

Our Reference

Sale Instruction Form

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. By completing this form together with the Property Information forms when you first market your property, you will ensure that you can complete the transaction sooner.

HIP
(Home Information pack)

What is a HIP? – This has been introduced by the Government to help speed up the conveyancing process and improve energy efficiency in homes and must be applied for before your property is marketed. It includes an Energy Performance Certificate, Local Authority and Drainage search, Evidence of Title from the Land Registry, Index and a Sale Statement.

What does it cost? – An electronic version costs between £250.00 and £330.00 depending on the number of bedrooms, tenure of the property (i.e. freehold or leasehold) and what type of local authority search you choose. Payment can be made by credit/debit card or it can be deferred for 9 months at a premium of approximately £50.00.

How long will it take? – Approximately a week, depending on your postcode.

What do we do with a HIP? – An electronic version is forwarded to you and your estate agent and once your sale is agreed, a copy is sent to the buyer's solicitor, which complies with your obligations in terms of the law.

Please tick the following box if you require us to arrange a HIP. We will call you to arrange a quote.

The Property You Are Selling

Address

	Postcode	

Selling Price

£	
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Selling Agent's name and address

Telephone Number

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- Property Type:** House Flat Flat (Converted)
 1-3 Bedrooms 4+ Bedrooms
- Tenure:** Freehold Leasehold Share of Freehold

Leasehold Properties

Managing Agents Name
Address
telephone number

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 is registered:

Full Names of Client 1

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Full Names of Client 2

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Current Postal Address if different from the address you are selling

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

Identity Verification

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

Existing Mortgage Details

We will redeem all financial charges on the property out of the sale proceeds. If you do not have a mortgage registered over the property, kindly forward us the deeds by recorded delivery.

Lender 1

Name
Address
Account number

Lender 2

Name
Address
Account number

Proceeds of Sale

To prevent fraud, your sale proceeds will only be paid to you and under no circumstances to a third party. I/we would like the balance of the net sale proceeds to be sent electronically to the following account, for which I/we acknowledge there will be a bank transaction charge of £39.00 excluding vat.

Name of account holder
Bank name
Sort Code
Account number

Other Information

Please advise us of any other factors, which might be relevant, e.g. marriage breakdown, previous or current bankruptcy, County Court Judgements.

Payment on Account

If you have requested us to arrange a HIP, we require payment on account of the quoted cost thereof, unless you have arranged for a deferred payment. We will advise you by telephone what the cost is. In the case of leasehold properties, an amount of £300.00 on account of the management assignment information from the landlord/management company is required. We are not able to proceed without this payment and failure to pay will delay the transaction. Instead of sending us a cheque, you may authorise us, subject to a 3.5% surcharge, 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 and card transaction authority .

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.

I/we authorise them to obtain my/our property title deeds.

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 OWNERS MUST SIGN THIS INSTRUCTION FORM