



PURCHASE INSTRUCTION – FAO SOCIAL HOUSING DEPARTMENT

To instruct us to act please submit this form electronically (Word format only) or by printing or faxing it off and posting it to us. Please fill in as many details as you are able. If you would like to speak to someone please do not hesitate to contact us by telephone or e-mail.

<i>Your Full Name(s)</i>	(1)	(2)	
<i>Name(s) of any other Proposed Occupiers in the property aged 17 or over</i>			
<i>Correspondence Address</i>			
<i>Telephone Numbers</i>	H	W	M
<i>Contact Email</i>			
<i>Contact Fax</i>			
<i>Name of Housing Association</i>			
Type of Scheme If applicable please advise of the share to be acquired			
Address of Property to be purchased			
<i>Is the property freehold or leasehold?</i>			
<i>Agreed Purchase Price</i>			
<i>Estate Agents Name & Telephone Number (If applicable)</i>			
<i>New Mortgage Lender (if known)</i>			
<i>Sellers Names</i>			
<i>Sellers Solicitors Name and Telephone Number</i>			
<i>Is your purchase dependant</i>			

<i>upon a related transaction (i.e. the seller must find a property first or you must sell your existing property first)</i>	
<i>Please enter any other information:</i>	
<i>Have you made a will?</i>	

By submitting this form, I/we confirm and/or undertake as follows:

- | | |
|---|--------------------------|
| | Tick here |
| (1) I/we confirm that the above instructions are subject to Lawcomm Solicitors Terms of Business. | <input type="checkbox"/> |
| (2) I/we confirm that the proposed charges set out in your quotation are acceptable to me/us and confirm that you are to proceed in this matter on my/our behalf. | <input type="checkbox"/> |
| (3) I/we confirm that the information provided to you is correct to the best of my/our knowledge. | <input type="checkbox"/> |
| (4) Where a property is or is to be held jointly we agree that you may accept and act on the instructions from any joint owner/purchaser. | <input type="checkbox"/> |
| (5) I/we shall send a cheque in the sum of £175 on account to cover the initial searches and conveyancing costs <i>or</i> I/we will contact you by telephone or e-mail with my/our debit card details. Please note that we are not able to commence work on your matter until we are in cleared funds. | <input type="checkbox"/> |
| (6) Mortgage lenders require us to establish the identity of our clients before the mortgage is granted. To assist us to do this, please send to us the <i>ORIGINAL</i> of your passport or driving license together with a copy utility bill or bank/credit card statement not more than 3 months old for the attention of the Conveyancing Team so that we may take a certified copy and return to you. Alternatively, if you would prefer not to send in original documentation, please enclose a cheque in the sum of £5.88 in respect of an electronic identity check. Payment is per person - if a cheque or ID is not enclosed we shall debit your card accordingly. | <input type="checkbox"/> |

Signed:.....

Dated:.....

Signed:.....

Dated:.....