



PURCHASE INSTRUCTION FORM AND QUESTIONNAIRE

Please read all of these questions carefully and reply to them fully. If you are unsure of a reply please ring us or call in to obtain clarification

1	The full names and addresses of all the buyers	
2	Telephone numbers	Home Work Mobile
3	National Insurance Numbers for all buyers	
4	Full Address and POSTCODE of property being purchased	
5	Is this freehold or Leasehold ? (if leasehold what is the approximate length of the lease.)	
6	Do you have to sell or remortgage any other property in order to proceed with this matter ? If yes, provide address and confirm whether this firm is being instructed in this matter.	Address of Property : Sale or remortgage ? Bana Vaid to act. Yes / No.
7	Purchase price agreed	
8	Are any fixtures and fittings being bought in addition to the price ? Provide details	
9	Do you need a mortgage? If so, how much are you borrowing ? Who are you applying to?	
10	Are you borrowing the rest of the purchase price from anyone or any other lender	
11	What deposit do you expect to have available on exchange	
12	Who is your Mortgage Broker if you have one ? Provide name and telephone number	
13	Are you buying this property for your own occupation or is it to be let out.	

14	Which Estate Agents (if any) are dealing with this purchase ? Provide name and telephone no.	
15	Are you arranging your own Buildings Insurance or will this be dealt with by your Lender (Where you are purchasing a leasehold property please check with us as it may be that the Landlord insures	
16	Is the purchase dependent on the seller carrying out any work to the property prior to exchange or completion. If yes provide details.	
17	Do you plan to make any alterations to the structure of the property after completion	
18	Do you know if any extensions been built or any structural alterations been made to the property . Provide details.	
19	Have you considered completed & enclosed the attached Joint Ownership Questionnaire	
20	Before we can proceed with the matter we are required to carry out identity checks. Initially please provide a copy of your passport, photo driving licence, or shotgun certificate. As proof of address please send a council tax bill, utility bill, bank or credit card statement not more than 3 months old. PLEASE NOTE THAT WE WILL NEED TO TAKE CERTIFIED COPIES OF ALL ORIGINAL DOCUMENTS. PLEASE ARRANGE FOR THESE TO BE BROUGHT TO US AS SOON AS POSSIBLE.	Tick items provided Passport Photo card Driving Licence Shotgun Certificate Council Tax Bill Utility Bill Bank Statement Credit Card Statement
21	Please let us have £250.00 on account. and let us know if the searches should be carried out now or should we wait until further we receive your further instructions	
22	Are you connected in any way to any party in this transaction ? If so provide details	
23	How did you hear about Bana Vaid and Associates ?	

We authorise Bana Vaid and Associates to act in connection with this matter. Although two or more of us may have signed the form we irrevocably authorise you to accept instructions from any one of us.

Signed..... Dated.....

Signed..... Dated.....

Signed Dated.....