



Your Instruction Form

Please complete this form and return it to us as soon as possible, either by post or email to helloMK@WeAreClarity.co.uk for our Milton Keynes branch or helloNH@WeAreClarity.co.uk for our Northampton branch, to enable us to start work. We will contact you for more information about the property once we have your confirmation to proceed. We will treat your reply as your signed acceptance of our statement of fees, confirmation of instructions and your authority to proceed.

Client

Joint Client (if applicable)

Title (Mr, Mrs,
Ms etc)

Forename

Middle name(s)

Surname

Date of Birth

Address

Postcode

Occupation

Current Place of work

National Insurance No.

Telephone Numbers and Email Address

Home

Work

Mobile

Email

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Sale Details



Address of property including
postcode

Freehold
Leasehold

Does the property have a garage?

On site

On Separate Site

No

Sale Price

Are there any Mortgages/Loans/
Help Buy Schemes secured
against the property?

Mortgage

Loan

Help to Buy Scheme

Other (please specify)

Name of lender 1

Account No.

Outstanding balance

Name of lender 2

Account No.

Outstanding balance

Estate Agent (or details of buyer)

Firm

Address inc. postcode

Contact

Telephone No.

Is the sale dependant upon a
purchase of another property?

Yes

No

Have there been any transfers of the
whole or part of the property in the
last five years?

Part

Whole

No Transfers

Were the transfers by way of gift?

Yes

No

If yes to the above question, please
give details.

Purchase Details



Address of property including
postcode

Freehold

Leasehold

Does the property have a garage?

On Site

On Separate Site

No

Purchase Price

Proposed Mortgage Lender

Are any funds towards your
purchase held in a Help to Buy
ISA?

Yes

No

Estate Agent or site contact
details (or details of seller)

Address inc. postcode

Contact

Telephone No.

First Name

Second Name

Date of Birth

Relationship

Please list all persons over the age
of 17 who will occupy the property
and their relationship to you

First Name

Second Name

Address (inc Postcode)

Please provide the full name(s)
and address of anyone else
providing monies towards your
purchase e.g Gifter

Are you (and any joint client) first
time buyers?

Yes

No

Is this property going to be your main
residence?

Yes

No

Is the purchase dependant upon a
sale of another property?

Yes

No

Is the purchase dependant upon a
remortgage or Transfer of Equity of
another property?

Yes

No

Do you or your spouse own any
other property anywhere in the
world?

Yes

No

Is the property for your own
occupation or buy to let?

Own Occupation

Buy to Let

A: 15 Castilian Street
Northampton NN1 1JS

T: 01604 343 343

E: helloNH@WeAreClarity.co.uk



A: Suite 51, 500 Avebury Boulevard
Milton Keynes MK9 2BE

T: 01908 039 666

E: helloMK@WeAreClarity.co.uk