



SALE 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

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| 1 | The full names and addresses of all the Sellers | |
| 2 | Telephone numbers | Home Work Mobile |
| 3 | Full Address and POSTCODE of property being sold | |
| 4 | Do you have a Mortgage If Yes Name and Address of Lender Account No Amount outstanding | |
| 5 | Do you have a second charge or any other loan secured on the property, If so please provide details | |
| 6 | If no mortgage where are the deeds to the property | |
| 7 | Sale Price agreed | |
| 8 | Are any fixtures and fittings being sold for an additional price ? Provide details | |
| 9 | Which Estate Agents (if any) are dealing with this sale ? Provide name and telephone no. Do you authorise us to settle their fees on completion | |
| 10 | If no estate agent , provide name and address of your buyers solicitors | |

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| 11 | Is this freehold or Leasehold ? (if leasehold name and address of Landlord) | |
| 12 | Do you have to buy 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. |
| 13 | Have you agreed with the Purchaser to carry out any work to the property prior to exchange or completion. If yes provide details. | |
| 14 | Have you made any alterations to the structure of the property. If so provide all planning permissions and building regulation | |
| 15 | 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 |
| 16 | Please let us have £250.00 on account. | |
| 17 | Are you connected in any way to any party in this transaction ? If so provide details | |
| 18 | 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.....