



## 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.

### 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	
Full Names of Client 2		National Insurance Number	
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? If so, please provide details. If you are not sure please discuss with us:


If any adults (over 17 years of old), other than you, will live at the property after you have bought it, please list their name(s) here:

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## 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.

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

Instead of sending us a cheque, you may, subject to a 3.5% surcharge, authorise us to pay by card. Please debit my

### VISA/MASTERCARD/MAESTRO DOMESTIC/DELTA/SOLO CARD

with the sum of £.....

the card issuing bank is.....

Card number.....

Security number (last 3 digits).....

Expiry date.....

Valid from date.....

Issue No (Maestro).....

Name on Card.....

Cardholder address.....

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.

I/we authorise them to obtain my/our property title deeds (only applicable to sales).

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.**