

SALE INSTRUCTIONS

<p>Please give FULL NAMES (<i>including middle names</i>)of ALL joint owners:</p> <p><u>1st Client</u></p>	<p><u>2nd Client</u></p>
<p>CORRESPONDENCE ADDRESS (before completion):</p> <p>CORRESPONDENCE ADDRESS (after completion- if known):</p>	<p>TELEPHONE NUMBERS:</p> <p><u>1st Client</u> (1) HOME: (2) WORK: (3) MOBILE: (4) E-MAIL: NI NUMBER: DOB:</p> <p><u>2nd Client</u> (1) HOME: (2) WORK: (3) MOBILE: (4) E-MAIL: NI NUMBER: DOB:</p>
<p>SALE OF:</p> <p>PRICE AGREED: £</p> <p>Is it Freehold (YES/NO) or Leasehold (YES/NO)</p>	<p>If there is a mortgage, please supply the following:-</p> <p>LENDER'S NAME:</p> <p>ADDRESS:</p> <p>MORTGAGE A/C NUMBER:</p> <p>HOW MUCH DO YOU ESTIMATE TO BE CURRENTLY OUSTANDING: £</p> <p>PLEASE ENCLOSE ANY TITLE DOCUMENTS THAT MAY HAVE BEEN PASSED TO YOU WHEN YOU PURCHASED THE PROPERTY.</p>
<p>Do you have a second mortgage or secured loan (YES/NO)</p> <p>If yes, please give the lender's name, address and your account number or reference number:-</p>	<p>Does this sale have to coincide with the purchase of another property (YES/NO)</p> <p>Are we acting for you in the purchase (YES/NO)</p>

ESTATE AGENTS ACTING IN YOUR SALE:

NAME:

ADDRESS:

TEL NO:

What commission rate have you agreed with the agents?
(please remember that the agents will charge VAT on this)

Do you confirm your authority for us to settle the agents' account from the sale proceeds (YES/NO)

NAME of BUYER:

NAME and ADDRESS OF BUYER'S SOLICITORS:
(If selling through an agent, the agent will provide us with this information)

WHAT MADE YOU CHOOSE US?

- a) Personal recommendation:
- b) Internet:
- c) Advertising (please state which – e.g Yellow pages/Thomson Dir/Phone Book):
- d) Previous transaction:

Thank you for taking the time to complete the above. The information you have provided will help to avoid any unnecessary delays and will help to progress your sale quickly.

PLEASE COMPLETE AND SIGN THE FOLLOWING AUTHORITY:-

I/We the undersigned:-

- a) authorise Hoffman Male to act on my/our behalf in the sale of the above property
- 2. agree to pay the due fees for this service and to reimburse Hoffman Male any and all such other charges, fees or disbursements which have been made either or necessity or in my/our best interests (see Terms of Engagement)
- 3. agree to the retention by Hoffman Male of its successors, of the file relating to this transaction for such period as is considered appropriate or necessary, and the copying or other storage of the information in the file by any means, and after such storage, to the destruction of the file.

SIGNED:

DATED: