

## QUESTIONNAIRE (AUCTION SALE)



Sale 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><b>1. Full Names</b> of person(s) including all forenames, who own the property.</p>	
<p><b>2. Full Address</b> for correspondence (including postcode)</p>	
<p><b>3. Telephone Numbers</b> 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 <b>"Internet Protocol"</b> 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><b>Home:</b></p> <p><b>Work:</b></p> <p><b>Mobile:</b></p> <p><b>E-mail address:</b></p> <p><b>Work:</b></p> <p><b>Mobile:</b></p> <p><b>E-mail address:</b></p>
<p><b>4. Holidays.</b> Have you any holidays booked which would prevent you from moving? If so, please advise us of the dates.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>5. Details of the property being sold</b></p> <p>a) Full address of the property including postcode</p> <p>b) Type of property being sold (eg terrace with garage/flat etc.)</p>	

<p>c) Has the property been altered/extended in any way?</p> <p>d) What is the price of the property you are selling?</p> <p>e) Have you agreed to sell any additional items?</p> <p>f) Is the property you are selling occupied?</p> <p>g) If your property is leasehold please forward an up to date receipt for any ground rent and/or service charge payable. If you do not have a receipt please apply to the collector immediately if you wish to ensure that this does not cause a delay</p>	<p>£</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (If so, what items and for how much?)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Enclosed <input type="checkbox"/> To follow <input type="checkbox"/></p>
<p><b>6.</b> If you wish any <b>Surplus Funds</b> which may be due to you on completion to be telegraphed direct to your bank account please provide us with details of your bank account details</p> <p>Please note that there will be an administration fee of £30.00 plus VAT deducted in respect of each bank transfer required.</p>	<p>Bank:</p> <p>Branch:</p> <p>Account Name:</p> <p>Account Number:</p> <p>Sort Code:</p>
<p><b>7. Mortgage Lenders and Deeds</b></p> <p>Please provide details of your current lender</p>	<p>Name:</p> <p>Address:</p> <p>Mortgage A/C No:</p>
<p>If there is a second mortgage / charge please provide details</p> <p>If you have any deeds at home or deposited for safety please forward them to us</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name:</p> <p>Address:</p> <p>Mortgage A/C No:</p> <p>None <input type="checkbox"/> Deeds Enclosed <input type="checkbox"/></p>

<p><b>8. Other Occupiers</b></p> <p>Please provide the full names of any persons occupying the property over the age of 17 years other than the Borrowers.</p> <p>If any occupiers are tenants please forward the tenancy agreement.</p>	<p>No other occupiers <input type="checkbox"/> or</p> <p>Full names of occupiers are:</p> <p>Occupiers are not tenants <input type="checkbox"/></p> <p>or</p> <p>Occupiers are tenants <input type="checkbox"/> and tenancy agreement enclosed <input type="checkbox"/></p>
<p><b>9. New Address</b></p> <p>What is your intended new address on the sale of this property?</p>	
<p><b>10. Property Information Forms</b></p> <p>Please confirm that you are returning the completed Property Information Form and Fixtures Fittings and Contents Form.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>11.</b> Are you selling the property as a result of divorce proceedings/relationship breakdown? If solicitors are instructed please let us have their name, address, telephone number and reference.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>12.</b> Are you selling the property on behalf of a deceased estate? If yes, have you applied for Grant of Probate/Letters of Administration? If so please let us have a copy with the Court's seal.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>13.</b> Are you selling under a Power of Attorney? If yes, please let us have the original</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>14.</b> Will the property be vacant on completion?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>15. Search fees.</b> Please confirm you have enclosed a cheque for search fees made payable to Russell &amp; Russell with this form.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Please confirm that you would like us to submit the request for the searches now. If not, please indicate when you would like the searches to be submitted.

Yes  No

We also have a facility for you to pay search fees using your Credit/Debit Card, subject to payment of commission in this respect. Please telephone our offices if you wish to use this facility.

**16. Other Information.** Are there any other details we should be aware of?

Yes  No

**17. Proof of Identity.** Solicitors are legally obliged to obtain evidence of identity from each client before the completion of your transaction. We must see the **original** of either one document from “**List A**” or two separate documents from “**List B**” for all clients.

We must see the **original** of either one document from “**List A**” or two separate documents from “**List B**” for all borrowers/clients.

**List A**

- Full Valid Passport
- Valid UK Photo-card Driving Licence
- A Valid HM Forces Identity card with signatory’s photograph

**List B**

- 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

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.

Document(s) of Identity enclosed :-

List A

List A

List B

List B

# 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. Property Information Form and Fixtures Fittings and Contents Forms signed by all of the sellers together with ancillary documentation
2. Sellers Leasehold Information Form (if the property is leasehold)
3. Original Documents of Identity

**PLEASE NOTE THAT WE ARE UNABLE TO PROGRESS YOUR SALE UNTIL WE RECEIVE THIS FORM BACK FROM YOU**