HOME INFORMATION PACK INSTRUCTIONS FORM

1. Address of property to be sold:

   _____

2. Is the property being sold with vacant possession on completion? YES/NO

   If "No" please advise name of Sitting Tenant:

   _____

3. Full name/s of owners/s *(and address if different from above):*

   Your e-mail address:

   _____

4. Your Tel. Nos. Home: Business: Mobile:

   _____

5. Anticipated sale price of property: £

   _____

6. Is the property Freehold or Leasehold? FREEHOLD/LEASEHOLD
   (If Leasehold please complete and return the attached supplementary form)

   _____

7. If the property is in mortgage:

   Name and address of Building Society, Bank or other lender:

   Your mortgage account number:

   _____

8. Is there a second mortgage or secured loan on the property? YES/NO
   If so, please advise name of lender and account number:

   _____

9. Name of Estate Agent (if any) you propose instructing to market your property:

   Address:

   Phone Number:

   Fax number:

   _____

I/We wish you to act for me/us in connection with the preparation of a Home Information Pack and once a buyer has been found require you to act for me/us and to deal with the conveyancing for the sale of the property.

SIGNED: _____ DATE: _____

_____

Please submit (fax, post or email) this form to us immediately to enable your Home Information Pack to be produced. Upon receipt we will fax a "Proof of Ordering" to your estate agent so that marketing can commence.