

SELLER'S QUESTIONNAIRE		
Personal details		
1.	Provide full name(s), address(es) of seller(s) and contact telephone number and email address for the main contact.	Name: Address: Main Contact Tel no.: Email:
2.	Please supply for copying at our office each seller's original passport AND driving licence (both parts) OR send us copies duly certified by another UK solicitor. NB: COPIES CERTIFIED BY ANYONE OTHER THAN A UK SOLICITOR WILL NOT BE ACCEPTED.	Already provided OR To follow
3.	Please confirm that Galloway Hughes can carry out an on-line identity check against the seller(s).	Confirmed
4.	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.	Confirmed Not confirmed
5.	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>
The property		
6.	Are there any outbuildings/garages or associated land to be included or excluded from the sale.	<i>Please supply further details</i>
7.	Confirm details in estate agent's memorandum of sale, particularly price, are correct.	Yes No <i>[If no please describe why]</i>
8.	Is the property the seller's only or main residence?	Yes No <i>[If no please give further details]</i>

Mortgage and proceeds of sale		
9.	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 Lender: Account no.: Outstanding sum: £
10.	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
11.	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 Commission rate: % of sale price plus VAT.
12.	Please supply the bank account details to which the net proceeds of sale are to be transferred.	Account name: Bank name: Address: Sort Code: Account No.:
13.	Please confirm whether you would like the net proceeds (on transactions where there is no related purchase) sent to you by CHAPS or BACS payment on the day of completion?	<i>DELETE AS APPLICABLE</i> Not applicable due to related purchase CHAPS (<i>same day transfer and Galloway Hughes charge extra fee of £30 plus VAT</i>) BACS (<i>3 day transfer BUT no extra fee</i>)
Forwarding address		
14.	For sales with no related purchase, please provide a forwarding address.	Address:
Timing		
15.	What is your anticipated completion date for the sale of the property? <i>NB: On exchange of contracts the buyer pays over the deposit and you are then bound to complete on the completion date (this is the date the buyer pays over the balance of the purchase price and is the "moving date").</i>	
16.	What is the time period you would like between exchange of contracts and completion? <i>NB: This can be anything from one to four weeks but this can be longer if you prefer.</i>	

Please note the following:

1. Removers - Please note that you would be wise not to book a removal company until after exchange of contracts for your sale, as the removers may charge hefty cancellation/alteration fees. Your moving date is not certain until contracts have been exchanged.
2. Buildings insurance – Please keep your buildings insurance on risk until the sale completes.
3. Capital Gains Tax (**CGT**) - a liability to CGT may arise on the disposal of a property. The disposal of an individual’s private dwelling house including garden or grounds is exempt from CGT (up to 0.5 hectares is within the exemption). To qualify, the seller must have lived in the dwelling house as his only or main residence for a prescribed period and a degree of permanence and expectation of continuity is required. In relation to CGT and all other tax related issues you should please seek separate tax advice as this is OUTSIDE the ambit of our instruction.

Signed:.....(1st Seller).....(2nd Seller)

Dated:.....