

# Buying and Selling Questionnaire

Please complete the relevant sections of this questionnaire.

We will then be able to start dealing with your property transaction.

- **Section 1** This must be completed by all applicants
- **Section 2** Please complete this section if you are **buying** a property.
- **Section 3** Please complete this section if you are **selling** a property.

If you are **buying and selling** a property, please ensure all 3 sections are completed.

**Most importantly, please ensure the form is signed and dated where indicated on page 2 before returning it to us.**

## Section 1 – General

### Applicant 1

**FULL** name, (first and surname) \_\_\_\_\_

Date of birth \_\_\_\_\_ National Ins Number \_\_\_\_\_

Contact details: Home Tel. \_\_\_\_\_ Work Tel \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

### Applicant 2

**FULL** names, (first and surname) \_\_\_\_\_

Date of birth \_\_\_\_\_ National Ins Number \_\_\_\_\_

Contact details: Home Tel \_\_\_\_\_ Work Tel \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

If selling a property - please advise all names registered on the property

\_\_\_\_\_

If buying a property – please advise all names in which property is to be bought

\_\_\_\_\_

Current address for correspondence until completion.

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Address for correspondence after completion (for a sale only).

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Canterbury Office 01227 643250

Maidstone Office 01622 698000

Tenterden Office 01580 765722

[www.whitehead-monckton.co.uk](http://www.whitehead-monckton.co.uk)

If you have a sale and purchase, are these transactions dependent upon each other?

**YES/NO**

**Please enclose a cheque for £250.00 made payable to Whitehead Monckton to cover initial expenses up to exchange of contracts.**

All monies paid and not used on your behalf will be credited to your account.

- (a) I/we authorise Whitehead Monckton to act in this transaction.
- (b) Other solicitors have not been instructed.
- (c) The replies set out in this questionnaire are correct.
- (d) I/we authorise Whitehead Monckton to give third parties any information requested in connection with the transaction.

Finally, can we ask what prompted you to contact Whitehead Monckton?

Recommendation                      If so, by whom? \_\_\_\_\_

Website              Advert              Other \_\_\_\_\_

Signed \_\_\_\_\_ Signed \_\_\_\_\_

Dated \_\_\_\_\_

## Buying and Selling Questionnaire

## Section 2 – Purchase

- 1 (a) **FULL** address of the property to be purchased including postcode:

Postcode \_\_\_\_\_

- (b) Vendor(s) name. \_\_\_\_\_

- (c) Estate Agent and/or Solicitors acting for the Vendor: \_\_\_\_\_

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- 2 Is there a garage or a parking space in a separate block? **YES/NO**

- 3 Purchase price £ \_\_\_\_\_

- 4 Is the property Freehold or Leasehold: \_\_\_\_\_

- 5 Have you paid a preliminary deposit **YES/NO.**

If so how much and to whom: £ \_\_\_\_\_

- 6 Are you obtaining a mortgage **YES/NO.**

- (a) Name and address of Lender: \_\_\_\_\_

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- (b) Name and address of Broker (if any): \_\_\_\_\_

- (c) Amount of mortgage applied for £ \_\_\_\_\_

- (d) Is the mortgage a repayment or endowment mortgage:

- (e) Term of the mortgage:

**Please note if your purchase is in joint names, the mortgage must also be in joint names**

If the mortgage money you need in total is being provided from more than one source you **must** give us full details so that we can protect your interests.

- 7 Please state the names and ages of anyone over the age of 17 who will occupy the premises with you:

- 8 (a) Can you pay 10% of the purchase price as a deposit on exchange of contracts?  
(excluding any monies from a related sale). **YES/NO**

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(b) If no, what can you provide from your own resources: £  
\_\_\_\_\_

## Section 3 – Sale

1 (a) **FULL** address of the property to be sold including postcode: \_\_\_\_\_  
\_\_\_\_\_

(b) Name of the Purchaser(s): \_\_\_\_\_

2 Agreed sale price: £ \_\_\_\_\_

3 Name and address of the Estate Agents **OR** name and address of the Purchaser's Solicitors:  
\_\_\_\_\_  
\_\_\_\_\_

4 If the property is not mortgaged please let us have the title deeds as soon as possible.

5 If there is a mortgage on the property please supply:-

(a) Name of Building Society/Lender: \_\_\_\_\_

(b) Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

(c) Account/Roll No. (this is most important): \_\_\_\_\_

(d) Approximate mortgage amount outstanding: £ \_\_\_\_\_

6 If there is money due to any other organisation e.g. for home improvements, please supply:-

(a) Name of Lender: \_\_\_\_\_

(b) Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

(c) Account/Roll No: \_\_\_\_\_

(d) Approximate amount outstanding: £ \_\_\_\_\_

7 Is the property Freehold or Leasehold? \_\_\_\_\_

8 If you have married since you purchased the property, please let us borrow your marriage certificate.

**PLEASE NOTE ALL LOANS ON THE PROPERTY MUST BE REPAID ON COMPLETION**

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