

FOR THE ATTENTION OF THE CONVEYANCING DEPARTMENT

Sale Instruction Form

Full Names of all owners

.....	Tel No (h)
.....	Tel No (w)
.....	Tel No (m)
.....	Tel No (h)
.....	Tel No (w)
.....	Tel No (m)
E-mail 1.....	E-Mail 2

Address of the Property to be sold:

.....

.....

Sale Price £.....

Home address if different

.....

.....

Do you have a Mortgage? YES / NO If NO please inform us where the deeds are / if YES please complete below:

Name of Lender

Address

Mortgage account No.

Approximate amount owing £.....

DO YOU HOLD ANY DEEDS including pre-registration and planning – if so please forward them to us YES / NO

Do you have any second / third Mortgages or Loans on the property?

YES / NO

If YES please provide name and address of Lender, Mortgage Account number and amount owing below:

.....

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Is there a related Purchase YES / NO

I / We hereby authorise Coole + Haddock to proceed to act on my / our behalf and to commence all necessary works in respect of the above matter without delay.

NB When returning this form, please remember to enclose the completed property information forms and copies of any relevant documents referred to.