

BUYING/SELLING STARTER FORM – PLEASE COMPLETE THIS NOW

Complete this now to give your property transaction the best possible start. We cannot start until you have. Please use **BLOCK CAPITALS** throughout

SECTION 1 – YOUR DETAILS

First Client

(Please complete your full name here as these details will be used to draft legal documents)

Title (please tick) Mr Mrs Miss Ms Dr

All Forenames

Surname

Date of Birth

N I Number

Current Address

Tel No. Home

Tel No. Work

Mobile

E-Mail

Fax

Second Client

(Please complete your full name here as these details will be used to draft legal documents)

Title (please tick) Mr Mrs Miss Ms Dr

All Forenames

Surname

Date of Birth

N I Number

Current Address

Tel No. Home

Tel No. Work

Mobile

E-Mail

Fax

What would be your preferred moving date?

/ / 200

Where did you hear about Spratt Endicott?

Banbury Guardian	Yellow Pages	Internet	Recommendation
Used us before	Other – please specify		

If we need to send you a cheque in whose name should this be drawn?

Client 1 Client 2 Joint Names

If you would prefer funds to be transferred to your bank account on completion please supply:

Account name <input type="text"/>	Name of bank <input type="text"/>
Sort Code <input type="text"/>	Account number <input type="text"/>

How would you like to be kept informed of the progress of your transaction/s? **Letter**

Fax **E-mail**

Would you like to follow the progress of your transaction/s online?

Yes **No**

Are you happy for other interested parties to follow the progress of your transaction online?

Yes **No**

SECTION 2 – YOUR SALE PROPERTY

Is the property? On the market
Sold subject to contract

Mortgage Lender
Account Number*

*This is very important as we need to retrieve your deeds

Type of property? House Flat

Amount Outstanding £

Address of Property (Only complete if different to Section 1 above)

Address of the property you are selling

Do you have any other loans charged to your property?

Yes No

If yes, lender
 Account Number
 Amount Outstanding £

Asking/Agreed Price £

Selling Agent

Contact Name

Tel. No.

Managing Agent's Details

(if any)

If you do not have a mortgage at all then please advise us of the whereabouts of the title deeds to your property

Holder

Address

SECTION 3 – YOUR PROPERTY PURCHASE (*Ignore this section if you are selling only*)

I/We intend to buy but have not yet found a property to purchase		
Address of the property you are buying		Estate Agent
		Contact
		Tel. No.
Purchase Price	Post Code	Amount to borrow
£		£
		Name of lender
Will you be living at the property? Yes <input type="checkbox"/> No <input type="checkbox"/>		What type of property is it? House <input type="checkbox"/> Flat <input type="checkbox"/>

We will need to obtain a variety of information on your behalf and a payment of £100.00 is needed from you in this respect. Please either attach your cheque or complete the **Payment by Card** authority attached. Receipt of your payment will be taken as your instruction to obtain this information as soon as possible. We will send you a receipt. Any surplus after paying for the information will be set against your legal fees.

Please give the names of any person over the age of 17 who will live with you in your new home not listed in Section 1

Name	Age
Name	Age
Name	Age

SECTION 4 – SPECIAL CIRCUMSTANCES

Please let us know on a separate sheet of paper of any completion dates already proposed, or any circumstances which will help us in acting for you, ie, sale on matrimonial breakdown, probate sale, or circumstances of the other party.

SECTION 5 – TERMS AND CONDITIONS

General

We are specialists qualified to advise you on property law. You should consult other appropriately qualified professionals for advice on non-legal matters such as the structural condition of the property, its services and market value.

Data Protection

Spratt Endicott is committed to protecting your privacy and we comply with the Data Protection laws applicable to the UK. In signing this Starter Form and instructing us you agree that we may collect hold and process by computer, web or otherwise any information you provide or we obtain about you. You acknowledge that whilst this information is confidential you authorise us to communicate such information as we consider appropriate to ensure the successful implementation of your instructions.

Fees

Wherever possible our conveyancing work is carried out on the basis of a fixed fee. Within this fixed fee we include all conventional work associated with a conveyance. On rare occasions our clients require other legal services to assist them in their transaction. Wherever possible we will endeavour to provide you with a fixed fee for these additional legal services before undertaking these services on your behalf.

SECTION 6 – DECLARATION AND AGREEMENT

I/We confirm that the information given in this starter Form is correct to the best of my/our knowledge.

I/We instruct Spratt Endicott to carry out the legal services on my/our behalf in accordance with the terms and conditions set out in this form and the statement of costs provided.

I/We authorise Spratt Endicott to obtain my/our property title deeds (sale only).

I/We certify that the balance of purchase monies will be provided from our own funds unless we specifically instruct otherwise (purchase only).

Where a property is to be held jointly, we the undersigned agree and authorise Spratt Endicott to accept and act on the instructions from any joint owners of the property and we agree to be bound by those instructions.

By signing and returning this Starter Form I/We authorise you to start work on my/our behalf straightaway thereby waiving the cancellations provisions of the Consumer Protection (Distance Selling) Regulations 2000.

First Client		Date	
Second Client		Date	

SECTION 7 – PAYMENT BY CARD

Section 1 : Please complete if you are purchasing a property and wish to pay £100 by card for your conveyancing searches

* Please note we cannot accept payment by American Express *

Card Number																				
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Expiry Date		
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Switch Issue Number	
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Verification Number			
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Last 3 digits on signature strip

Start Date		
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Name of card holder (as it appears on the card)

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Signature of card holder

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Address of card holder

Postcode

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Section 2 : For Office Use Only

Date

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File name

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Fee earner signature

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File number

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Processed by accounts

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