

Transfer of Equity
Instruction Form

**Please complete the following questionnaire and return as soon as possible.
Our Terms and Conditions of Business are included at the end of this form.**

1. Please fill in the following information for each owner.

Title

Surname

All First Names

Address

Post Code

Occupation

National Insurance Number (if known)

Date of Birth (dd/mm/yyyy)

Home Telephone Number

Work Telephone Number

Mobile Telephone Number

Email address

New Owner

Title

Surname

All First Names

Address

Post Code

Occupation

National Insurance Number (if known)

Date of Birth (dd/mm/yyyy)

Home Telephone Number

Work Telephone Number

Mobile Telephone Number

Email address

2. What is the present value of the property?

3. In respect of any current mortgages(s)

Please provide the following

Name of Lender

Address of Lender

Post Code

Account Number

Do you have a mortgage on any other property?

Yes

No

What is the present amount outstanding under all existing mortgages?

4. About the property

Is there any road or passageway to the side of the property?

Yes

No

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

Yes

No

Is there a garage, outbuilding, extension addition or major internal alteration to the property which has or appears to have been carried out since the property was built?

Yes

No

8. Do you wish to make a Will?

We advise our clients when transferring equity on a property to consider making a Will.

If you would like to consider making a Will or require advice in this respect, we can offer a discount when conducting your equity transfer at the same time.

Would you like to make a Will?

Yes, please ask your Will solicitor to call me

I / We confirm that the above answers are correct to the best of my / our knowledge and belief and are given of my / our own free will. I / We have read your Terms and Conditions of Business and agree to be bound by them.

Please tick to accept our Terms of Business

Cavendish Legal Group Terms and Conditions of Business - Transfer of Equity

THESE TERMS CONTAIN IMPORTANT INFORMATION. PLEASE READ THE FOLLOWING CAREFULLY AND LET US KNOW IF YOU HAVE ANY QUERIES.

A We seek to offer all our clients an efficient and effective service and we are confident that we can do so in this case. If, however, there is any aspect of our services with which you are unhappy, please let us know immediately. If we cannot resolve the matter between ourselves you may raise the matter with one of our firm's Partners

B You should have been provided with an estimate of charges. That estimate is based on the information we have now and we will let you know in writing if any difficulties arise or if anything occurs which makes it necessary to revise this estimate. Our charges are increased as set out below to reflect this concern.

C Examples of situations that affect our charges are given below:

FREEHOLD OR LEASEHOLD

Additional charges may apply if:

- a) the property is not yet registered at H M Land Registry. [This is unusual]
- b) we must prepare a statutory declaration or arrange indemnity insurance
- c) there is an element of gift involved in the transfer
- d) you require a declaration of trust

IN THE CASE OF A LEASEHOLD PROPERTY

Where the lease specifies a deed of covenant with the landlord, there will be an additional charge.

D Our charges are generally calculated by reference to time spent by the fee-earner dealing with the matter. This includes advising attending on you and others, dealing with papers, correspondence and telephone calls.

E We will not complete a transaction without being in receipt of cleared funds for all legal costs and disbursements. Please note that we can only accept payment by bank transfer. We will not accept cash.

Should the transaction fail to proceed to completion this firm's charges for the abortive work will be such lesser sums as are appropriate and reasonable having regard to the amount of work undertaken by that stage in the transaction together with VAT and any disbursements.

F It has been the practice of this firm for some time to obtain formal evidence of a client's identity. As a result of Money Laundering Regulations 1993 it has become a legal requirement for all solicitors to obtain such evidence. We will ask you to provide your passport before contracts can be exchanged. Please note on any transaction where your total contribution exceeds £10,000 we shall require evidence that the monies are being drawn from an account in your name [such as a Building Society/Bank statement].

G During the course of a normal transaction we often receive calls from brokers requesting information on the progress of the transaction. We will assume, unless you now confirm otherwise in writing, that we may use our discretion to disclose such information, as we believe to be in your best interest. On the other hand we reserve the right not to spend time discussing your case with interested parties if such calls are in our opinion nonproductive. We do not want to have to revise our charges estimate because of time dealing with calls that in our view may be doing nothing to progress your transaction.

CONTINUED

H Once completion has taken place, we attend to stamping, if necessary, registering the transfer of title at the Land Registry. At this point our job is concluded. This may be within a few weeks of completion. We will then clear your file of old documents and papers that we believe only have a curiosity value and destroy them. The file (then consisting of possibly only correspondence) will be despatched to our storage facility; your file may also be digitised for future electronic access and subsequently shredded for recycling. If you then raise a query with us that requires the recall of the file, we will make an administration charge to cover the cost of file recovery and our time in dealing with the query. This will be a minimum of £50 plus VAT. We reserve the right to finally destroy the file after 6 years from the time it was sent into storage. In the case of discontinued transactions -1 year.

I Please note this firm runs an appointment system for seeing clients which works for the benefit of all clients. Do not hesitate to telephone if you wish to make an appointment. However for the benefit of all our clients we are unable to see clients without an appointment.