

PRE SALE PACK – INSTRUCTION FORM
(PROPERTY VALUE UP TO £500,000)



The **Pre-Sales Pack** is a special service offered by Conveyancing Network to sellers and agents wanting to speed up the sale process. The fixed fee conveyancing quote is £450.00 + VAT + disbursements, and is operated on a No Completion - No Fee basis. Typical disbursements include: Office Copies £12, Misc. Admin Fee (letters, faxes, data storage etc) £25 + VAT, Professional Indemnity Insurance £75 + VAT, Bank Transfer Fees c.£25 (depending on which banks are involved to redeem mortgage)

Your **Conveyancing Network Pre-Sales Pack will include** the following documentation:

- ❖ Seller's Property Information Form
- ❖ Seller's Leasehold Information Form (if applicable)
- ❖ A Property Appraisal Form prepared by your Conveyancing Network Solicitor
- ❖ Fixtures, Fitting & Contents Form
- ❖ Official Copy Entries (including plan)

Date:		Estate Agent / Neg.	
Client name 1:		Phone:	Mobile: Landline:
Client name 2:		Phone:	Mobile: Landline:
Correspondence address:			

Sale property postal address:			
Transaction Type:	Freehold <input type="checkbox"/> Leasehold <input type="checkbox"/>	Sale Price:	
Freeholder's name:		Phone:	Mobile: Landline:
Freeholder's correspondence address:			

Current mortgage provider:		Mortgage account number:	
Names of the mortgage holders:			

Please note:

- ❖ Some mortgage lenders charge a 'Deed Production Fee' for releasing deeds. This fee is usually added to the mortgage balance.
- ❖ All parties whose names appear on the title deeds to the sale property must **FULLY COMPLETE** and **SIGN** and **DATE** the Forms below:
 - i. A Conveyancing Network Pre-Sales Pack Instruction Form
 - ii. Fixtures, Fitting & Contents Form
 - iii. Seller's Property Information Form
 - iv. Seller's Leasehold Information Form (if the property is leasehold or share of freehold)
 - v. ID requirements
- ❖ Please read the notes beside the questions on these forms. If you do not fully complete the forms, they will be returned to you. Please ensure that you have fixed sufficient postage to the Pack, to enable us to process your Pack without delay. Conveyancing Network cannot be responsible for delays incurred to your Pre Sales Pack due to insufficient postage or incorrectly completed documentation.

Client Care Checklist:

- ❖ I/we have fully completed all forms
- ❖ I/we have signed and dated all forms
- ❖ I/we have affixed the correct postage value to the documents I/we are returning to Conveyancing Network
- ❖ I/we understand that in signing the Pre-Sales Pack Form, I/we are authorising my Conveyancing Network Solicitor to apply for my/our title deeds
- ❖ I/we understand that when my/our property goes under offer, I must contact Conveyancing Network in order to progress my sale further

Client Signature:		Date	
Client Name: <i>(please print)</i>			

Please return completed forms to: Conveyancing Network PSP, The Old Bakery, 10 Back Road, Sidcup, Kent DA14 6HA