

INSTRUCTION FORM
for
Middleton & Upsall LLP Solicitors and Notaries
To act on your behalf in the
preparation of the Home Information Pack
necessary to sell your home
and as your Solicitors on the subsequent sale

Client Name :

Address:

Telephone Numbers (h)
(w)
(m)

E-mail Address :

Address of Property to be sold:

Name of contact at Middleton & Upsall if you are an existing client of the Property Department or you have received a quote:

Name and Address of Estate Agents marketing the Property:

Asking Price : £

Is your Property: (i) a House or
(ii) a Flat/Maisonette

Are you selling the Property as: (i) The Owner
(ii) A Personal Representative
(iii) Under the terms of a Power of Attorney

Who currently lives at the Property?

Is the Property being sold with vacant possession?

Is the Property Freehold or Leasehold?

Please specify dates when you would be available for the Energy Assessor to carry out his inspection of the Property

Do you have a related purchase Yes/No

Please confirm that you would also like us to act on your related purchase. Yes/No

I have enclosed my cheque for £299.00 on account of the costs for the preparation of the Home Information Pack enclosing a personal search. *(Please delete as appropriate)*

I have enclosed my cheque for £350.00 on account of the costs for the preparation of the Home Information Pack enclosing a full local search. *(Please delete as appropriate).*

I understand that the legal fees for buying and selling will be separate to this. In the event that you do not wish us to act on your related sale then their will be an additional charge of £50.00 plus vat for the cost of preparation of the Home Information Pack.

I have returned with my cheque the completed Property Information Questionnaire which will form part of the Home Information Pack.

I hereby instruct Middleton & Upsall LLP to compile a Home Information Pack for the above Property and I have read and agreed to the terms and conditions overleaf. My signature to this form also authorises my Estate Agent to release to Middleton & Upsall any relevant information relating to the Property and authorises Middleton & Upsall to complete the Sale Statement and Index contained in the Home Information Pack on my behalf.

Signed

Signed

Dated

Please telephone Middleton & Upsall LLP as soon as possible on **01985 214444** if you have any queries.

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