

# Purchase Instruction Form

V.8.13

Please complete the following questionnaire to instruct Cavendish Legal Group to act on your behalf in the purchase of your property. Please read our Client Charter and Terms & Conditions of Business before submitting this form.

When we sent this form to you, we may have included your unique six-digit client reference number. Please enter that here.

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## 1. Please provide the following information for the property being purchased

1a. What is the address of the property you are buying?

1b. Post Code

1c. Is this a Freehold or Leasehold property?

Freehold      Leasehold

1d. What is the approximate purchase price?

1e. Is there an associated sale i.e. are you also selling?

Yes      No

1f. Do you intend to live in the property on completion?

Yes      No

1g. Is this a Buy-to-Let property?

Yes      No

1h. Could this purchase be considered a second home or holiday home?

Yes      No

1i. If Yes to question 1h, do you plan to seasonally let (i.e offer the property for short holiday lettings)?

Yes      No

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## 2. About the purchaser(s)

Title      All First Names

Surname or Family Name

Address

Post Code

Occupation

Email Address

Home Phone No.

Work Phone No.

Mobile Phone No.

National Insurance No.

Your Date of Birth (dd/mm/yyyy)

Driving Licence Number (If known)

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Title      All First Names

Surname or Family Name

Address

Post Code

Occupation

Email Address

Home Phone No.

Work Phone No.

Mobile Phone No.

National Insurance No.

Your Date of Birth (dd/mm/yyyy)

Driving Licence Number (If known)

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### 3. About the property you plan to purchase

3a. Is there any road or passageway leading to the side or rear of the property?

Yes                      No                      Don't know

3b. Is any drive or entrance used jointly with the occupier of any adjoining property?

Yes                      No                      Don't know

3c. Has a garage or outbuilding extension been added to the property, or some internal alteration made, the work for which appears to have been carried out since the property was built?

Yes                      No                      Don't know

If Yes to the above, please give details

4a. How much do you plan to borrow for the property purchase?

4b. Are you paying the deposit & balance of the purchase costs from your own resources?

4c. Which bank or building society have you applied to?

Yes                      No

4d. Who is your mortgage advisor?

4e. Which company do they work for?

4f. Your mortgage advisor's telephone number?.

4g. Your mortgage advisor's email address?

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### 5. Additional information

5a. Please give the names of all persons who will live at the property on completion together with their age

Name	Age	Name	Age
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Name	Age	Name	Age
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5b. Ideally, what date would you like to move into the property?

5c. What is the present use of the property you are buying if not residential?

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### 6. Gifts or loans from friends or relatives

6a. Are you, or the person(s) you are jointly purchasing the property with, receiving a gift or loan from another person to assist with this purchase?

Yes                      No

If Yes to the above question, please complete the remainder of this section or go to 7.

6b. The relationship to the person making the loan to you or to one of the joint purchasers. For example, a parent or brother etc

6c. Their full name

6d. Their address

6e. Their home telephone number

6f. Their mobile telephone number

6g. Their Date of Birth (dd/mm/yyyy)

6h. Please state the value of the gift or loan

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## 7. Making a Will

We advise clients when purchasing a property to consider making a Will. Please state if you wish to make a Will and we will send you our free guide and Will Instruction Sheet. We offer a discount on our Will service if we undertake your property purchase at the same time.

Yes      No

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## 8. Confirmations & Tenancy

**8.1** I / We confirm that the answers provided above are correct to the best of my / our knowledge and belief and are given of my / our own free will.

Tick to confirm

**8.2** I / We have read Cavendish Legal Group's 'Client Charter and Terms and Conditions of Business'.

Tick to confirm

**8.3** I / We wish to hold the property as:

A SINGLE TENANT

JOINT TENANTS

TENANTS IN COMMON

**Should you have any queries or concerns, please do not hesitate to contact our Client Contact & New Business Centre on 020 8509 6848 or email [NewBusinessE17@clglaw.co.uk](mailto:NewBusinessE17@clglaw.co.uk)**

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To send this form to Cavendish Legal Group's New Business Department, **press the SUBMIT button below.**

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