

Property Transfer Co:Ordination

CONFIRMATION OF INSTRUCTIONS ON REMORTGAGE

1.	<u>Full names</u>	
2.	Full address <u>and telephone number (including daytime contact number)</u>	
3.	Email address	
4.	Full address of property to be re-mortgaged.	
5.	Is it a house or a flat?	
6.	If a flat, is it purpose built or a conversion?	
7.	Is it freehold or leasehold? If leasehold, state length	
8.	When was the property built? If you know the date of any subsequent extensions, garages etc please give details	
9.	If the property has a registered title, please give title number if known.	
10.	Are you and your family the only occupiers? If no, who else occupies?	
11.	Are there public roads comprising frontage to the property?	
12.	Under which Local Authority or London Borough does the property fall?	
13.	Please give the following details in relation to your existing mortgage Name of Lender: Branch address: Mortgage account number: When was the mortgage taken out? Do you have a copy of the Mortgage Deed (If so please attach)	
14.	Are there any other charges / mortgages on the property? If so, please provide details at number 15 below	

15.	<p>Please give the following details in relation to your proposed new mortgage.</p> <p>With whom is the mortgage arranged?</p> <p>Branch address</p> <p>Reference / account number</p> <p>How much are you borrowing?</p> <p>Has the lender had the property surveyed?</p>	
16.	Any other relevant details?	
17.	How did you find out about Property Transfer Co-ordination?	
18.	<p>In order to comply with Money Laundering Regulations we shall require documentary evidence to confirm both your identity and your place of residence. Please therefore supply:-</p> <p>(A) A primary document of identification (preferably your Passport) in order that a certified copy may be taken. If you are unable to send the original document or call into our office, a certified copy will be accepted from another firm of Solicitors or Licensed Conveyancers.</p> <p>(B) Two items of documentary evidence of your residence. This may be either a Utility Bill, Bank Statement or similar item (but not a Mobile Telephone Account.).</p>	

I/WE HEREBY INSTRUCT PROPERTY TRANSFER CO:ORDINATION AND THEIR APPOINTED SOLICITORS TO ACT FOR ME/US IN THE REMORTGAGE OF THE AFORESAID PROPERTY, ON THE BASIS OF THE DETAILS GIVEN

Signatures:		
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Date:	
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