

OUR REF:

QUESTIONNAIRE FOR PURCHASER

**BATTRICK CLARK
151 WHITELADIES ROAD
CLIFTON
BRISTOL BS8 2RA
Telephone: 0117 973 1391**

THE PROPERTY:

If you would kindly complete and return to us this Questionnaire it will help us to look after your purchase more efficiently. As you will appreciate, it is in standard form so please could you be patient with those questions which you may consider to be irrelevant. Do not hesitate to ask if you have any problems or queries at any time but bear in mind we shall only contact you when we feel that you ought to know something. We shall not be reporting to you every step we take because this will unnecessarily add to the costs.

1.	Purchaser 1:	
(a)	Full Name (Please provide identification)	
(b)	Address	
(c)	National Insurance Number	
(d)	Daytime telephone number	
(e)	Evening telephone number	
(f)	Mobile Number	
(g)	Email Address	

2.	Purchaser 2 (If Applicable)	
(a)	Full Name (Please provide identification)	
(b)	Address	
(c)	National Insurance Number	
(d)	Daytime telephone number	
(e)	Evening telephone number	
(f)	Mobile Number	
(g)	Email Address	

3. The Purchase Property:	
(a)	Full Address.
(b)	Purchase Price.
(c)	Agreed Price for any extras (please list the items so we can include it into the contract).
(d)	What deposit will you have available on exchange of contracts? (usually 10%)
(e)	Estate Agent and telephone number.
(f)	Has the vendor agreed to do any work on the property? If so please list.
(g)	Have there been any extensions to the property? If so please provide details, so we can ensure that the correct permissions were obtained.
(h)	Are there any rights of way you are likely to need? (i.e. access for a car over someone else's property).
(i)	Is your purchase dependent upon you selling your existing property?

3. Miscellaneous:	
(a)	If a joint purchase, do you wish the survivor (on the death of one of you) to take the property automatically or not?
(b)	Do you wish to record specific interests in the property, e.g. one of you may be paying the bulk of the deposit and therefore entitled to a larger share of the proceeds. If so, let us know.
(c)	Would you like advice on making a Will?
(d)	Will you be living at the property?
(e)	Do you intend to rent the property out?

(f)	Do you intend to carry out any business activities at the property? If so please provide details.	
(g)	Are there any dates that you are unable to move e.g. holiday?	
(h)	To comply with money laundering legislation please advise us of the source of all monies used to make the property purchase (e.g. savings, sale of existing property).	
(i)	Are there any other matters about which you would wish to comment or receive advice?	

4. Mortgage:	
(a)	Are you obtaining a mortgage? If so:
(b)	Name of bank/building society
(c)	Amount of loan
(d)	Has the lender agreed to the loan?
(e)	Please state the full name and ages of any person who will occupy the property other than those named above.
We advise as a matter of course that you have a full survey. You should appreciate that a valuation carried out on behalf of the lender is not the same as a survey. It is for the Lender's own purposes and you should not rely on it.	
If you have an existing Endowment Mortgage, you should note that it might not be in your best interest to take out a new policy to cover the whole of the new loan. We cannot advise you as to the best policy for you, but if you wish we can put you in touch with an independent expert who will do so.	
We are not tax advisers, and it is for you or your own expert to identify both the existence of a taxation ramification in any file matter and any appropriate avoidance action. If specifically requested, we are happy to recommend an expert in the field.	

All buyers, please sign, print your name and date this document below:

Signed.....
Name.....
Date.....

Signed.....
Name.....
Date.....

**BATTRICK CLARK
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 Battrick Clark.

There is no guarantee when e-mail will reach Battrick Clark 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 0117 9731391. 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 Battrick Clark 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.

Having read and understood the above Internet Protocol, I/We confirm that Battrick Clark may communicate with me/us using e-mail on the basis that I/We am/are aware of and accept the risk referred to above.

Signed.....

Signed.....

E-mail

E-mail

Dated.....

Dated.....

VERIFICATION OF IDENTITY

PLEASE COMPLETE AND RETURN

All solicitors are legally obliged to obtain evidence of your identity before we are able to complete your transaction for you. **We must see the original of one document from List A and one document from List B for each borrowers.**

If you are unable to provide one document from each list please contact us.

List A

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

List B

- An original bank 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

I/We enclose the following documents for each of us in evidence of our identity in accordance with the requirements of the Law Society and Council of Mortgage Lenders.

Method of Identity	First Client:	Second Client:
Identity 1 (List A)		
Identity 2 (List B)		

Signed

Signed

Dated