

McGlinchey & Co.

Questionnaire - Purchase

1.	Full name(s) of the individuals who is/are to purchase the property (as per their passports)	
2.	Contact number(s) during working hours.	
3.	Home telephone number(s)	
4.	E-mail address	
5.	If you are not available during normal working hours, is there someone we can telephone who could pass an urgent message to you?	
6.	Regarding the property you are intending to purchase: What is the full postal address of the property?	
7.	How much is the purchase price?	
8.	Have you paid a deposit to anyone? If so (i) How much have you paid? (ii) To whom have you paid it?	
9.	Do you need to borrow any money for this purchase? If so: (i) How much do you need to borrow (ii) Who is going to lend you the money? (iii) Have you applied for a loan yet? (iv) If a broker is arranging the loan or any associated life policy, what is his/her name and address? (v) Do you have sufficient funds available to pay the difference between the amount you are borrowing and the purchase price together with the costs of the transaction?	
10.	If this is a purchase in joint names, please read carefully the notes on joint ownership and answer the questions below: If either of you were to die whilst you own the property would you want the property: (a) to pass automatically to the survivor or (b) to pass under the terms of a will or intestacy of the one who has died?	
11.	On exchange of contracts the Seller will require you to pay a deposit of up to 10% of the purchase price. Can you pay this.	Yes/No

	<p>If not, can you pay 5%?</p> <p>If you cannot pay 5%, you will need to borrow the money from some other source as the Lender will not release any monies from the mortgage advance for this purpose.</p>	Yes/No
12.	What is the Seller's name?	
13.	If you know, please confirm the name and address of the Seller's solicitor	
14.	When you viewed the property:	
(i)	did you notice whether anyone other than the Seller lived there?	
(ii)	did you notice any rights of way serving or crossing the property which might be shared with anyone else, e.g. a joint driveway or a passageway.	
(iii)	did you notice if the property has gas, water, electricity and whether or not it was connected to mains drainage	
15.	Is there a garage at the property?	
16.	Has any recent building work been carried out at the property so far as you are aware?	
17.	If the property is a flat in a block, we suggest that you ask the Seller if he/she is aware of any major works which might need to be carried out in the near future and which might be reflected in the service charge. Please confirm whether or not you have done so.	
18.	At completion, the Seller is entitled to remove everything movable from the property including, for example, carpets, fitted furniture, shelving, garden sheds. etc. You are entitled to expect the Seller to leave at the property fixed items such as bathroom suites, kitchen units etc. Problems often arise in this area. We will ask the Seller to let us have a list of items remaining at the property and a copy will be supplied to you prior to exchange of contracts.	
19.	If you are expecting anything to be left at the property on completion, do you expect to pay any extra sums for the item(s)	
20.	It is essential that the property is insured against fire and other usual risks from exchange of contracts. If you are obtaining mortgage finance, the mortgagees may arrange the buildings insurance. If the mortgagees allow you to insure, then you must be able to produce an acceptable schedule of insurance cover immediately exchange of contracts has taken place. The mortgagees normally will not release any of the advance monies until they have approved the insurance cover. It would be wise to obtain quotations prior to exchange of contracts so that you can place cover on risk immediately formal exchange of contracts has	

	<p>taken place. Please confirm whether you will be arranging your own insurance or whether the mortgagees will be arranging this (the latter is usually easier).</p> <p><i>Note: This question may not be relevant if the property is Leasehold because usually the freeholder arranges the buildings insurance cover and you contribute your proportion of the cost through the service charge.</i></p>	
21.	<p>Please confirm whether or not you are having a full structural survey of the property carried out.</p> <p>In any event, please confirm that you will forward a copy of the survey or valuation as soon as possible.</p> <p><i>Note: It is always desirable to have a private survey carried out. If you are borrowing money for the purchase, your Lender will instruct a Valuer to carry out a survey for valuation purposes. <u>This survey is only designed to reveal whether the property is good security for the loan and is not a structural survey.</u> You should consider having an independent full structural survey carried out. Many lenders now offer an extended survey scheme where, for an additional fee, a full structural survey (or home buyers' report - depending on your choice) will be done by the same surveyor who does the valuation report. If the property you are buying is a flat, it is important that the surveyor looks at the whole block because there may be major works needed in respect of which you would be obliged to contribute by way of the service charge.</i></p>	
22.	<p>Please confirm whether any person(s) over the age of 18 will occupy the property with you on completion.</p> <p>If so, please provide full names.</p>	
	<p>ALL PURCHASERS TO SIGN Signed Signed</p>	
	<p>Please confirm that, in case of a joint purchase we may accept instructions from any one party.</p>	
	<p>Please return to:</p> <p>McGlinchey & Co. 703a London Road North Cheam Surrey SM3 9DL</p>	<p>When returning this questionnaire, please also enclose your remittance for the local authority search fee (as set out in quotation letter) and, if there is a related sale, please add the sum of £8 to enable us to obtain an office copy of your title.</p>