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Manchesters and Manchesters Estate Agents are  
authorised and regulated by the SRA under No.58391

## Information for Manchesters Conveyancing/Wills and Probate Case Progression

**(If more than one Client, each Client should please complete this form)**

(For use solely by Manchesters as part of its retainer)

Delete as appropriate:

Wills/ Probate/ Residential Conveyancing and Lease Extension

Full Name(s)

Title: e.g. Prof/ Dr/ Mr/ Mrs/ Ms/ Miss

Related purchaser/seller/mortgagor:

Contact address

Home telephone

Mobile telephone

I agree/ do not agree to receive Manchesters case alerts

Email

I agree/ do not agree to receive Manchesters case alerts to this email address regarding  
my case.

Date of birth:

National, Insurance No.

I will provide Manchester's with my current passport/ photocard driving licence (if non EU citizen evidence of visa), and an original receipted utility bill, council tax statement or bank statement, and authorise Manchester's to keep a copy for their own records and to carry out an electronic ID check using Searchflow.

If my ID is still in my maiden name I will provide Manchester's with the original of my marriage certificate to make a copy for Manchester use and records.

**Property related transactions:**

Details of property to be sold/ re-mortgaged/transferred/ varied or extended (please indicate if more than one)

Address

Land Registry Title number(s) (if known)

Do you regard the property as being leasehold/ freehold/ not known

Is the title or any part of it unregistered? Y/N

If so, do you have the deeds?

If mortgaged, the names of the lenders and their addresses

Mortgage Account No(s):

Details of property to be purchased/mortgaged

If estate agents involved in your sale their contact details (phone, address, email):

If estate agents involved in your purchase their contact details (phone, address, email):

If a private sale or purchase not involving an estate agent:

The other party:

Their solicitor/ conveyancer

**For Probate Transactions:**

Identity of the Deceased:

The Deceased's date of birth:

The Deceased's date and place of death:

Nationality of the Deceased:

Has the death been registered? Y/N (If not please contact our Head of Probate Mr Durman as soon as possible)

Have you come across a Will(s)/ Codicils? Y/N (if so please safeguard it and bring it in to our Head of Probate Mr Durman)

Last known address of the Deceased:

Last known real property of the Deceased:

Please provide as comprehensive a list as possible of the Deceased's last known assets and liabilities (we suggest that you make an appointment with our Head of Probate, Mr Durman to go through this with him. In the meantime do your best to safeguard them and make sure that they are insured.)