

Customer Instruction Form

Please complete all pages of this form using the type boxes provided.
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	<input type="text"/>	<input type="text"/>
Forename	<input type="text"/>	<input type="text"/>
Middle Names	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Mobile no	<input type="text"/>	<input type="text"/>
Tel no.	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>
Date of birth (dd/mm/yy)	<input type="text"/>	<input type="text"/>
National Ins No (Format 2 Letter 6 numbers 1 letter)	<input type="text"/>	<input type="text"/>
Nationality	<input type="text"/>	<input type="text"/>
Your occupation(s)	<input type="text"/>	<input type="text"/>
Name of employer	<input type="text"/>	<input type="text"/>

How many years have you lived at this address Years Months

Years Months

Are you Buying, Selling or Buying and Selling (please tick)

I /we are selling

See page 2

I /we are buying

See page 3

About the Sale

Sale Property Details

Address of Property

Post Code

Please give details of other occupiers residing at the above property

Name Age

Name Age

Name of Estate Agent

Contact Name

Telephone No.

Sales Price

Approx Mortgage Amount

Name of Lender

Mortgage a/c No.

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

If YES please provide the following: Lenders Name

Amount owed A/c No

If you DO NOT have a mortgage or your lender does not hold hold your title deeds,
please tell is their whereabouts

Name Address

If you have completed the second client details, do you BOTH own the property? No Yes

If NO to the above, whose name is on the title deeds?

Purchase Property Details

Address of Property

Post Code

Name of Estate Agent

Contact Name

Telephone No.

Purchase Price

Approx Mortgage Amount

Name of Lender

Is the property a repossession?

No

Yes

If you have completed the second client details, will you be buying in joint names?

No

Yes

Please provide details of anyone over the age of 16 intending to reside at the purchase property:

Name

Age

Name

Age

Declaration and Agreement

I / we confirm that all information in this form is correct to the best of my / knowledge. I / we have received a quotation which estimates the costs involved and instruct SureMove Property Lawyers Ltd. (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.

Name of first client Date

Name of second client Date

An initial fee is required to get your transaction started and compulsory searches ordered. We will email you a link to pay the initial fee via WorldPay. We will use the first clients email address unless you provide an alternative in the space below.

Initial Fees

Sale Only £200.00 ☐

Purchase Only £500.00 ☐

Sale & Purchase £700.00 ☐

Alternative email address

As part of our 'know your client' and ID due to regulations, we require all clients to complete and submit their ID via the ThirdFort app. Using the App will speed up the start of your transaction and save the inconvenience of bringing or posting ID to our office. The App includes a search with Experian who will check your personal details against other regulated and secure databases to which they have access. They may also use these details in the future to assist other companies for verification purposes.

Finally - please email this form to the address shown on the letter setting out the estimated fees.

Thank you.