



Esher | Richmond | Mayfair

| <b>SELLER'S QUESTIONNAIRE</b> |  |  |
|-------------------------------|--|--|
| <b>Personal details</b>       |  |  |
| 1.                            | For the main contact, please provide full names, current address, contact telephone number and email address and NI number.<br><br><b><i>NB: This information is only required if it has not already been supplied on the buyer's questionnaire.</i></b> | Name(s):<br>Address:<br><br>Mobile no.:<br>Email:<br>National Ins. no.:  |
|                               | Co-Seller:<br><br>(If applicable. Also, if there are more buyers involved in the transaction, please add their details at the end of the form)   | Name(s):<br>Mobile no.:<br>Email:<br>National Ins. no.:  |
| 2.                            | Where there is more than one seller please confirm that either/each of the sellers is authorised to provide instructions on behalf of both/all sellers.<br><br><b><i>NB: All sellers to sign on the last page.</i></b>                                   | Confirmed Not confirmed  |
| 3.                            | Does the seller occupy the Property?<br><br>If the seller does not occupy the Property please explain the reasons why and supply two documents linking the seller to the Property.   | Yes No<br><br><i>Examples of acceptable documents – current buildings insurance schedule, recent utility or Council Tax bill, recent invoice for works at or services provided to the Property, letter from the solicitor acting at the time of the seller's purchase.</i> |
| 4.                            | Are there any occupiers (aged 17 and over) of the property other than the sellers?   | Yes No <i>[If yes please give further details]</i>   |
| <b>The property</b>           |  |  |
| 5.                            | Are there any outbuildings/garages or associated land to be included or excluded from the sale.  | <i>Please supply further details</i>   |

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| 6.                                   | Confirm details in estate agent's memorandum of sale, particularly price, are correct.  | Yes No <i>[If no please describe why]</i>   |
| 7.                                   | Is the property the seller's only or main residence?  | Yes No <i>[If no please give further details]</i>   |
| <b>Mortgage and proceeds of sale</b> |   |   |
| 8.                                   | Are there any outstanding mortgages on the property? If so, who is the lender. Please also supply your mortgage account number and the further details shown.   | Yes No<br>Lender:<br>Account no.:<br>Outstanding sum: £   |
| 9.                                   | Please confirm that Galloway Hughes are instructed to deal with your lender in respect of the sale, in particular to obtain redemption statements and any original title deeds.   | Confirmed   |
| 10.                                  | Please confirm that Galloway Hughes are instructed to settle your estate agent's invoice out of the proceeds of sale and confirm the agreed rate of commission.   | Yes No<br>Commission rate: % of sale price plus VAT.  |
| 11.                                  | 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.<br><br><b><i>NB: Before sending any sum to you a name verification check will be carried out on the account noted on the statement supplied.</i></b><br><br><b><i>The net proceeds on a standalone sale will be sent to you by same day CHAPS payment for which we will charge a fee of £40 plus VAT.</i></b> | <i>Statement attached</i> - Yes No<br><br><i>NB: Until we receive a statement we will be unable to send you the net proceeds on a stand alone sale. Where there is a connected purchase, we still require a bank statement.</i> |
| <b>Forwarding address</b>            |   |   |
| 12.                                  | For sales with no related purchase, please provide a forwarding address.  | Address:  |
| <b>Timing</b>                        |   |   |

