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OUR REF:

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Information for Manchesters Conveyancing/Wills and Probate Case Progression

(If more than one Client, each Client should please complete this form)

(For use solely by Manchesters as part of its retainer)

Delete as appropriate:

Wills/ Probate/ Residential Conveyancing and Lease Extension

Full Name(s)

Title: e.g. Prof/ Dr/ Mr/ Mrs/ Ms/ Miss

Related purchaser/seller/mortgagor:

Contact address

Home telephone

Mobile telephone

I agree/ do not agree to receive Manchesters case alerts

Email

I agree/ do not agree to receive Manchesters case alerts to this email address regarding my case.

Date of birth

Authorised and Regulated by the Solicitors Regulation Authority SRA No. 58391
Manchester Durman is a trading name of Manchesters Solicitors



National Insurance No.

I will provide Manchesters with my current passport/ photocard driving licence (if non EU citizen evidence of visa), and an original receipted utility bill, council tax statement or bank statement, and authorise Manchesters to keep a copy for their own records and to carry out an electronic ID check using Searchflow.

If my ID is still in my maiden name I will provide Manchesters with the original of my marriage certificate to make a copy for Manchester use and records.

Property related transactions:

Details of property to be sold/ re-mortgaged/transferred/ varied or extended (please indicate if more than one)

Sale:-

Price: £

Address

Land Registry Title number(s) (if known)

Do you regard the property as being leasehold/ freehold/ not known

If a flat, is there a managing agent we can contact for the pre-sales pack?

Is the title or any part of it unregistered? Y/N

If so, do you have the deeds?

If mortgaged, the names of the lenders and their addresses, and the mortgage a/c no(s).

Purchase:

Price: £

Details of property to be purchased/mortgaged

Land Registry Title number(s) (if known)

Do you regard the property as being leasehold/ freehold/ not known

Do you know whether the title or any part of it unregistered? Y/N

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Your proposed new lender(s):

If estate agents involved in your sale their contact details (phone, address, email):

If estate agents involved in your purchase their contact details (phone, address, email):

Are you purchasing with a help to buy incentive product? If so please provide full details. For instance are you buying with a help to buy ISA, and if so do the purchasers each have one?

Are you buying with any gifted monies? If so, please let me know how much and from whom. We will need their ID and source of funds proof.

Are there going to be any non-borrowing adult occupiers over the age of 17.

We recommend you consider our stamp duty surcharge advice to follow with our initial letter following instructions, and let us know if you think any surcharge applies.

If a private sale or purchase not involving an estate agent:

The other party:

Their solicitor/ conveyancer

Will you be purchasing with gifted funds? If so, please confirm the donor of the gift and the amount involved:

For Probate Transactions:

Identity of the Deceased:

The Deceased's date of birth:

The Deceased's date and place of death:

Nationality of the Deceased:

Has the death been registered? Y/N (If not please contact our Head of Probate Mr Durman as soon as possible)

Have you come across a Will(s)/ Codicils? Y/N (if so please safeguard it and bring it in to our Head of Probate Mr Durman)

Last known address of the Deceased:

Last known real property of the Deceased:

Please provide as comprehensive a list as possible of the Deceased's last known assets and liabilities (we suggest that you make an appointment with our Head of Probate, Mr Durman to go through this with him. In the meantime do your best to safeguard them and make sure that they are insured.)

Signed:

Dated: