



Esher | Richmond | Mayfair

<b>RE-MORTGAGE QUESTIONNAIRE</b>		
<b>Personal details</b>		
1.	For the main contact, please provide full names, current address, contact telephone number and email address	Name: Address:  Main Contact Tel no.: Email:
	Co-Owner (If applicable. Also if there are more owners involved in the transaction please add their details at the end of the form)	Name(s): Mobile no.: Email:
2.	Where there is more than one client please confirm that either/each client is authorised to provide instructions on behalf of both/all client(s).	Confirmed.    Not confirmed.
<b>The property</b>		
3.	Please confirm the address of the property to be re-mortgaged ( <i>if different to the address shown above under "Personal details"</i> ).	
4.	Please confirm whether the property is leasehold or freehold.	Freehold.    Leasehold.
5.	Please provide up to date evidence of the buildings insurance for the property.	
6.	Please confirm whether you live in the property or if it is let out.	Live at property. Let out.  Detail of adult occupiers:

	<p>If you live in the property, provide the details of anyone over the age of 16 lives at the property but is not an owner of the property.</p> <p>If let, please provide a copy of the tenancy agreement.</p>	Copy tenancy enclosed?
<b>Leasehold (if applicable)</b>		
7.	Please provide copies of the latest ground rent and service charge statements / demands.	
8.	Please provide the details of who collects the ground rent and service charge.	
<b>Disputes and complaints</b>		
9.	<p>Have there been any disputes or complaints regarding this property or a nearby property?</p> <p>If Yes, please give details.</p>	Yes. No.
10.	<p>Are you aware of anything which might lead to a dispute about the property or a property nearby?</p> <p>If Yes, please give details.</p>	Yes. No.
<b>Alterations, planning and building control</b>		
11.	<p>Have any of the following changes been made to the whole or any part of the property (including the garden)?</p> <p>If yes, please give details including dates of all work undertaken.</p> <p>a.) Building works (e.g. extension, loft or garage conversion, removal of internal walls).</p> <p>b.) Change of use (e.g. from an office to a residence)</p> <p>c.) Installation of replacement windows, roof windows, roof lights, glazed doors since 1 April 2002</p> <p>d.) Addition of a conservatory</p>	<p>Yes. No.</p> <p>Yes. No.</p> <p>Yes. No.</p> <p>Yes. No.</p>
<b>Mortgage and proceeds of sale</b>		
12.	<p>Are there any outstanding mortgages on the property? If so, who is the lender. Please also supply your mortgage account number.</p>	<p>Yes. No.</p> <p>Lender:</p>

		Account no.:
13.	Please confirm that Galloway Hughes Solicitors are instructed to obtain redemption details and the original title deeds on your behalf, from the lender named above.	Confirmed.
14.	Please supply a statement for a UK bank account in the seller's name dated between 6 and 12 months ago to which the net proceeds of sale are to be transferred.  <b>NB: Before sending any sum to you a name verification check will be carried out on the account noted on the statement supplied.</b>  <b>Any net funds due to you will be sent to you by same day CHAPS payment for which we will charge a fee of £40 plus VAT.</b>	Statement attached - Yes No  <i>NB: Until we receive a statement we will be unable to send you any net funds due to you on completion.</i>
<b>Timing</b>		
15.	What is your anticipated completion date for the mortgage of the property?	
<b>GDPR and Client Due Diligence</b>		
16.	Pursuant to the GDPR legislation we are obliged to email you any documents containing personal data by encrypted emails. Please confirm if you would like to OPT OUT <i>NB: If you opt out we will email you the contract, the transfer, the financial statement etc by normal unencrypted email. Please note we will never email bank details whether by encrypted or unencrypted email.</i>	Opt out / Yes <i>ie. you want unencrypted emails;</i>  OR  No <i>ie. you want encrypted emails</i>
17.	In order for us to complete our client due diligence, please confirm your current occupation(s).	

**Please note the following:**

1. Compliance – please note that Galloway Hughes require all clients/owners to complete an online Compliance Check with our third-party provider Thirdfort as part of the file opening process. In signing this Sellers Questionnaire you are providing your consent to this.

Signed: .....(1<sup>st</sup> Borrower) .....(2<sup>nd</sup> Borrower)

Dated: .....