

# RESIDENTIAL PROPERTY

## Property sale instructions



Clarkson Wright & Jakes  
Solicitors and Notaries

### PROPERTY DETAILS

Full Address of Property:

### FIRST SELLER'S DETAILS

Full Name:

Present Address:

Telephone:

Home:
Mobile:
Work:

Email:

Date of Birth:

National Insurance Number:

Passport Number:

### SECOND SELLER'S DETAILS

Full Name:

Present Address:

Telephone:

Home:
Mobile:
Work:

Email:

Date of Birth:

National Insurance Number:

Passport Number:

## BUYER'S DETAILS

Buyer's Name:

Present Address:

## BUYER'S SOLICITORS DETAILS

Solicitors Name:

Address:

Reference:

Telephone:

Email:

## ESTATE AGENT'S DETAILS

Estate Agent's Name:

Address:

Reference:

Telephone:

Email:

Fees agreed (exclusive of VAT):

Do we have your authority to discharge these fees on completion?

Yes

No

## SALE PRICE OF PROPERTY

£

## FIXTURES AND FITTINGS

Please supply details and use additional sheet, if required:

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Included in Price or Separate Price?

Included

Separate

If included, please estimate total value:

£

If separate price, please indicate amount agreed:

£

## TITLE DEEDS

Please indicate present whereabouts and address

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If held by your Bank please confirm that you have given written authority to them to forward title deeds to us?

Written authority given

Written authority not given

If there is a Mortgage, please provide a copy of your most recent annual statement or advise us of the name of your lender, their address and account number:

Mortgage account number

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Annual statement enclosed

## BANK DETAILS

Please provide your bank details so that we can account to you for the sale proceeds if not used for a connected purchase:

<b>Account Holder's Names</b>	
<b>Bank Name</b>	
<b>Sort Code</b>	
<b>Account Number</b>	

## PROTECTING YOUR ASSETS

Your home is probably your largest asset and if you do not have a will in place to protect it and the other parts of your estate on your death then it will be divided in accordance with intestacy rules.

Do you already hold a will?

Yes  When was it made/last updated?

No

If no, would you like one of our team to contact you about our fixed price will service designed to protect your assets from intestacy, long term care and inheritance tax?

Yes

No

**Disclaimer: If you do not have a will in place to safeguard your assets on your death and selected 'No' above you are accepting that your estate will be divided in accordance with Intestacy Rules.**

## HOW DID YOU HEAR OF US?

**First Seller**

(Please sign here)

**Date**

**Second Seller**

(Please sign here)

**Date**

Contact **Sophia Rajah** on **01689 323 040** or [sophia.rajah@cwj.co.uk](mailto:sophia.rajah@cwj.co.uk) for further advice.

Return to: Clarkson Wright & Jakes Ltd Valiant House 12 Knoll Rise Orpington Kent BR6 0PG. Fax: 01689 887888.