

# Sale Of Property Instructions Form

Solicitors copy please complete and return

Jarian Solicitors 465 Uxbridge Road Pinner Middlesex HA5 4JS Tel 020 8428 4288 Fax 020 8428 2842

I/We acknowledge receipt of your quotation and confirm I/We have read the guidance notes thereon and confirm our instructions to proceed to exchange and completion on my/our behalf unless I/We instruct you to the contrary in writing.

Signed Seller 1.....Dated.....

Signed Seller 2.....Dated.....

Signed Seller 3.....Dated.....

Signed Seller 4.....Dated.....

For every person instructing please complete a section below. Information is treated in the strictest confidence. If more space is needed, please use a separate sheet of paper.

## General Notes

Having received your instructions we immediately make application to recover the title deeds from your Mortgage lender (unless the property is free of mortgage). We make contact with the estate agents (if any) and inform the buyers Solicitor to confirm that they are in fact instructed by their client. Upon the buyer's solicitors confirmation that they are instructed, we shall send draft contracts to the buyer's solicitors together with the Seller's Property Information Form you have completed and the Fixtures And Fittings List. We also obtain up to date office copy entries from the Land Registry to show title to the property to the Buyers and the whole package is sent to the buyer's solicitors. We keep you advised as the matter progresses and it is this firm's policy to return all telephone calls within 24 hours of receiving your message. This is of course in addition to keeping you informed in writing regularly.

In order to deal with your transaction expeditiously we need a little more information from you. We ask you to work through this form considering the points made and providing the information requested. If you cannot provide certain information at the moment please return the form and forward the information we have asked for as soon as you have it to hand.

## Full names of sellers or owners of the property

Seller 1 Surname.....Forenames.....

Seller 2 Surname.....Forenames.....

Seller 3 Surname.....Forenames.....

Seller 4 Surname.....Forenames.....

## Property To Be Sold

Number.....Street.....

Town.....County.....Postcode.....

## Correspondence Address and Contact Details

Number.....Street.....

Town.....County.....Postcode.....

Telephone Home:.....Work:.....

Mobile.....email.....

### Your Outstanding Mortgage Details

Is there a mortgage currently on the property you are selling or remortgaging **Yes/No**

If yes, we require the following information about the mortgage company

Name.....

Address.....

.....

Telephone.....

Reference/Account No.....

Is there a second or subsequent mortgage? **Yes/no**

If yes, please provide details about the second mortgage company

Name.....

Address.....

.....

Telephone.....

Reference/Account No.....

### The Person buying your property – The Purchaser

Full names and address of the proposed purchasers if known

Surname.....forenames.....

Number.....Street.....

Town.....

County.....Postcode.....

If you have instructed estate agents to act on your behalf on the sale of the property please provide details and a copy of your agreement with them

Estate agent name.....

Address.....

.....

Telephone.....

Reference.....

Please note that it is usual to discharge the estate agents fees from the sale proceeds upon completion of the transaction and unless we have your express written authority prior to completion we shall proceed to discharge the agent's fees from the sale proceeds.

Please note that the enclosed quote is based on the matter being a straightforward conveyancing transaction. If as a result of searches being carried out, the matter involves further work, we reserve the right to amend the quote. Similarly, if the matter does not progress to completion, we reserve the right to charge our fees in accordance with the time spent on the matter.

If you wish to instruct us, please let us have a cheque in the sum of £350 on account of costs generally.

*Please return the following*

1. *This form signed and dated*
2. *Quotation for residential property signed and dated*
3. *Fixtures and Fittings List*
4. *Sellers Property Information Form*
5. *Leasehold Information Form (if applicable)*
6. *Cheque for £350 payable to Jarian Solicitors*
7. *Proof of Identity and Address for each seller*

\*\*\*Important\*\*\*

Your mortgage lender may charge you a penalty or early redemption charge. Please check your mortgage terms and conditions or ask your mortgage company about these as it could affect your decision in selling your property. You may also need to check with your financial advisor whether you will be liable to pay any tax upon the sale of the property.