

SALE

**CLIENT INFORMATION INSTRUCTION FORM
 DETAILS TO BE RETURNED TO CRANE & STAPLES
 WITH MONIES ON ACCOUNT PRIOR TO ANY WORK BEING UNDERTAKEN**

Information requested	Replies
Full Names of all Borrowers/Owners	
Name of Lender, Bank or Building Society Address: Account Number/s if more than one use separate sheet Approximate amount owing on mortgage/s if known	
Names and Addresses of any one else who has a financial interest in the Property in sale.	
Estate Agents Name and Address: Telephone Number:	
Sale price:	
Name of Persons buying your home:	
Contact Tel No's 1 st Seller Home: Work: Mobile: Email:	2 nd Seller Home: Work: Mobile: Email:
Known Holiday Dates or inconvenient dates e.g. imminent births!	
If there are to be monies due to you on completion & you wish these sent direct to your bank please give bank details here.	Bank & Branch Address: Account No: Sort Code: If a telegraphic transfer is required a fee of £25 plus VAT will be deducted

Signed by Seller: Dated:

Signed by Seller: Dated: