



INSTRUCTION TO SELL PROPERTY

This is a legally binding document. Sign it only after you have read it, and after taking independent legal advice if you wish.

Owners Name (s) in full.....

Date of Birth..... Date of Birth.....

NI No..... NI No.....

Address of Property.....

..... Post Code.....

Alarm Code..... Email Address.....

Telephone Number..... Mob Number.....

Forwarding Address (if applicable).....

..... Post Code.....

Council Tax band..... Annual amount.....

Gas Supplier..... Electric Supplier.....

Mortgage Lender.....

Lenders Address.....

Mortgage Number.....

Date Property is to marketed from.....

Vendor's solicitors Details.....

.....

Special Conditions.....

.....

Is the property Leasehold or freehold.....

What year was the property built?

When did you purchase the property.....

Is it or is it contained within a listed building / conservation area.....

What are the parking arrangements? Allocated parking, Driveway, Resident permit, Metered permit, Shared parking, other – please specify

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Is there gas or electric central heating.....

When was the heating system last serviced?.....

When was the electrical wiring last serviced?.....

What is the name of the person or organisation to which you pay ground rent?

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What is the name of the person or organisation to which you pay service charges?

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How many years does your lease have left to run?.....

How much is your current annual ground rent?.....

How much is your current annual service charge?.....

How much approximately is your current annual buildings insurance premium (if not included in the service charge)?

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Does the lease prevent you from Sub-letting?.....

Does the lease prevent you from keeping pets?.....

Does the lease allow you to use a car park or space?.....

Does the lease allow you to have access to a communal garden?.....

Are there any other conditions or restrictions in the lease which could significantly impact on a person's use of the property?

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MONEY LAUNDERING REGULATIONS (2003)

In accordance with the regulations we are required to confirm the identity of all sellers and therefore require to be provided with evidence of identity. As we are unable to market the property without this confirmation, Sapphire Homes reserve the right to withdraw the property from sale seven days after the day of instruction if we do not receive formal proof of identification.

	Seller One	Seller Two
Name of Person		
Proof of Identification provided		
Document Number		
Issuing Authority		
Place / Date of Birth		
Proof of Residency		
Premises entered?		
Date of Visit / Issue		
Name of Issuer		
Ref Number		

Name of the Sapphire Homes representative

Name	
Signed	Date

MORTGAGE REQUIREMENTS

Sapphire Homes have teamed up with Express Mortgage Services Limited one of the regions leading Independent Financial Advisors. Our aim is to provide our clients with the best mortgage advice regarding your purchase ensuring you get the choice of the best available products on the market. This service is free to all customers. If you would like to benefit from this service please circle / delete as appropriate and sign the form below so we can pass your details onto an appropriate advisor.

I / We agree that Sapphire Homes may pass my details to: Express Mortgage Services Limited Yes/No

To enable your requirements be dealt with appropriately, please answer the following:

Is there a Mortgage Outstanding on the Property? Yes / No

Name of Current Lender.....

Will a Mortgage be required? Yes / No

YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE.
 Express Mortgage Services Limited is authorised and regulated by the Financial Services Authority (FRN 474427) for mortgage advice. This is a free service, without obligation, and initial consultation appointments are available in branch, by telephone or whatever is most convenient.

One of Express Mortgage Services Limited Consultants will contact you to discuss your requirements in more detail.

**For more information or to make an initial consultation please contact Sapphire Homes.
 ALL CLIENTS MUST SIGN THE FORM TO CONFIRM REQUEST**

I confirm that I / WE own the above property and that Sapphire Homes can market the property FOR SALE for:
Asking Price of:

BREAKDOWN OF CHARGES

I agree to the selling fee of **£750 + VAT**.

The cost of the Energy Performance Certificate is not included in this price and is payable upfront by the vendor. If the Energy Performance Certificate has already been completed – Sapphire Homes will require this in order to market the property in electronic or hard copy format.

The cost of the Energy Performance Certificate is **£65.00 + VAT** and cheques are made payable to Sapphire Homes.

We can offer your property to be marketed as a premium listing on www.rightmove.co.uk, – which generates approximately **34%** more hits than a standard listing and **21%** more enquiries than a standard listing. This can be offered at a cost of **£80.00 + VAT** payable upfront to Sapphire Homes. Do you require this service **Yes / No**

Do you want a sign to be displayed at the property at no extra cost – **Yes/ No**

Where would you like the sign to be displayed – specific location.....

Signed.....

Printed.....

Date.....

SOLE AGENCY AGREEMENT

This means that you have appointed Sapphire Homes as the only agent to market & manage your property and will not appoint any other agent to work in competition with Sapphire Homes.

TERMINATION OF INSTRUCTION

The vendor may terminate the agreement by giving Sapphire Homes 28 day’s written notice by email or hard copy format. Sapphire Homes will then provide the vendor(s) with written confirmation of when our services of marketing are to cease and our arrangement to sell the property is to end. You are not legally permitted to neither advertise your property with an alternative agent nor agree a private sale whilst in this 28 day notice period. If you do not comply with this agreement then you will be liable to pay Sapphire Homes the release fee as outlined below. If you are withdrawing your property and sell through another agent after the 28 day notice period then its important that this is not to one of our clients that we have previously had contact with – whether be via viewings, provided our sales particulars, contacted via our mailing list, seen our sales board or made a firm enquiry about the property as you could end up being liable to pay the fees for two agents.

Sapphire Homes will continue to market the property in full during this 28 day notice period in order to try and obtain a buyer for the property. If you wish not to sell your property at all – due to a change in circumstances then you can withdraw your property from marketing with immediate effect at a cost of £235.00 inclusive of VAT.

If you have agreed personally a private sale – not to one of our clients whilst being marketed with Sapphire Homes and wish to end the agreement with immediate effect then you can choose to pay the cost of the EPC (if not already done so) and a £352.50 inclusive of VAT release clause which will take your property off the market with immediate effect.

The Energy Performance Certificate – will be forwarded on to the Vendor by electronic or hard copy format.

PLEASE NOTE ALL SALES TRANSACTIONS ARE PROCESSED WITH LAND REGISTRY TO WHICH WE CAN ACCESS TO SEE IF OUR CLIENT HAS BEEN USED WITH ANOTHER AGENT OR IN A PRIVATE SALE.