

# T. G. BAYNES

Please complete the following details as confirmation of your instructions

<b>Our Ref:</b>	
-----------------	--

<b>Address of Property to be Purchased (inc.Postcode):</b>	
--	--

<b>Buyer 1 Details:</b>	<b>Title</b>	<b>First Name</b>	<b>Middle Name(s)</b>	<b>Last Name</b>
Full Names				
Correspondence Address Line 1				
Correspondence Address Line 2				
Correspondence Address Line 3				
Town/City				
Postcode				
Telephone No(s)	Home:		Mobile:	Work:
E-mail Address(es)	Home:			
	Work:			
National Insurance Number				

To prove Buyer 1's identity and address, please provide one original item from **each** of the following lists. Please either enclose them for copy and return or telephone us to arrange for you to call in.

**PLEASE TICK THE RELEVANT ITEM IN LIST 'A' AND LIST 'B' BELOW** indicating whether it is enclosed with this form or is to follow.

**LIST 'A' - (to confirm name)**

	<i>Enclosed</i>
Current full signed passport	
Current UK driving licence (full old paper version)	
Current UK photocard driving licence (full or provisional) <b>CARD + PAPER COUNTERPART</b>	
Benefits Agency book or original notification letter from Benefits Agency confirming Buyer 1's right to benefit	
Inland Revenue tax code notification	

**List 'B' - (to confirm address)**

	<i>Enclosed</i>
Current UK photocard driving licence (full or provisional) <b>CARD + PAPER COUNTERPART</b>	
Bank/Building Society/Credit Union passbook OR statement <b>NOT MORE THAN 3 MONTHS OLD</b> showing current address	
Current Council Tax bill	
Local council rent card or Local council tenancy agreement	
Utility bill - <b>not more than 3 months old (NOT RELATED TO MOBILE PHONES)</b>	
Most recent original mortgage statement from a recognised lender	
Benefits Agency book or original notification letter from Benefits Agency confirming Buyer 1's right to benefit	

<b>Buyer 2 Details:</b>	<b>Title</b>	<b>First Name</b>	<b>Middle Name(s)</b>	<b>Last Name</b>
Full Names				
Correspondence Address Line 1				
Correspondence Address Line 2				
Correspondence Address Line 3				
Town/City				
Postcode				
Telephone No(s)	Home:	Mobile:		Work:
E-mail Address(es)	Home:			
	Work:			

To prove Buyer 2's identity and address, please provide one original item from **each** of the following lists. Please either enclose them for copy and return or telephone us to arrange for you to call in.

**PLEASE TICK THE RELEVANT ITEM IN LIST 'A' AND LIST 'B' BELOW** indicating whether it is enclosed with this form or is to follow.

**LIST 'A' - (to confirm name)**

	<i>Enclosed</i>
Current full signed passport	
Current UK driving licence (full old paper version)	
Current UK photocard driving licence (full or provisional) <b>CARD + PAPER COUNTERPART</b>	
Benefits Agency book or original notification letter from Benefits Agency confirming Buyer 2's right to benefit	
Inland Revenue tax code notification	

**List 'B' - (to confirm address)**

	<i>Enclosed</i>
Current UK photocard driving licence (full or provisional) <b>CARD + PAPER COUNTERPART</b>	
Bank/Building Society/Credit Union passbook OR statement <b>NOT MORE THAN 3 MONTHS OLD</b> showing current address	
Current Council Tax bill	
Local council rent card or Local council tenancy agreement	
Utility bill - <b>not more than 3 months old (NOT RELATED TO MOBILE PHONES)</b>	
Most recent original mortgage statement from a recognised lender	
Benefits Agency book or original notification letter from Benefits Agency confirming Buyer 2's right to benefit	

If you are selling and buying, do the two transactions need to be completed together?	<i>Yes / No</i>
---	-----------------

Please give details of any suggested completion date	
--	--

<b>How did you come to contact us?</b>	<i>Please tick</i>	
Previous Client		
Yellow Pages		
Thompson Directory		<i>Please give details: -</i>
Recommended by Agent		
Recommended by Lender		
Other		

If there is any other information relevant to the transaction e.g holiday dates, then please use the space below to inform us

Will there be any other people occupying the property after completion?	Yes / No
If yes, please give full name, address and age of any intended occupier	

<b>Property Details</b>	
Proposed Purchase Price	£
(Freehold/Leasehold)	Freehold (tick)   Leasehold (tick)

<b>New 1<sup>st</sup> Mortgage Lender Details:</b>	<i>Details of the company who will provide your new first Mortgage (if any)</i>
Company Name	
Address Line 1	
Address Line 2	
Address Line 3	
Town/City	
Postcode	
Amount you are borrowing	£
Mortgage Reference/ Account No.	

<b>New 2<sup>nd</sup> Mortgage Lender Details (If Any)</b>	<i>If you are obtaining any second mortgage or other loan, you must inform your first Lender of this, since we will need the first Lender's specific consent to the further loan prior to exchange of contracts</i>
Company Name	
Address Line 1	
Address Line 2	
Address Line 3	
Town/City	
Postcode	
Amount you are borrowing	£
Mortgage Reference/ Account No.	

<b>Estate Agent</b>	<i>If you found your property through an Estate Agent, please complete the details below.</i>
Name of Company	
Name of Negotiator	
Address Line 1	
Address Line 2	
Address Line 3	
Town/City	
Postcode	
Telephone No(s)	
E-mail Address(es)	

<b>Seller's Solicitors</b>	<i>If you know who the Seller(s) lawyers are please complete the details below.</i>	
Name of Firm		
Name of Lawyer		
Address Line 1		
Address Line 2		
Address Line 3		
Town/City		
Postcode		
Telephone No(s)		
E-mail Address(es)		

<b>Seller 1 Details:</b>	<b>Title</b>	<b>First Names</b>	<b>Middle Name(s)</b>	<b>Last Name</b>
Full names				
Address Line 1				
Address Line 2				
Address Line 3				
Town/City				
Postcode				
Telephone No(s)	Home:		Mobile:	Work:
E-mail Address(es)	Home:			
	Work:			

<b>Seller 2 Details:</b>	<b>Title</b>	<b>First Names</b>	<b>Middle Name(s)</b>	<b>Last Name</b>
Full names				
Address Line 1				
Address Line 2				
Address Line 3				
Town/City				
Postcode				
Telephone No(s)	Home:		Mobile:	Work:
E-mail Address(es)	Home:			
	Work:			

Please indicate whether you wish us to prepare your Will	<i>Yes / No</i>
If yes, please contact our Wills department to arrange a convenient appointment.	

It is 'standard' procedure for us to arrange a local search in connection with your proposed purchase. In addition, we are now able to offer 'PlanSearch Plus' which give more detailed planning, neighbourhood and local amenity information. For example, 'PlanSearch Plus' will give details of applications made for both large and small developments proposed within 250 meters of the property; together with, among other information, details of telecoms masts, footpaths, rights of way and local amenities.	
Shall we arrange 'PlanSearch Plus' for an additional fee of £50 plus VAT?	<i>Yes / No</i>

<i>Dated</i>		<i>Dated</i>	
<i>Signed</i>		<i>Signed</i>	

## **ABORTIVE FEES COVER**

We hope that your conveyancing transaction will proceed smoothly and we will, of course, do everything in our power to ensure that it does.

However, things can go wrong. For example, your buyer or seller may pull out before exchange of contracts and, if you are part of a chain, problems for one party may affect all the others. In the event that the transaction fails you can be left with a bill for legal fees for the work undertaken so far.

T.G. Baynes now offer a facility whereby for a single payment at the start we will cover the cost of fees for any one abortive transaction.

Abortive Fees Cover for this transaction will be £75.00 including VAT. NOTE: this payment is non-refundable.

By making this payment at the start of the transaction you are covered against the possibility of having to pay higher fees should the transaction not proceed to completion. Without this cover you will be liable to the fees indicated in our original estimate.

You are covered for abortive fees in the event that the matter is called off because...

- ...the other party withdraws
- ...your survey is unsatisfactory
- ...the title of the property you are buying is defective
- ...there is unreasonable delay by the other party

The normal full fees will apply if you decide not to continue for any other reason than those stated above.

Please note that expenses to other parties such as Local Authority Search Fees and Land Registry Fees are not covered by this facility and will be payable in any event.

If you wish to take advantage of this cover please complete this form in duplicate, returning one copy to us and retaining the other for your records. A receipt will be sent to you to confirm the arrangement.

-----

### **ABORTIVE FEES COVER APPLICATION**

Please arrange for Abortive Fees Cover on this transaction. I have read the terms and conditions for the cover as set out above and agree to them.

I enclose a cheque payable to T.G. Baynes for £75.00

Name: \_\_\_\_\_ Signed: \_\_\_\_\_