



**SUMMARY OF INSTRUCTIONS
TRANSFER OF EQUITY**

CURRENT OWNERS Full Name(s) (as they appear on your passport(s))			Daytime Telephone No
			Mobile Telephone No
Please provide date of birth of each owner:			
FUTURE OWNERS Full Name(s) (as it appears on your passport(s))			Daytime Telephone No
			Mobile Telephone No
Please provide dates of birth of future owners (if not provided above)			Email Address
Address of the property you are transferring:			Postcode: <input type="text"/>
Has any electrical work been carried out to the property since 1 st January 2005? If so please provide the relevant certificates.	YES/NO		
Has there been a new boiler or windows installed since 1 st April 2002? If so please provide the relevant certificates	YES/NO	Is there to be any payment for the transfer?	£
Is the property mortgaged?	YES/NO	If Yes, please provide:	
		Name of lender:	
		Mortgage Account No:	
		Amount outstanding:	
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.			
Has the property been extended or altered at any time in the past? (Include conservatories etc)	YES/NO If YES, please provide details		
	1 st Owner	2 nd Owner	
Are you:	EMPLOYED/SELF EMPLOYED	EMPLOYED/SELF EMPLOYED	
Job Title:			
Work address:			
I/We have read the enclosed information and hereby confirm instructions for Vincent Sykes & Higham to act in connection with the proposed sale of the above property in accordance with the Terms of Business already supplied to me.			
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.

**CONSUMER PROTECTION (DISTANCE SELLING) REGULATIONS
2000 as amended by the CONSUMER PROTECTION (DISTANCE
SELLING) (AMENDMENT) REGULATIONS 2005**

The Consumer Protection (Distance Selling) Regulations 2000 came into force on 31 October 2000 and have been amended with effect from 6 April 2005 by the Consumer Protection (Distance Selling) (Amendment) Regulations 2005.

These Regulations provide that you have a right to cancel the contract with us, under which we provide you with legal services, within 7 days of the start of the contract. **If you cancel the contract within this period no fees are payable to us.** This is commonly known as a “cooling off period”.

The contract will come into effect once you have provided us with instructions to act on your behalf and we have accepted those instructions and the Cooling Off Period will run for seven days from then. **Because of the Regulations we will wait for seven days from the start of the contract, before starting work on your behalf** in order to give you the required **Cooling Off Period.**

We appreciate that many of our clients require the work we do for them to be completed as quickly as possible. The Regulations provide that you may consent to us starting work for you immediately and within the Cooling Off Period. **If you give your consent to us starting work within this period then we are entitled to charge you for the work carried out on your behalf, even though it is done within the Cooling Off Period.**

If you wish us to do this then you must sign and return this sheet, together with your instructions to us. **If we do not have this sheet signed and returned by you, then we must wait for the Cooling Off Period to expire before starting work for you,** with the consequent delays this may cause to your transaction.

The Regulations require us to inform you that the work involved is likely to take more than 30 days

If you have any queries in relation to these Regulations, please do not hesitate to contact us.

I consent to Vincent Sykes and Higham Solicitors starting work on my behalf within seven days of the start of the contract for provision of legal services

Signed
Date:

Signed
Date:

Signed
Date:

Signed
Date:

(All clients must sign this sheet to enable us to start work)

