

# Client Information Sheet – Sale by a Company

Please fill out the following as accurately as possible

How did you hear about us?

Company Details: -

Company Name:

Company Registration Number:

Company Registered Address:

Company UTRN Number:

Contact Details: Office \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Preferable Correspondence Method      Post       Email

*Please note your chosen method will be used so far as possible however, some legal documents will need to be issued to you by post.*

Personal Details: -

Full name(s) of Company Director(s):

- (1)
- (2)
- (3)
- (4)

Date of Birth(s) of Director(s):

- (1)
- (2)
- (3)
- (4)

National Insurance Number(s) of Director(s):

- (1)
- (2)
- (3)
- (4)

Full Residential Address(es) of Director(s):

- (1)
- (2)
- (3)
- (4)

Length of time at current Address(es):

- (1) \_\_\_\_\_ Years \_\_\_\_\_ Months
- (2) \_\_\_\_\_ Years \_\_\_\_\_ Months
- (3) \_\_\_\_\_ Years \_\_\_\_\_ Months
- (4) \_\_\_\_\_ Years \_\_\_\_\_ Months



Transaction Details: -

**Full Address for Sale:**

**Sale Price: £** \_\_\_\_\_

**Does anyone over the age of 17 reside at the Property?** No

**If yes**, please confirm their full name: Yes

\_\_\_\_\_

**Is the Property Mortgaged:** No

Yes  **Who is your Lender:** \_\_\_\_\_

**If yes to the above; please provide your mortgage account number:** \_\_\_\_\_

**How do you wish to receive your Sale Proceeds:**

*We are able to do this for you by cheque with no additional charge or by bank transfer, at a fee of £36, which will be deducted from the sale proceeds.*

Cheque  Bank Transfer

Please note the proceeds can only be paid to the Company. If a Bank Transfer is preferable, please provide a copy Company bank statement showing the Account Name, Number and Sort Code of the appropriate account.

**If the sale is of the Company registered address, please provide an alternative Correspondence Address for use after completion:**

\_\_\_\_\_  
\_\_\_\_\_