

Our Reference  **Starter Form**

**PLEASE COMPLETE THIS NOW** - We are unable to progress your transaction until this Form is returned. Please use **BLOCK CAPITALS** throughout. Telephone calls may be recorded for security purposes. During the transaction we will require evidence of your identity and residence to satisfy the Money Laundering Regulations.

## SECTION 1 - YOUR DETAILS

### First Client

(Please complete your full name here as these details will be used to draft legal documents)

Title (please tick) Mr  Mrs  Miss  Ms  Dr

All Forenames

Surname

Date of birth

National Insurance Number

Current Address   
If addresses are different we will only send correspondence to the First Client's address on behalf of both clients.

Postcode

Tel. No. Home

Tel. No. Work

Mobile

Text Message User? Y  N  Internet Access? Y  N

Email

Have we acted for you in a previous home move? Y  N

### Second Client (if applicable)

(Please complete your full name here as these details will be used to draft legal documents)

Title (please tick) Mr  Mrs  Miss  Ms  Dr

All Forenames

Surname

Date of birth

National Insurance Number

Current Address

Tick if same as first Client

Postcode

Tel. No. Home

Tel. No. Work

Mobile

Text Message User? Y  N  Internet Access? Y  N

Email

If 'Yes' when did we last act for you? YEAR

## SECTION 2 - YOUR SALE (Go to next section if you are purchasing only)

Is the property: Sold subject to contract  On the market  Your existing Mortgage lender is

What type of property is it? House  Flat  Account Number   
This is very important as we need to retrieve your deeds

Property owned by: Second Client Only  First Client Only  Approximate amount outstanding £

Address of the Property you are selling Do you have any other loans charged to the property? Y  N

Tick if same as first client    
  
Postcode

Asking or agreed price £

Selling Agent

Contact name at estate agent

Tel No.

Commission Rate Agreed

If 'Yes' Lender is

Approximate amount outstanding £

If you do not have a mortgage at all then please advise us of the whereabouts of the title deeds to your property

Holder

Address   
  
Postcode

If you hold your title deeds then please forward them to us preferably by Recorded Delivery

## SECTION 3 - SENDING YOU MONEY

For security reasons, we prefer to remit monies due to you direct to your bank account. Please confirm your nominated account details for us to send funds to you. Our preference is for joint clients to receive funds to a joint account where possible. The account cannot be in the name of a third party and cannot be overseas.

Account held by: First Client only:  Second Client only:  In joint names

Bank  Branch

Account Number  Sort Code

## SECTION 4 - YOUR PURCHASE (Ignore this section if you are selling only)

To be purchased by: First Client Only  Second Client Only  In joint names

I/We intended to buy but have not yet found a property to purchase

Address of the property you are buying

Selling Agent

Branch

Contact Name at Estate agents  Postcode

Tel No.

Agreed purchase price  £

Are you having a mortgage? Yes  No, Cash Purchase

Will you be living at the property? Y  N

If yes, amount you propose to borrow  £

What type of property is it? House  Flat

Name of lender (if known)

## SECTION 5 - PAYMENT ON ACCOUNT OF TITLE INFORMATION AND SEARCHES

A payment on account is needed from you for the title information and searches we will be ordering on your transaction in accordance with our initial letter to you. We are unable to accept payment from a third party. Please either attach your cheque made payable to "Shoosmiths" or complete the debit/credit card authority below. We will then telephone you on receipt of your form to collect your card details for payment. Receipt of your advance will be taken as your instruction to undertake the searches as soon as possible.

I/We attach a cheque made payable to "shoosmiths" for £ or the amount required in your initial letter.

or

Please telephone me/us to collect our card details to process payment of our advance.

A 1.097% surcharge will apply to credit card payments.

## SECTION 6 - OCCUPIERS

Please give the names of any person over 17 years of age who will live with you in your new home not listed in Section 1.

Name  Age  Name  Age

Name  Age  Name  Age

## SECTION 7 - SPECIAL CIRCUMSTANCES

Please use this space to highlight matters of which we ought to be aware. This may include a sensory disability, details of a second mortgage, or any other dependant mortgage, target completion dates, or issues specific to the property.

## SECTION 8 - DECLARATION AND AGREEMENT

I/We confirm that the information given in this Starter Form is correct to the best of my / our knowledge.

I/We instruct Shoosmiths to carry out legal services on my/our behalf in accordance with their Terms and Conditions which I/we have received.

I/We understand that Shoosmiths receive payments from search and insurance service providers which I/we consent to their receiving and retaining.

I/We authorise Shoosmiths to obtain my/our property title deeds (sale only).

I/We certify that the balance of purchase monies will be provided from our own funds unless we specifically instruct otherwise (purchase only).

Where a property is to be held jointly, we the undersigned agree and authorise Shoosmiths to accept and act on the instructions from any joint owners of the property and we agree to be bound by those instructions.

By signing and returning this Starter Form I/We authorise you to start work on our behalf straight away thereby waiving the cancellation provisions of the Consumer Protection (Distance Selling) Regulations 2000.

**(All clients must sign)**

First Client  Sign here

Date

Second Client  Sign here

Date

