you are taking in the near future if it will not be possible for us to have contact with you at that time</p> <p>Otherwise we will endeavour to complete as soon as possible after your Mortgage offer is issued</p>	<p>Delay until -</p> <p>Forthcoming holidays -</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>5. Financial Information</p> <p>On what day in the month do you pay your Mortgage at the moment?</p> <p>Approximately how much do you think you currently owe?</p> <p>Note – We strongly recommend that you contact your existing Mortgage Lender to ascertain whether or not you will incur any additional charges e.g. redemption penalties or administration charges</p> <p>Is your Mortgage Account connected to your Current Account and/or Credit Card Account i.e. all under one Account Number.</p> <p>Are you raising additional funds with your new Mortgage to pay for additional expenses (e.g. home improvements)? If so, how much do you expect to receive following completion?</p> <p>Normally any surplus funds will be sent by cheque (payable to all borrowers) by post on the day of completion. If you prefer a telegraphic bank transfer please provide details of the bank account to which you wish the funds to be transferred (which must be in the name of all borrowers) including the sort code and account number. Please note that there will be an administration fee of £30.00 plus VAT deducted in respect of each bank transfer required.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>£</p> <p>Bank:</p> <p>Branch:</p> <p>Account Name:</p> <p>Account Number:</p> <p>Sort Code:</p>

<p>9. Change of Name</p> <p>If you purchased or Remortgaged prior to marriage, please send us your original Marriage Certificate, which we will return immediately (or a certified copy). If one party to the existing Mortgage has deceased, please provide us with a certified copy of the Death Certificate. If you have changed your name for some other reason since you bought the property please send us evidence of this change of name, either the original deed or a certified copy.</p>	<p>Enclosed <input type="checkbox"/> To follow <input type="checkbox"/></p>
<p>10. Other Information</p> <p>Are there any other details we should be aware of?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>11. Proof of Identity</p> <p>Solicitors are legally obliged to obtain evidence of identity from each client before the completion of your transaction.</p> <p>We must see the original of either one document from "List A" or two separate documents from "List B" for all borrowers/clients.</p> <p>List A</p> <ul style="list-style-type: none"> • Full Valid Passport • Valid UK Photo-card Driving Licence • A Valid HM Forces Identity card with signatory's photograph <p>List B</p> <ul style="list-style-type: none"> • A cheque guarantee card, credit card (bearing the Mastercard or Visa logo) American Express or Diners Club card, debit or multi-function card (bearing the Switch or Delta logo) issued in the UK with an original account statement less than 3 months old • A firearm and shotgun certificate • An original receipted utility bill less than three months old • An original council tax bill less than three months old • An original council rent book showing rent paid for the last three months • An original mortgage statement for the mortgage accounting year just ended 	<p>You should indicate which documents you are providing as evidence of your identity. If you are unable to provide one document from List A or two documents from List B please contact our offices to discuss matters further.</p> <p>Document(s) of Identity enclosed :-</p> <p>List A List A</p> <p>List B List B</p>

GOVERNMENT MONEY LAUNDERING REGULATION AND PROCEEDS OF CRIME ACT 2002

The money laundering regulations and the implications of the Proceeds of Crime Act 2002 come into force on the 01.03.2004 as a result of which the following principles must now apply to all client instructions.

- We are unable to accept payments of cash into our offices.
- We may be required to make enquires as to the origin of any funds/payments we receive from a client in the course of acting for that client.
- We will not be able to accept any direct payment of monies from outside the UK.
- In all cases where funds are being or maybe provided to us we will be required to inspect an original document of identity or take copies of the same and to take from you separate address confirmation where necessary.
- Please note that due to changes in the Law, as your solicitors we have an obligation to report any reasonable suspicion to the appropriate authorities and in such circumstances we are then prohibited from notifying that such notice has been given, until clearance from the authorities have been given to proceed.
- Please note that if we are remitting monies to you at the end of a matter, funds can only be paid to the client. If our instructions are from two or more clients then either we can remit funds to you jointly or to each client separately (but in equal shares)

INTERNET PROTOCOL

Sending and receiving

Because of the unregulated nature of the Internet, there is no reliable method of guaranteeing receipt of e-mails to or from Russell & Russell.

There is no guarantee when e-mail will reach Russell & Russell and the intended recipient may be away from their desk when it arrives.

There is also no guarantee that the sender of e-mail is really who he/she claims to be.

Content and attachments

You should be aware that e-mails may often contain attachments, which can contain viruses. The following disclaimer and warning is automatically attached to all outgoing e-mails, please read it carefully.

Disclaimer

This email is from the above named company. A list of our partners is available upon request. Our central telephone number is 01204 375375. This email (including any attachments) is intended for the recipient(s) named above. It may contain confidential or privileged information and should not be read copied or otherwise used by any other person. If you are not the named recipient please contact the sender and delete the email from your system.

It is the responsibility of the recipient to ensure that the onward transmission opening or use of this message and any attachments will not adversely affect its systems or data. The above named company accepts no responsibility in this regard.

All e-mails could be copied, read and tampered with. By signing this protocol you accept that Russell & Russell may communicate with you by e-mail and that the risk of loss of confidentiality or third party tampering is yours.

E-mails can have the same force as a letter or a fax. Hard copies should be made of e-mails that you need to retain for your record keeping purposes.

Please be aware that by entering your email address in Box 3 on the first page and signing this Form you are confirming that Russell & Russell may communicate with you using e-mail on the basis that you are aware of and accept the risks outlined on this page.

AUTHORITY TO ACT

I/We would like Russell & Russell Solicitors to act on my/our behalf, no other solicitor having been instructed and I/we will advise you of any material change in any of the information I/we give you. I authorise Russell & Russell to obtain my title deeds and a redemption statement from my existing lender and I am aware that my lender may charge me a deeds production fee for doing so.

Signed Signed

Date

Please (both) sign your name(s) above, insert the date and then return this form to us as soon as possible by way of acceptance of the terms and conditions of our appointment as set out in and with our introductory letter to you.

Remember to enclose:-

1. Receipt for Ground Rent/Service Charge (if applicable)
2. Copy Tenancy agreement (if applicable)
3. Original Documents of Identity

PLEASE NOTE THAT WE ARE UNABLE TO PROGRESS YOUR RE-MORTGAGE UNTIL WE RECEIVE THIS FORM BACK FROM YOU