

REMORTGAGE 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	
Current Address	
Post Code	
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	
Current Address	
Post Code	
Tel No. Home	
Tel No. Work	
Mobile	
E-Mail	
Fax	

If addresses are different we will only send correspondence to the First Client's address on behalf of both clients

What would be your preferred completion 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 style="width: 95%;" type="text"/>	Name of bank <input style="width: 95%;" type="text"/>
Sort Code <input style="width: 95%;" type="text"/>	Account number <input style="width: 95%;" type="text"/>

How would you like to be kept informed of developments in your transaction?

Letter Fax E-mail

SECTION 2 – TITLE DEED INFORMATION

Mortgage Lender
Account Number

This information is very important as we need to retrieve your title deeds

Type of property: House Flat

Approximate Amount Outstanding £

Do you have any other loans charged to your property?

Yes No

If Yes, Name of Lender:
Account Number

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

Holder:
Address:

Post Code:

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SECTION 3 – YOUR REMORTGAGE PROPERTY

Address of the Property you are Remortgaging (if different from your current address)

Post Code

Amount to Borrow

£

Name of Lender

In remortgaging a property we need to undertake a variety of searches on your behalf and a payment of £200.00 is needed from you on account of these searches. Please either attach your cheque or complete the Payment by Card authority attached. Receipt of your payment will be taken as your instruction to undertake the searches as soon as possible. We will send you a receipt. Any surplus after paying for the searches will be set against your legal fees.

Please give the names of any person over the age of 17 who lives with you that is 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 circumstances which will help us in acting for you.

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.

Comments / Complaints

Our aim is to provide you with a service you should be fully satisfied with. We genuinely welcome your comments and any recommendations you may have to improve our service. In the unfortunate event that you are dissatisfied with our service and you cannot resolve matters with the person dealing with your transaction, please speak to their supervisor who will explain our complaints procedure and deal with your complaint.

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.

I/We authorise Spratt Endicott to give the estate agent online access to my/our transaction details.

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 wish to pay £200 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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