

# Residential Conveyancing

Please complete and submit this form to provide the basic information we need to get started and open your file. By signing and returning this form you confirm your instructions to us to act for you in connection with the transaction(s) outlined below.

1. Your Details - Client 1	
Title	
Other Title	
Full Name (as it appears in your passport)	
Date of Birth	
National Insurance Number	
Current Address	
Mobile/Cell Number	
Home Telephone Number	
Email Address	

2. Your Details - Client 2 (if applicable)	
Title	
Other Title	
Full Name (as it appears in your passport)	
Date of Birth	
National Insurance Number	
Current Address	
Mobile/Cell Number	
Home Telephone Number	
Email Address	

3. Other Occupier(s)	
<i>Note: Please provide the names and respective ages of any person over the age of 17 who currently live with you or who will live with you at the property.</i>	
Full Name	Age

4. Details of the Property You Are Buying (skip to question 6. If you are selling a property)	
Address	
Price Agreed (including relevant currency)	
Estate Agent/Realtor	

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## 5. Stamp Duty

*Note: Providing fraudulent information for the purposes of tax evasion is a criminal offence.*

**Will you own or have a share in any other property, anywhere in the world, on completion of this purchase?**

**If no and you are buying in your sole name, will your spouse/civil partner own/have a share in any other property on completion?**

*Note: This may increase the amount of stamp duty that you have to pay.*

**Have all purchasers lived continuously in the country in which the property is located for the last 6 months?**

**Please specify from the list below the reason for this purchase**

**If the reason for the purchase is other, please specify the reason**

**Are you arranging a mortgage for this transaction?**

**If you are arranging a mortgage, is it a Buy to Let mortgage?**

**How much are you proposing to borrow?**

**What is the name of the lender?**

**Is this a Help to Buy purchase?**

**Do you have a Help to Buy ISA?**

**Is any part of the purchase price being funded by a third party? (for example a member of your family)**

**Is there, within the property you are buying, an area that could be described as a self-contained unit?**

*Note: This may reduce the amount of stamp duty you have to pay.*

**Are you a first-time buyer?**

*Note: This may reduce the amount of stamp duty you have to pay.*

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6. Details of the Property You Are Selling	
Address	
Price Agreed (including relevant currency)	
Estate Agent/Realtor	
Current mortgage number (if applicable)	
Approximate amount of the mortgage outstanding (if applicable and including the relevant currency)	
Do you have a current Will?	
If so, does it include reference to the property that is being sold?	
If you do not have a mortgage, please advise where the deeds of the property are held.	
Client 1 Signature:  Date of Birth:  Date:	Client 2 Signature:  Date of Birth:  Date: