

GODDARD DUNBAR AND ASSOCIATES LIMITED

REF:

CLIENT INFORMATION FORM

If you would like us to act for you please complete the form to provide the information we will need to get started and open your file. Where boxes appear simply tick the relevant option.

1) **THE TRANSACTION** - Do you wish us to act on a:

- Sale only Purchase only Sale and Purchase Remortgage
OR Transfer of Equity

2) **PRICE** - Please complete the price for the type of transaction indicated above.

Sale Price £..... Purchase Price £..... New loan for Remortgage £.....

3) **ADDRESS & TENURE** - Please give the address of the property concerned and whether it is Freehold or Leasehold

Sale of: Freehold Leasehold
.....
Purchase of: Freehold Leasehold
.....
Remortgage/
Transfer of
Equity of: Freehold Leasehold
.....

4) **CONTACT DETAILS** - Please give your address (and postcode) for all correspondence

CLIENT 1 NAME & ADDRESS:

.....

CLIENT 2 NAME & ADDRESS:

.....

CLIENT 1. Daytime Tel: Home Tel:

Mobile No..... Email:

National Insurance No..... (required by Inland Revenue) Date of Birth

CLIENT 2. Daytime Tel: Home Tel:

Mobile No..... Email:

National Insurance No..... (required by Inland Revenue) Date of Birth

5) **THE SELLERS/BUYERS/BORROWERS**

For a Sale or Remortgage, who owns the property? (Please give the owners' full names.)

.....
.....

For a Purchase, who is to own the property to be purchased? (Please give full names.)

.....
.....

Will you need a mortgage to buy? Yes No. If yes, which lender will you use?

.....
.....

For Remortgages, which lender will provide the new loan?

6) **ESTATE AGENTS** - If there are estate agents acting on your sale or purchase please give their name, address and telephone number.

Agents on Sale: Agents on Purchase:

.....

.....

Tel: Tel:

7) **EXISTING MORTGAGES** - For Sale or Remortgage:

Yes Is there a mortgage on the property to be sold? No

If you have a mortgage on the property to be sold (and for a remortgage) please give below details of the mortgage account.

(See details on your mortgage statement if you do not have a record of this information)

1) Name of Lender:.....

2) Address of Lender:.....

.....

3) Mortgage Account Number(s):.....

Is there a second or further mortgage on the property Yes

No

..... If so, please g
.....

(All those named in Section 5 above should please give their FULL names and sign and date below.)

FULL NAME(S)	SIGNATURE(S)	DATE
.....
.....
.....
.....
.....

Please now return this form to us to enable your conveyancing to begin. Thank you.
REF: