



# INSTRUCTION FORM

Please complete both pages of this form using BLOCK CAPITALS and check the details we have filled in for you are correct. The details on this form will be used to draft legal documents so it is important they are accurate.

## Personal Details

First Client

Second Client

Title

Forename

Middle Names

Surname

Date of Birth

National Insurance no

Address

Post Code

Home Tel No.

Work Tel No.

Mobile Tel No.

Email

## Other Occupiers

Name

Name

Age

Age

## Property Details

Address

Post Code

Is there a mtge No  Yes

Lender

A/C number

Amount Owed £  -

Lender consent No  Yes

Is there any other loan or charge on the property? No  Yes

If yes to the above please provide on a separate sheet the lenders name, account no and amount owing.

If you do not have a mortgage or your lender does not hold your title deeds, please tell us their whereabouts

Name

Address

Is someone being added or removed from the title? Added  Removed

Who is being added or removed?

Monies to be paid on transfer £  -

Who is providing legal representation for the party being removed?

## Declaration and Agreement

I / we confirm that all information in this form is correct to the best of my / our knowledge. I / we have received a quote which estimates the costs involved and instruct SureMove Property Lawyers (SureMove) to act for me / us in the transaction. I / we authorise SureMove to obtain my / our Title Deeds. If the property is held in joint names we authorise SureMove to accept instructions from any of the joint owners of the property.

First Client  Date   
Second Client  Date

## Payment

To enable us to get started with your transaction we require a payment on account of £250.00

Payment can be made by either  Cheque  make cheque payable to SureMove Property Lawyers  
or  
 Card  fill in debit or credit card details below

Name on Card

Card Statement Address

Post Code

Card Type Debit Card  Credit Card

Card No

Start Date  /  (MM/YY)

Expiry Date  /  (MM/YY)

Issue No

Security Code

Cardholder to Sign