

Personal Details Questionnaire

Please complete the following personal contact details

1 Please supply us with your FULL NAME and TITLE below:

Title Mr/Mrs/Miss/Ms/Dr/Other _____

Full Name First Name(s) _____

Surname _____

Please can you give us your Home (and Correspondence address if different to Home):

Home Address _____
_____ Post Code _____

Correspondence Address (if different) _____
_____ Post Code _____

Phone Home / Work _____ Work _____
Mobile _____

Email Address _____

Date of Birth: _____ National Insurance No. _____

Occupation _____

Do you prefer contact by Email or Post?

Do you want Internet access to online tracking of your case (at no extra charge)? Yes / No

Do you give any Estate Agents involved in your transactions permission to access internet tracking? (Recommended) Yes / No



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2 Are you selling or buying jointly with any other person?

Yes / No

If Yes, please give details of all other persons involved below.

Please give address of the other joint person for Home (and Correspondence if different to Home):

Title Mr/Mrs/Miss/Ms/Dr/Other _____

Full Name First Name(s) _____

Surname _____

Home Address _____

Post Code _____

Correspondence _____

Address (if different) _____

Post Code _____

Phone Home / Work _____ Work _____

Mobile _____

Email Address _____

Date of Birth: _____ National Insurance No. _____

Occupation:

2B Your Personal Bank Details:

Bank Name _____

Account Name _____

Sort Code _____ Account No. _____

Joint A/C: Yes / No _____



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We appreciate that you may be reluctant to provide your bank details to us at this early stage.

Please note the following:

1. Your bank details will be used to ensure that funds are received from you and not an unauthorized third party.
2. We will use your bank details to arrange for payments to be made to you quickly.
3. If **your** bank details change (at any time) from those given on the form such change will not be actioned until we have received your verbal confirmation after we call you.
4. Our bank details will not change. If you are ever informed that they have by whatever means, then you must immediately speak to a director who will be able to confirm any change and who will be able to access sufficient details about your transaction to satisfy you that you are speaking to a legitimate person.

3 Are you?

Selling only / Buying only / Selling & Buying / Remortgaging

For the property to be sold please state the full names of all of the registered owners listed on the title

For the property to be purchased please state the full names of all of the people to become the new registered owners

If a joint application is the property to be sold registered in a sole name?

Yes / No

If so whose name

If a joint application is the property to be sold registered in a joint name?

Yes / No

If so whose names

Or is the property to be purchased to be registered in a sole name?

Yes / No

If so whose name

Or is the property to be purchased to be registered in a sole name?

Yes / No



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If so whose name

4 If you are selling and buying, do the two transactions need to be completed together?

Yes / No

5 How did you come to contact us?

- a** Previous Client Y / N
- b** CTW Website Y / N
- c** Yellow Pages Y / N
- d** Thomson Directory Y / N
- e** Recommended by Agent Y / N
- f** Recommended by Lender Y / N
- g** Other Y / N

Please Give Details;

6 If there is any other information relevant to the transaction (e.g. holiday dates), then please use the space below to inform us.

7 Have you been entrusted with a prominent public function? (Consider the notes below then delete as applicable)

Yes/No



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__Answer “YES” if now or in the recent past (certainly in the last 12 months) you have held any of these roles, in any country:

- 1** member of parliament
- 2** member of the governing body of a political party
- 3** appeal court judge
- 4** member of the court of auditors or the board of a central bank
- 5** diplomat or high-ranking officer in the armed forces
- 6** member of the administrative, management or supervisory body of a State-owned enterprise
- 7** senior officer or director of an international organisation
- 8** head of state, head of government, minister or deputy or assistant minister.

8 Does a member of your family hold such a function? (Consider the note below then decide as applicable)

Yes/No

Answer “YES” if any of the following hold any of the roles listed above:

- 9** your spouse or partner
- 10** your parents, or the parents or your spouse or partner

your children.

9. Does a close associate of yours hold such a function? (Consider the notes below then decide as applicable)

Yes/No

Answer “YES” if any of the following hold any of the roles listed above:

- 11** someone with whom you have close business relations
- 12** someone with whom you have joint beneficial ownership of a legal entity or a legal arrangement (like a company or trust)
- 13** someone for whose benefit a legal entity or a legal arrangement has been set up, in respect of which you have sole ownership.

If you have answered ‘Yes’ to question 7, 8 or 9 then please provide brief details here:

Signed

Signed

Date