

SALE INSTRUCTION FORM AND QUESTIONNAIRE

Please read all these questions carefully and reply to them fully. If you are unsure of a reply please ring us or call in to obtain clarification.

1	The full names and addresses of all the sellers	
2	Telephone numbers	Home Work Mobile
3	Email addresses	
4	Full address and POSTCODE of property being sold	
5	Do you have a mortgage? If so please provide details	Yes/No Name and address of Lender Account Number Amount Outstanding
6	Do you have a second or any other loan secured on the property? If so please provide details	Yes/No Name and address of Lender Account Number Amount Outstanding
7	If no mortgage where are the deeds to the property?	£
8	Sale Price Agreed	
9	Are any fixtures and fittings being sold in addition to the price? Provide details	
10	Which Estate Agents if any are dealing with this sale. Please provide name and telephone no.	
11	Do you authorise us to settle their fees on your behalf?	Yes/No
12	If no Estate Agent, provide name and address of your buyers solicitors.	

13	Is this freehold or leasehold? If leasehold please supply the name and address of the landlord	
14	Have you agreed with the Purchaser to carry out any work to the property prior to exchange or completion? If yes provide details	
15	Have you made any alterations to the structure of the property prior to exchange or completion?	
16	Before we can proceed with the matter we are required to carry out identity checks. Initially please provide a copy of your passport, photo driving license or shotgun certificate. PLEASE NOTE THAT WE WILL NEED TO TAKE CERTIFIED COPIES OF ALL ORIGINAL DOCUMENTS. PLEASE ARRANGE FOR THESE TO BE FORWARDED TO US AS SOON AS POSSIBLE	Tick items provided:- Passport <input type="checkbox"/> Photo driving license <input type="checkbox"/> Shotgun certificate <input type="checkbox"/>
17	Are you connected in any way to any party in this transaction? If so please provide details	
18	How did you hear about Chenery Maher ?	

We authorise Chenery Maher to act in connection with this matter. Although two or more of us may have signed the form we irrevocably authorise you to accept instructions from any one of us.

Signed _____ Dated _____
Signed _____ Dated _____
Signed _____ Dated _____