

OUR REF:

QUESTIONNAIRE FOR SELLER

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

THE PROPERTY:

Please read the following before completing this questionnaire:-

1. The completion of this questionnaire will enable us to deal with your sale more efficiently. Please be patient with those questions which you may consider to be irrelevant.
2. Please ensure the answers are those of all owners.
3. It is very important that you take care in answering the questions accurately. If you do not, you may have to pay compensation to the buyer.
4. If, before completion, you become aware that your answer to any question is wrong, or has changed, inform us immediately. If you do not, you may have to pay compensation to the buyer.
5. If you receive any documents or letters which relate to the property, please forward them to us immediately.
6. Please complete and return the Fixtures, Fittings and Contents List which accompanies this form.
7. If you require any assistance, or are not sure about anything, please ask us.
8. If you require any further information about our firm or if we can assist you in any other way, please let us know.

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

2.	Seller 2:	
(a)	Full Name (Please provide identification)	
(b)	Address	
(c)	Daytime telephone number	
(d)	Evening telephone number	
(e)	Mobile Number	
(f)	Email Address	

4	Please provide the name and address of your mortgage lender.	
(a)	What is the Account/Roll number?	
(b)	Please provide the name and address of any second mortgage lender	
(c)	What is the Account/Roll number for the 2 nd charge?	
(d)	If any of the title deeds are held by you, please forward to us.	
(e)	Please confirm that there is no negative equity affecting the above property. (Negative equity is where the sale price is less than the existing loans on the property).	

The Sale Property:	
5	Full Address (if different from above)
6	Sale Price.
7	Agreed Price for any extras (please list the items so we can include it into the contract).
8	Have you agreed to do any work on the property for the Buyer? If so please supply details.
9	Is your sale dependent upon purchasing a new property?
10	Are we instructed in your purchase as well?
11	Are you selling through an Estate Agent?
(a)	Which?
(b)	What is the rate of commission agreed? Do you authorise us to pay the Agent from the proceeds?
(c)	Please ensure that you have been provided with a copy of their sale particulars and check that they are accurate and that the items listed are included in the sale. Unless you advise otherwise we shall assume that you approve the particulars.
12	Insofar as you are aware, have all the restrictions and covenants (if any) affecting the property been observed by you?
13	Are you aware of any proposals to develop any adjoining property?
14	Please confirm that you will make good on completion any damage caused by the removal of fixtures and fittings and that all electrical fittings will be left in a safe condition.

15	Please confirm that on completion of the sale the whole of the property including the garage (if any) will be empty for the buyer and not tenanted or occupied in any way.	
16	Please supply us with the latest receipts or demands (as appropriate) for: (a) Water rates/sewage charges/rent charge/ (b) ground rent. If you cannot supply these, (c) please advise up to what date they have been paid. (d) Please advise us if you pay any of these by monthly instalments.	
17	Have you carried out any alterations to the property which could result in a change in the rates? If so, please specify	
18	Is there anything on the property which is to be left for the purchaser but which is subject to a rental or hire purchase agreement? If so, please give details and supply a copy of the agreement.	
19	The purchaser may request confirmation that no rubbish will be left at the property when you leave. May we so confirm?	
20	Has the property ever been subject to flooding or subsidence or anything of that nature? If so, please provide details.	
21	Does the property have central heating? If so: (a) Approximately when was it installed? (b) Is it paid for?	

	<p>(c) Is it in good working order?</p> <p>(d) When was it last serviced?</p> <p>(e) Is it oil fired?</p> <p>(f) If so, please confirm that you will arrange directly with the purchaser for the sale of any oil remaining at completion.</p> <p>(g) If not oil fired, what type of heating is it?</p>	
22	<p>Is there a burglar alarm? If so:</p> <p>(a) Please supply full details including a copy of the current maintenance agreement.</p> <p>(b) When was it last serviced?</p>	
23	<p>When was the property last re-wired?</p> <p>If after January 2005, please provide a certificate from the installer confirming the work complies with building regulations.</p>	
24	<p>Is the loft insulated?</p>	
25	<p>Is there a telephone? If so:</p> <p>(a) Who owns the telephone handsets?</p> <p>(b) Can the line be transferred to the purchaser subject to the supplier's approval?</p>	
26	<p>Has there to your knowledge been any mining under the property?</p>	
27	<p>Please advise us of:</p> <p>(a) your intended address after your sale:</p> <p>(b) your intended telephone number after your sale:</p>	

28	<p>Can we assist you with regard to any of the following:</p> <p>(a) Making a Will</p> <p>(b) Any other matter.</p>	
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PROPERTIES SUBJECT TO A LEASE OR RENT CHARGE

29	<p>Please supply name and address of the person/company to whom you pay the rent charge/ground rent. Has the Lessor/Freeholder/rent charge owner complained of any breaches of obligations/covenants by you?</p>	
30	<p>Have you complained to the Lessor/Freeholder/rent charge owner of any breaches of covenant by him?</p>	
31	<p>Do you pay a service charge for any property?</p> <p>If so, please give details and let us have the last receipt you have.</p>	
32	<p>Please supply us with the following:</p> <p>(a) copies of first three years management accounts.</p> <p>(b) copies of any minutes of management meetings.</p> <p>(c) copies of any regulation made by Landlord/Management Company.</p> <p>(d) receipts for the last three years maintenance charges.</p> <p>(e) the latest receipt for the ground rent.</p> <p>(f) copy of the insurance policy for the building.</p> <p>(g) copy of the receipt for the last premium.</p>	

	<p>(h) current schedule to that insurance policy.</p> <p>(i) name and address of Landlord.</p> <p>(j) name and address of the Secretary and Treasurer of the Management Company.</p>	
33	How many flats are there in the building?	

PROCEEDS OF SALE		
34	Would you like to receive the proceeds of sale by cheque or bank transfer?	
35	If by cheque. Please state the account name.	
36	<p>If by bank transfer Please state:</p> <p>(a) Name of bank:</p> <p>(b) Address of bank:</p> <p>(c) Account name:</p> <p>(d) Account number:</p> <p>(e) Sort code:</p> <p>A bank fee will be deducted for this service.</p>	
37	If you are selling in joint names, but the proceeds are to be payable to one name only, by both signing below you are agreeing to these instructions.	

All Sellers, 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