



# Sale check list

**CLIENT - FULL NAMES**

(including middle names)

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**ADDRESS**

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**TELEPHONE NO.**

Business

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Home

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Mobile

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**1. MORTGAGE/LOANS**

(a) Is there a mortgage secured over your property?

YES/NO

If yes, please supply -

(i) Lenders' name and address

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(ii) Mortgage Account Number

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(iii) Estimated balance outstanding

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(b) Apart from your main mortgage, is there any other loan/s secured over your property?

YES/NO

If yes, please supply:-

(i) Lenders' name and address

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(ii) Account Number

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(iii) Estimated balance outstanding

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Note: The above information is required to enable us to obtain your title deeds and to clarify the estimated amounts remaining from the sale price at your date of entry.

## Sale check list (cont.)

### 2. ALTERATIONS

Have there been any alterations or extensions carried out to your property by you or any previous owners? What are these? Please describe YES/NO

If yes, please confirm if the necessary consents were obtained i.e. planning permission, building warrant, completion certificate and superiors' consent? YES/NO

It is also important to note that consents may be required for double glazing and therefore please confirm if any of your windows are double glazed. YES/NO

If yes, are any consents available? YES/NO

### 3. DRY ROT WORKS/RISING DAMP

Has there been any treatment for dry or wet rot! woodworm or rising damp? YES/NO

If yes, please confirm if guarantees are available YES/NO

### 4. MISCELLANEOUS

(a) Are any of the moveable items included in your sale subject to a hire purchase or other credit sale agreement? YES/NO

If yes, please let us have details below.

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(b) If you are selling a former Council or Scottish Homes property has the discount repayment period expired? YES/NO

(c) Are you aware of any inhibitions (orders prohibiting a sale) having been taken out against you? YES/NO

(d) Is there a factor for your property. If yes, please give name and address YES/NO

(e) Are you aware of there being any Notices over your property? We may require to obtain information regarding your property from the Local Council to assist in the sale and accordingly please sign the attached Mandate when returning this checklist YES/NO

Note: Any consents/guarantees shall require to be forwarded to us so that these can be sent to the other firm of solicitors for inspection.