

TRANSFER OF EQUITY QUESTIONNAIRE

Dear Client

This questionnaire gives us the information required to commence dealing with your instructions. The information will assist us to deal with your matter as efficiently as possible.

Please complete sections 1 and 2 then sign and date the form where indicated before returning to us.

For marketing purposes would you please complete the following:-

How did you hear about Whitehead Monckton?

- Yellow Pages
- Advert
- Recommendation
By whom?.....
- Other
Please state.....

Section 1- General

1.(a) The address of the property to be transferred.
.....
.....

(b) The **FULL** first names and surname(s) of all persons who now own the property.
.....

(c) The **FULL** first names and surname(s) to whom the property is to be transferred.
.....

2. Address for correspondence if different from the property address.
.....

3. Telephone number(s) where you can be contacted:
Home:
Business:
Mobile:

4. Date of birth of all parties.
.....

5. (a) Have you made a Will?
It is important that this point is considered carefully, both in regard to the property holding implications between spouses and secondly in regard to inheritance and capital gains tax planning. YES/NO

(b) If not, would you like one of our advisors to contact you regarding this? YES/NO

6. Whitehead Monckton has its own in-house independent financial advice department, which is not tied to banks, building societies or investment houses. As part of our service, from the details provided we

may send you information on various products that we consider may be of interest to you. If you do not wish to receive this information please tick the box.

Are you a smoker or non-smoker?

Section 2

- 1. If the property is not in mortgage please let us have the title deeds as soon as possible.

- 2. If there is a mortgage on the property please supply:-
 - (a) Name of Building Society/Lender.
 - (b) Address.
.....
 - (c) Account/Roll No. (this is most important).
 - (d) Approximate amount outstanding on your present mortgage. £.....
.....

- 3. If there is money due to any other organisation, e.g. for home improvements, please supply:-
 - (a) Name of Lender.
 - (b) Address.
.....
 - (c) Account/Roll No.
 - (d) Approximate amount outstanding. £.....

- 4. What is the estimated value of the property? £.....

- 5. Please indicate whether the property is Freehold or Leasehold.

- 6. What amount is to be paid to the present co-owner for his or her share in the property? £.....

- 7. If you are obtaining a further advance from your present Lender, how much have you applied for? £.....

- 8. Have you approached your present Lender to obtain consent to the Transfer?
If so has consent been given?

9. Are you obtaining a new mortgage?
If so please supply:-
- (a) Name and address of Lender.
.....
.....
- (b) Name and address of Broker (if any).
.....
.....
- (c) The amount of mortgage you have applied for. £.....
- (d) Is the mortgage a repayment or an endowment mortgage?
10. Who will be responsible for the costs of the Transfer?
11. Please state the name and address of the Solicitors (if any) acting for the co-owner.
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.....
12. Please state the names and ages of anyone over the age of 17, other than the owners, who will occupy the property with you.
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13. If the property is Leasehold, please supply:-
- (a) The name and address of the Landlord.
.....
.....
- (b) The name and address of the Managing Agents (if any).
.....
.....
- (c) The last ground rent receipt

Please note that Stamp Duty may be payable on a transfer of equity