



SUMMARY OF INSTRUCTIONS TRANSFER OF EQUITY			
CURRENT OWNERS <b>Full Name(s)</b> (as it appears on your passport(s))			Daytime Telephone No
			Mobile Telephone No
FUTURE OWNERS (i.e after transfer) <b>Full Name(s)</b> (as it appears on your passport(s))			Daytime Telephone No
			Mobile Telephone No
Address of the <b>property you are transferring:</b>			Postcode: <input type="text"/>
Email address:			
Has any electrical work been carried out to the property since 1 <sup>st</sup> January 2005? If so please provide the relevant certificates.	YES/NO		
Has there been a new boiler or windows installed since 1 <sup>st</sup> April 2002? If so please provide the relevant certificates	YES/NO	Is there to be any payment for the transfer?	£ <input type="text"/>
Is the property mortgaged?	YES/NO	If Yes, please provide:	
		Name of lender:	<input type="text"/>
		Mortgage Account No:	<input type="text"/>
		Amount outstanding:	<input type="text"/>
<b>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.</b>			
Has the property been extended or altered at any time in the past? (Include conservatories etc)	YES/NO	If YES, please provide details	
	1 <sup>st</sup> Owner	2 <sup>nd</sup> Owner	
Are you:	EMPLOYED/SELF EMPLOYED	EMPLOYED/SELF EMPLOYED	
Job Title:	<input type="text"/>	<input type="text"/>	
Work address:	<input type="text"/>	<input type="text"/>	
<b>I/We have read the enclosed information and hereby confirm instructions for Vincent Sykes &amp; Higham to act in connection with the proposed sale of the above property in accordance with the Terms of Business already supplied to me.</b>			
Each Owner must sign this form	Signed .....	Signed .....	
	Dated:	Dated:	
We like to tell our clients about other services we offer. If you do not wish to receive any such information please tick the box on the right			<input type="checkbox"/>

## **Privacy Policy**

This Privacy Policy explains our data processing practices and your options regarding the ways in which we use your personal information. If you have any requests concerning your personal information or any queries with regard to our data processing practice please contact us at: Data Controller, Vincent Sykes & Higham, Montague House, Chancery Lane, Thrapston, Northamptonshire, NN14 4LN. Vincent Sykes & Higham will not sell, share or transfer this information except as set out in this statement. We will use your information to improve our marketing, for administration and to provide legal services. We may pass your information internally between our own departments and externally to any successors in title to our business, to a third party where it is necessary for the performance of a contract to which you are a party, or as required by law. We may contact you by post, email, telephone or fax with news about our services and general legal developments or to ask your opinions. If you do not want to be contacted for these purposes, please make your choice by ticking the box on the Summary of Instructions Form. You have a right to access the personal information that is held about you. To obtain a copy of the personal information that we hold about you, please write to us at the address shown above, enclosing your postal details and a cheque for £10 payable to Vincent Sykes & Higham. By returning and completing this form you consent to the collection and use of your personal information in the manner set out above.