



Purchase Instruction Form

Our Reference:

Please help us deal with your matter quickly and efficiently: the details you give us will be used to draft legal documents, so it is important that they are accurate.

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The Property You Are Buying:

Address

	Postcode	

Purchase Price

£	
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Selling Agent's name and address

Telephone Number

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Your Personal Details

Please confirm **the full names** (including the first and middle names as they appear in your passport) of the persons in whose name the property must be registered:

Full Names of Client 1

National

Insurance Number

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Full Names of Client 2

National

Insurance Number

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Current Postal Address

	Postcode	
Tel Number at Home	Tel Number at Work	
Email address	Mobile	

Verification of Identity

It is a legal requirement under the Anti-Money Laundering Regulations 2003 that we verify your identity at the earliest opportunity and certainly prior to exchange of contracts. If we have been unable to complete the process for any reason we will not be able to exchange contracts on your behalf.

In summary, please either visit ourselves in person, or, your estate agent or mortgage broker who must endorse the copies of the following documents with these words;

"I certify that in accordance with the provisions of the UK Money Laundering Regulations 2003, I have seen the original documents for each applicant, in their presence, that these bear their name and address and that their photographs are a true reflection of the person presenting the document to me for certification":

- Copy of the picture page of your passport or photo card driving licence (for each purchaser)

And

- Two utility bills, mortgage statement, council tax bill, credit card or bank statements less than three months old (for each purchaser)

OR

- I/have none of the above, please call me to discuss the alternatives

New Mortgage

If you are purchasing with the assistance of a new mortgage, please complete the following details:

Name of lender
The amount you intend to borrow:
Name and telephone number of your mortgage broker:

Special Circumstances

Are there any other factors which we should be aware of, which may affect your transaction, e.g. marriage breakdown, redundancy, previous or current or imminent bankruptcy, county court judgements etc or if there are any adults (over 17years old) who will live at the property. If so, please provide details and names in the case of adult occupiers. If you are not sure please discuss with us:

Joint Ownership of Land

When two or more people buy a property, they have the choice of owning the property in one of the following ways:

(a) **Joint Owners**

If a couple purchase a property as joint owners, then:

- The property is owned by them jointly in equal shares;
- On the death of one of them, the property will automatically belong to the survivor; irrespective of whether or not the parties have made a will;
- The survivor can deal with the property in whatever way he or she chooses.

(b) **Owners in Common**

If a couple purchase a property as owners in common, then:

- They own separate shares in the property, which can be equal or in some other proportion such as one quarter and three quarters;
- On the death of one of them, that deceased's share passed in accordance with his or her will. If no will was made, it will pass to the next of kin in terms of the law of intestacy;
- The survivor retains his or her own share in the property;
- The survivor does not become owner of the whole property automatically – the deceased must have willed his/her share to the survivor.

It is essential that owners in common make wills in order to ensure the shares pass in accordance with their wishes.

In the event of a dispute arising as to the respective financial interests of joint tenants in a property (outside any proceedings brought under divorce legislation), a Court is unlikely to make any change to a joint tenancy declaration under which it is presumed that each owner has an equal share in the net value of the property (i.e. its current value less the amount outstanding on any mortgage) or the net proceeds of the sale of the property i.e. after repayment of any mortgages and the deduction of the Estate Agents sale Commission and legal costs on sale.

Under the divorce legislation, the Courts retain a wide power to make such property adjustments as they think proper in the circumstances. Therefore:

- If the contributions to a purchase price are being provided by the Buyers in unequal shares or
- If, on a subsequent sale, the parties would expect the proceeds of that sale to be distributed between them in unequal shares or
- If there are any reasons why one or more of the parties would not want the survivor to take a share of the property automatically or
- If a third party is making a contribution to the purchase price or towards, say, an improvement to the property,

then a tenancy in common should normally be selected and instructions given as to the respective shares and/or any other particular circumstances that the owners would wish to apply.

If you wish to record more than actual share proportions, you will have to have a deed of trust drawn up, for which we charge an extra fee of £200.00 plus vat.

Please tick your choice:

- JOINT OWNERS or**
- OWNERS IN COMMON IN EQUAL SHARES or**
- OWNERS IN COMMON IN THE FOLLOWING SHARES**

Payment on Account

We require payment in the sum of **£300.00** on account of various searches we will be carrying out on your behalf. The number of searches depends on whether your seller will provide a Home Information Pack (HIPS) or not and whether your lender requires a full search as opposed to a personal search. We will keep you informed and in any event will account to you for this amount on completion. We are unable to proceed to act for you without payment of this amount.

Instead of sending us a cheque, you may, subject to a 3.5% surcharge, authorise us to pay by card:

VISA/MASTERCARD/MAESTRO DOMESTIC/DELTA/SOLO CARD

If you wish to pay by card, please tick this box and we will call you for your card details.

I/we confirm that the information supplied herein is true and correct to the best of my knowledge and Blueprint Property Lawyers are instructed to carry out the legal services on my/our behalf in accordance with their Terms of Engagement which I/we have received, read and understood. By signing and returning this form I/we authorize you to start work on our behalf immediately waiving the cancellation provisions of the Consumer Protection (Distance Selling) Regulations 2000.

First Client Signature	Date
Second Client Signature	Date

All proposed owners of the property must sign this declaration.