



SUMMARY OF INSTRUCTIONS TO BE COMPLETED WHERE A HOME INFORMATION PACK IS REQUIRED			
Your Name(s):			
Address of the property you are selling:			
Approximate selling price:	£		
Is the property?: *Please delete as appropriate	1. Freehold Or Leasehold Or Commonhold (please note additional fees are likely to be charged by the Management Company for the information required to be included in the Pack for leasehold and commonhold property. We will confirm this fee when we are informed of it by the Management Company) 2. A House Or a Flat		
If the property is a house is it?: *Please delete as appropriate	Terraced Or Semi-Detached Or Detached		
Type of construction (if known) *Please delete as appropriate	Traditional Or Non Traditional		
Whom should we contact about access to the property to carry out the Energy Performance Inspection?	Estate Agents	Name of Estate Agents:	
	Or Us Directly	Address:	
		Telephone No:	
How many bedrooms are in the property you are selling?		Is the property you are selling a Listed Building?	Yes/No
If you hold the title deeds for the property, please forward them to us together with any planning permissions, Building Regulations Certificate and any guarantees.			
Who is selling the property? *Please delete as appropriate	(a) The Owner/Owners Or (b) A representative with authority to sell for a deceased owner (please provide a copy of the Grant)* Or (c) A representative with authority to sell for a living owner (please provide a copy of the Power of Attorney or EPA or LPA) Or (d) Other – please specify		



I/We have read the enclosed information and hereby confirm instructions for Vincent Sykes & Higham LLP to act in connection with the preparation of a Home Information Pack for the above property in accordance with the Terms of Business already supplied to me.

I/We enclose:

- 1. The Instructions Sheet in relation to the future conveyancing of the property.**
- 2. My/Our cheque for £300 for a freehold property or £320 for a leasehold property**
Or
Please charge my debit card or credit card (Visa or Mastercard) for £300 or £320 (as appropriate). My Card Details are shown below.

(For security reasons we suggest that where you are posting this form to us, you send us a cheque rather than place your completed card details into the post. If you are completing this form and leaving it with your estate agents, or hand delivering it to us this should not be a problem.)

Signed: **Signed:** **Signed:**

Dated: **Dated:** **Dated:**

All owners must sign

Card Issuer (e.g Nat West, MBNA) Unfortunately we cannot accept American Express		Name (as it appears on the card)	
Card Number		Cardholder's billing address	
Start Date or Valid From date (if appropriate)		Expiry Date:	
Security Code (3 digit code on the signature strip on the reverse of the card)			

Signed: (cardholder)

Dated: