

**CLIFTON INGRAM LLP
CLIENT INSTRUCTION FORM**

In order that we may act for you, we should be grateful if you would complete, as far as possible, the following short form. Please would you supply all of the missing details and make any amendments or updates as required to the information that you have provided to us in the past.

PART 1A: Contact Details	Details on Record	Amendment to Details
Title	Client 1: Client 2:	
Forenames	Client 1: Client 2:	
Surname	Client 1: Client 2:	
Job title	Client 1: Client 2:	
Address <i>(please list the address that we should contact you at)</i>		
Work Telephone	Client 1: Client 2:	
Home Telephone	Client 1: Client 2:	
Mobile Telephone	Client 1: Client 2:	
Email	Client 1: Client 2:	
<p>Please confirm your preferred method of communication:</p> <p> Post <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> </p>		

PART 1B: Identification
<p>We are required by law to obtain confirmation of identity to validate the name and address of all clients (both commercial and private clients). In the case of company clients we are obliged to validate the name and details of at least one director (being our main contact) in the company.</p> <p>Two forms of ID are required, one to prove who the individual is and another to prove where they live. We are not permitted to use the same document as evidence of both names and address. The acceptable forms of documentation are listed below and we will need to see the originals so that we can take certified copies for our files. In addition we may verify ID details electronically through 'Call ML' or similar organisations.</p>

One form of ID from each list is required for each client as soon as possible as the legislation states we cannot act unless ID is confirmed:

Proof of Identity:

- A valid signed passport **or**
- A valid HM Forces identity card with photograph **or**
- New style driving licence incorporating photograph

Proof Address

- A cheque guarantee card, credit card (bearing Master Card or Visa logo) other debit or credit card (bearing Switch or Delta logo) issued in the UK together with original statement less than 3 months old, **or**
- A utility bill – less than 3 months old (not for a mobile telephone), **or**
- A Council Tax bill dated less than 3 months old **or**
- A Council rent book showing rent paid for last 3 months **or**
- A mortgage statement from another lender for accounting year just ended

Please contact us to arrange a mutually convenient appointment to call in at our offices with the originals of your identification so that we can meet you and take copies of your identification documents. If you have any queries, or do not have any of the documents listed above, please do not hesitate to contact us.

About your Sale

Address of the Property you are selling:

Sale Price

£

Title Deeds: *We will need to obtain your title deeds in order to prepare the draft contract. If the property is mortgaged, they will be held by your mortgagee. We will also need to obtain an up to date repayment figure on your mortgage and in order to do this we may need to have details of all mortgages and loans affecting your property. Please therefore provide the following information:*

Mortgage Company/Companies
(if you have more than one mortgage or loan with a bank or building society or other lender, please provide details of the names of all companies who have provided you with the mortgages or loans).

Addresses

Mortgage Account/Numbers/Loan Numbers

Approximate amount owing on each mortgage/loan	
--	--

PART 2: Data Protection

Clifton Ingram LLP produces newsletters on current legal developments and also holds seminars, all of which are free of charge. Please see the “Data Protection” paragraph in our General Terms of Engagement.

If you do not wish to receive our regular free newsletter then please tick the box

PART 3: Wills

There are many advantages in making a Will, not least your own peace of mind knowing you have put your affairs in order. We strongly recommend that you should make a Will, if you have not already done so, to safeguard the financial future of your family. If you would like our Wills and Probate department to contact you with regards to making a Will, please tick here

Your Signature(s):

Please confirm that you would like us to act for you in connection with your conveyancing transaction as outlined in the accompanying letter written to you by us. If you are joint sellers you both confirm that Clifton Ingram LLP may accept instructions in connection with your sale and any connected work from either one of you (each having the authority of the other to give such instructions) however given.

You confirm that you have read and accept the terms under which we will act for you in this matter

Signed: Dated:

Signed: Dated: