

GRIFFITHS INGS SALE QUESTIONNAIRE

1. ABOUT YOUJI/ST0019/ST0001

A Your Contact Numbers

Please let us have your telephone Numbers where we can contact you:

Home:	Work:
Mobile:	e-mail:

B. Names

Please provide full names, ages and relationships of all people living at the property with you who are not named on the Title Deeds:

Name	D.O.B.	Age	Relationship

C. Change of Name

Have you changed your name (for example you have got married or changed your name for some other reason) since you bought your property?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
------------	--------------------------	-----------	--------------------------

If so, please let us have your Original Marriage Certificate or other evidence of change of name:

ENCLOSED

TO FOLLOW

2. YOUR CURRENT LENDERS

A. Current Mortgage

Who is your current Mortgage with? Please note that your Lender may make a charge to your mortgage account for releasing the deeds for your mortgage.

Lender's Name:

Account No:

Approximately how much do you owe:

B. Second Charges and/or Secured Loans on this property

Lender's Name:

Account No:

Approximately how much do you owe:

C. Third Charge and/or Secured Loans on this property

Lender's Name:

Account No:

Approximately how much do you owe:

3. ABOUT YOUR PROPERTY

A. Are you aware of your property having been extended or altered prior to your purchase?

YES **NO** **DON'T KNOW**

B. If so, what work was done

C. Have you altered or extended your property? If yes, what work did you do?

YES **NO**

Did the work require Planning Permission and/or Building Regulation Consents?

YES **NO**

D. If so, please provide us with the Planning Permission documents and Building Regulation Completion Certificate.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
------------	--------------------------	-----------	--------------------------

If not, or if you are unsure please contact us to discuss.

PLEASE DO NOT CONTACT THE COUNCIL PRIOR TO SPEAKING TO US

E. Additional Land

Have you bought **any** extra land (or the freehold, if your property is Leasehold) since you originally bought your property?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
------------	--------------------------	-----------	--------------------------

If so, please forward the Deeds or confirm their whereabouts

ENCLOSED	<input type="checkbox"/>
-----------------	--------------------------

4. OTHER INFORMATION

Is there any other information you think we might need?

5. RELATED PURCHASE

Are you buying a property as well as selling? If so, please provide us with details, unless you have already done so.

Authority

- I/We authorise Griffiths Ings to obtain the title deeds to the property;
- To obtain a repayment figure from my/our current Lender(s) and any additional fees required
- To obtain confirmation that my/our rent, service charge or rentcharge payments (if any) are up to date and, if someone else insures the property, any details about the insurance
- To disclose to your Mortgage Broker, our selling estate agent, all material facts (unless specifically instructed in writing by me/us) in order to proceed with the sale including allowing estate agents to have electronic access to our computer system to monitor the progress of the file.

Signed..... Dated.....

Signed..... Dated.....

Signed..... Dated

Signed..... Dated

If there is more than one owner of the property, each one of you must sign this form.

We will return to you any of the original documents that we have asked for on this form.

If you need more space, please use another sheet of paper.