

Thank you for taking a few minutes to complete this form. The information you provide to us will help in the delivery of our services to you, both now and in the future. Please carefully complete it using BLOCK CAPITALS throughout. If you are joint sellers, buyers or borrowers with somebody else please include their details in the "Second Client" section; where information is identical for you both (e.g. address) please write "same". For further people, or details, please continue on the reverse. The confidentiality of your information is important, please make sure that all persons referred to in the Questionnaire have read our Data Protection Statement and have signed and dated the form on Page 3. If some item of information is not immediately available please do not delay the return of this form, simply supply the missing information as soon as possible.



### SECTION ONE – YOUR DETAILS

<b>First Client</b>		Title	<b>Second Client</b>		Title
Surname	<input style="width: 95%;" type="text"/>		Surname	<input style="width: 95%;" type="text"/>	
Forenames	<input style="width: 95%;" type="text"/>		Forenames	<input style="width: 95%;" type="text"/>	
Address	<input style="width: 95%; height: 40px;" type="text"/>		Address	<input style="width: 95%; height: 40px;" type="text"/>	
Tick the preferred contact no / email			Tick the preferred contact no / email		
Home	<input style="width: 80%;" type="text"/>	<input type="checkbox"/>	Home	<input style="width: 80%;" type="text"/>	<input type="checkbox"/>
Work	<input style="width: 80%;" type="text"/>	<input type="checkbox"/>	Work	<input style="width: 80%;" type="text"/>	<input type="checkbox"/>
Mobile	<input style="width: 80%;" type="text"/>	<input type="checkbox"/>	Mobile	<input style="width: 80%;" type="text"/>	<input type="checkbox"/>
Do you have a Will?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you have a Will?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email	<input style="width: 95%;" type="text"/>		Email	<input style="width: 95%;" type="text"/>	
Have we acted for you before?			Have we acted for you before?		
Date of birth	<input style="width: 95%;" type="text"/>		Date of birth	<input style="width: 95%;" type="text"/>	
Occupation	<input style="width: 95%;" type="text"/>		Occupation	<input style="width: 95%;" type="text"/>	
N.I. Number	<input style="width: 95%; text-align: center;" type="text"/>		N.I. Number	<input style="width: 95%; text-align: center;" type="text"/>	
Do you want us to update you by text message Yes <input type="checkbox"/> No <input type="checkbox"/>			Do you want us to update you by text message Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you satisfied that when the matter was referred to us by the referrer you were supplied with all relevant information, and that information has been correctly supplied to you again by us?					Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you or a member of your family currently instructing Coffin Mew LLP on any matter?					Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you involved in any dispute where Coffin Mew LLP represent the other party?					Yes <input type="checkbox"/> No <input type="checkbox"/>

### SECTION TWO – BUYING A PROPERTY

**If you are buying a property, please complete this section. (Go to section three or four if you are ONLY selling or remortgaging)**

Address of the property you are buying

Price agreed <input style="width: 80%; border: 1px solid black;" type="text"/>	Amount of deposit you have available to pay on exchange if purchase independent of sale <input style="width: 80%; border: 1px solid black;" type="text"/>
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Selling Agent Estate <input style="width: 95%; border: 1px solid black;" type="text"/>	Agent Tel <input style="width: 95%; border: 1px solid black;" type="text"/>
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Contact name at Agents <input style="width: 95%; border: 1px solid black;" type="text"/>	Amount you propose to borrow <input style="width: 80%; border: 1px solid black;" type="text"/>
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Are you having a mortgage? Yes  No

Name of lender (if known)

Any further borrowing required? Yes  No  If yes, please supply details on the reverse

Name, address and telephone number of broker, if any, dealing with any policy being taken out in conjunction with the mortgage

Proposed completion date

Are you arranging your own buildings insurance? Yes  No

Are you buying the property to live in yourself?  Yes  No   
 If not, what are your plans for its use?

Have you ideas at present to develop, extend or alter the property in any way? If yes, how? Yes  No

How are you providing the deposit:- from your savings, from your sale (if applicable) or another source?

So far as you know is the sale to you of the property at market price? Yes  No

As you have seen the property and we will not be inspecting it on your behalf, are there any unusual features such as rights of way, unclear boundaries or obvious extensions? If yes, what? Yes  No

Are the estate agents particulars correct so far as you are aware? If no, what is the discrepancy?  Yes  No

**Do you wish to purchase as Joint Tenants or Tenants in Common? Please see our booklet "Essential Legal Advice on buying and selling your property" as it is important to consider purchasing as Tenants in Common in unequal shares if you are each contributing different amounts.**

Joint Tenants  Tenants in Common

Number of adult occupiers over 17 years old (other than current owners)  Full names of those occupiers

**SECTION THREE – SELLING A PROPERTY**

Address of property being sold. (If different from SECTION ONE)

Postcode

Name and address of current lender

In whose name is the property at present

Mortgage account number   
You can usually find this on correspondence from your Lender

Your Estate Agent

Fee agreed with Agents? £  or

Agent contact name

Agent telephone no.

Sale Price £

Approx amount owing on mortgage £

Do you have any other loan, grant or other borrowing secured against your property? (If yes please attach details) Yes  No

**If you do not have a mortgage at all, please tell us who holds your title deeds**

Holder  Do you authorise us to write to them to obtain the deeds? Yes  No

Address

Number of adult occupiers over 17 years old (other than current owners)  Full names of those occupiers

## SECTION FOUR – REMORTGAGING A PROPERTY

If you are remortgaging please complete this section. By remortgage we mean you are simply creating a mortgage or loan on the security of your property.

Address of property being remortgaged (if different from your correspondence address)

Postcode

Name of current lender  
Address

Postcode

In whose name is the property at present

Mortgage account number

Approx amount owing on mortgage £

You can usually find this on correspondence from your Lender

Do you have any other loan, grant or other borrowing secured against your property?

Yes

No

If yes, please attach details

If you do not have a mortgage at all, please tell us where the title deeds are

Holder

Address

Name of new lender

Amount you propose to borrow

Proposed completion date

Number of adult occupiers over 17 years old (other than current owners)

Full names of those occupiers

## SIGNATURE

### Data Protection Act

The information that you have provided to us on this form will be used by us in the performance of any services you may instruct us to undertake and used in accordance with such of our Terms of Business as you may accept. We may also retain the personal information you provide for statistical purposes and so that we may inform you in the future about the firm and/or the services we offer. If you do not wish to receive information from us please tick the bottom corner of your signature box.

FIRST CLIENT

Signed .....

Dated .....

SECOND CLIENT

Signed .....

Dated .....

Any further people referred to in this form should sign and date the form below, or continue on the reverse of this sheet.

FURTHER CLIENT

Signed .....

Dated .....

FURTHER CLIENT

Signed .....

Dated .....