

# COPLEYS SOLICITORS

## SALE

CLIENT QUESTIONNAIRE

PROPERTY TO BE SOLD:

SALE PRICE

Address:	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
Postcode:	<input style="width: 100%; height: 20px;" type="text"/>

£	<input style="width: 80%; height: 20px;" type="text"/>
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Is there a related purchase? **YES/NO**

	CLIENT 1 Mr/Mrs/Miss/Ms/Dr	CLIENT 2 Mr/Mrs/Miss/Ms/Dr
1. Title		
First Name		
Middle Name (s)		
Surname		
Correspondence Address		
Occupation		
Date of Birth		
National Insurance No.		
Daytime Telephone		
Home Telephone		
Mobile Telephone		
E-Mail Address		

2. Estate Agents  
Details:

Name	<input style="width: 85%;" type="text"/>
Address	<input style="width: 85%;" type="text"/>
Postcode	<input style="width: 85%;" type="text"/>
	<input style="width: 85%;" type="text"/>

3. Please give the name of your Lender  
and Mortgage Account Number

Lender's Name:
Address:
Account No:
What is the approximate outstanding balance £
Do you anticipate any penalty for early repayment Yes/No

4. Do you have a second or subsequent mortgage on the property?

<b>YES/NO</b>
(If yes, please give details of the name of the lender and account number)
What is the approximate outstanding balance
£

8. Will you be going on holiday prior to completion?

<b>YES/NO</b>
(If yes, please give dates when you will be unavailable)

5. Are there any hire purchase or credit sale arrangements affecting any items to remain on the property e.g double glazing?

<b>YES/NO</b>
(If yes, what is the name of the Company and their address and any account number)

9. Are there any persons over the age of 17 years residing at the property (other than yourself/yourselves)?

<b>YES/NO</b>
(If yes, please give their names and ages)

6. Normally we settle the Estate Agents Commission account out of the proceeds of sale. Have we your authority to do so?

<b>YES/NO</b>
(Please advise the agreed percentage or amount)

10. To assist in monitoring our sources of new work, could you please indicate whether or not you are an existing client.

<b>YES/NO</b>
(If no, please give details as to who introduced you)

7. Do you have a particular completion date in mind?

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**N.B. As many lenders no longer store the title deeds it may be that following completion of your purchase you received from your Solicitors a packet of documents relating to the property consisting of, e.g Conveyance deeds, planning permissions, searches etc. Please let us have these documents.**

**PLANNING DOCUMENTATION**

It will be necessary for your buyers solicitors to inspect all planning permissions and building regulation consents which relate to the original construction and any alterations made to the property. **These will therefore need to be produced before contracts can be exchanged.**

If you have any such papers in your possession or evidence of compliance then please let us have these immediately. If you do not then it will be necessary to obtain copies of the same, at your expense, from the local authority. You may prefer to obtain these yourselves and if you do please let us know to avoid duplication.

In relation to any building work which has been done the building regulation approval and completion certificate will need to be produced. If you are unable to provide evidence from the local authority that the work has complied with building regulations then a buyer may insist that the council be requested to carry out a re-inspection, at your expense, to have the work checked and a council certificate issued. This may also apply in the event of a buyers survey or buyers lenders valuation raising concerns. Recent changes to the regulations can mean that even things like recent re-wiring or a new boiler need some type of written approval. If you think any of this is likely to arise in your case do tell us immediately. The enclosed property information form for your completion does refer to such matters.

**In the event of Copleys being instructed to act for any Buyer, I/we confirm that by signing this form we give our consent to Copleys acting for both parties, as required under the Solicitor Practice Rules**

Signed:

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