

# AUCTION SALE INSTRUCTION PACK



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Your full name(s)	
Address of Property to be sold	

## PLEASE NOTE !

If you reside outside of the UK or if you do not hold a UK Bank account, please inform us immediately. We may have to decline to act on your Sale.

INCOMPLETE FORMS WILL



This pack contains a number of forms that are essential to ensure speedy completion of your sale. If the forms are not fully completed, this will cause delays throughout the conveyancing process so please ensure every form is filled in fully.

Please answer all questions and it is important that your answers are correct. If you do not know an answer; please write “do not know” rather than taking a guess.

If any of your **answers change** after you fill in the forms but before the transaction is completed, **please tell us immediately**. This is as important as giving the right answers in the first place.

You should let us have any letters, agreements or other documents which help answer the questions. If you know of the existence of any that you are not supplying with these answers, please tell us about them, and any that you may receive (i.e. from the local authority, utility suppliers etc) that may be pertinent to the sale of the property.



These forms are designed to be either printed out or filled in electronically using pdf software such as Adobe Reader <https://get.adobe.com/uk/reader/>

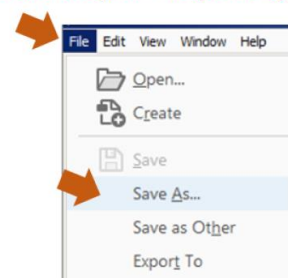


If you are filling in the forms electronically, then please print out the SIGNED AUTHORITY TO PROCEED FORM at the back, and either scan / email or post all forms together.

**DO NOT send identification documents in the post**

If you are unable to attend our office, please read the proof of identity overview section for other options.

*There are a lot of forms so please don't forget to 'Save the form' regularly !*



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## MONEY LAUNDERING OVERVIEW

In 2019, money laundering regulations were amended (and came into effect from 1 October 2020) in an attempt to reduce money laundering activity

Essentially, the legislation is aimed at dealings in criminal property, and includes, for instance, becoming involved in any transaction funded in whole or in part by the proceeds of tax evasion. As a consequence, we might be obliged to report to the relevant authorities (and indeed, we are subject to very severe penalties should we fail to do so) any transaction, activity or arrangement which appears to us to give rise to suspicions of money laundering, notwithstanding any issues of confidentiality or legal privilege.

If, having made appropriate enquiries, we feel it necessary to make such a report, we reserve the right to do so, and without reference to you, either before or after any such report is made. By signing the letter sent with this leaflet, and in circumstances which give rise to reasonable grounds for suspicion, you are expressly authorising us to make such a report.

## PROOF OF IDENTITY OVERVIEW

In accordance with the requirements of the anti-money laundering; proceeds of crime and anti-terrorism legislation, we are required to establish and record evidence of the identity of all of our clients before commencing work on their file.

In order to meet the requirements, **each seller must complete a Proof of Identity form** and provide copies of the relevant identification documents.



We have provided two Proof of Identity forms, and if there are more than two required, please either (a) photocopy the forms or (b) print spare forms from our website [www.dpconveyancing.co.uk/forms](http://www.dpconveyancing.co.uk/forms).

Alternatively, if you do not attend our office with your identification documents, then you can ask for your identity to be certified by another solicitor (or notary, court officer, etc.) who will charge a small fee for this service.

## PROOF OF IDENTITY FORM – separate form to be filled in by each seller

Title (Mr, Miss, Mrs etc)		First name (including middle names)	
Surname		Previous Name	
Has your name changed after the date you originally purchased the property you are selling?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If you selected 'Yes', please tell us what evidence you will provide (for example: marriage certificate, deed poll etc).	
Current address			
Date of birth (DD/MM/YYYY)		National Insurance No.	
Telephone (Home)		Telephone (Work)	
Telephone (Mobile)		Occupation	
Email address			
Are you an existing client of DP Conveyancing?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If you selected 'No', how did you hear of us? (For example: Estate Agent, Mortgage Broker, friend / family member / colleague?)	If via an Estate Agent, Mortgage Broker or other firm, please state their name.

### SECTION A – In this section, you are required to provide ONE primary evidence of identity document.

<b>STEP 1</b> Choose <b>ONE</b> document from the list below:		<b>STEP 2</b> Once you have chosen <b>ONE</b> primary identity document, then enter ALL details from that document into this section	
Current Passport	<input type="checkbox"/>	Document reference number	
Current Photocard Driver's Licence	<input type="checkbox"/>	Date of issue (where applicable, for example, all passports have a date of issue)	
Current EU Member State Identity Card	<input type="checkbox"/>	Date of expiry (where applicable, for example, all passports have an expiry date)	
Benefit Book/ Pension Book	<input type="checkbox"/>	Country of birth & Nationality (where applicable, for example, all passports have this information on)	
Birth Certificate	<input type="checkbox"/>		
Firearms Certificate or Shotgun Licence	<input type="checkbox"/>		
Armed Services Identity Card	<input type="checkbox"/>		
Residence Permit issued by the Home Office	<input type="checkbox"/>		

### SECTION B – In this section, you are required to provide TWO other identity documents

<b>STEP 3</b> Choose <b>TWO</b> documents from the list below:	
Bank Statement (under 12 months old with postal address)	<input type="checkbox"/>
Local Authority / Council tax bill (under 12 months old)	<input type="checkbox"/>
Copy of Electoral Register (under 12 months old)	<input type="checkbox"/>
Local Council or Housing Association rent card or tenancy agreement (under 12 months old)	<input type="checkbox"/>
Utility Bill (Gas or electric bill under 3 months old or Water bill under 12 months old)	<input type="checkbox"/>
Most recent original Mortgage Statement (under 12 months old)	<input type="checkbox"/>
House or Motor Insurance Certificate (under 12 months old)	<input type="checkbox"/>



All identification documents must be original copies (not photocopies or scans).  
 Under no circumstances should identification documents be sent in the post.  
 If you are unable to attend our office, please read the proof of identity overview section for other options.

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Current address			
Date of birth (DD/MM/YYYY)		National Insurance No.	
Telephone (Home)		Telephone (Work)	
Telephone (Mobile)		Occupation	
Email address			
Are you an existing client of DP Conveyancing?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If you selected 'No', how did you hear of us? (For example: Estate Agent, Mortgage Broker, friend / family member / colleague?)	If via an Estate Agent, Mortgage Broker or other firm, please state their name.

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Current EU Member State Identity Card	<input type="checkbox"/>	Date of expiry (where applicable, for example, all passports have an expiry date)	
Benefit Book/ Pension Book	<input type="checkbox"/>	Country of birth & Nationality (where applicable, for example, all passports have this information on)	
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Local Authority / Council tax bill (under 12 months old)	<input type="checkbox"/>
Copy of Electoral Register (under 12 months old)	<input type="checkbox"/>
Local Council or Housing Association rent card or tenancy agreement (under 12 months old)	<input type="checkbox"/>
Utility Bill (Gas or electric bill under 3 months old or Water bill under 12 months old)	<input type="checkbox"/>
Most recent original Mortgage Statement (under 12 months old)	<input type="checkbox"/>
House or Motor Insurance Certificate (under 12 months old)	<input type="checkbox"/>



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If you are unable to attend our office, please read the proof of identity overview section for other options.

## MORTGAGE & INSURANCE DETAILS FORM

<p><b>Please confirm you will forward a copy of your Buildings Insurance.</b> (Note: DO NOT cancel your Buildings Insurance until you have moved out of the property)</p>		<p>Yes <input type="checkbox"/></p>	
<p><b>Do you have a Mortgage on the property?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If Yes, please provide the Lender's name and address</p>	
		<p>Mortgage Account Number</p>	
		<p>Mortgage amount owed (including any early redemption charge you may have to pay)</p>	
		<p>How much is your monthly mortgage payment?</p>	
		<p>On what date do you make your current loan / mortgage payment?</p>	
<p><b>Do you have a second mortgage or secured loan on the property?</b></p> <p><small>(Note: A <b>secured loan</b> is one where the lender can forcibly sell your house to get its money back if you can't repay.</small></p> <p><small>Personal loans from a bank or building society are normally unsecured).</small></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If Yes, please provide the Lender's name and address</p>	
		<p>Secured loan reference number</p>	
		<p>Secured loan amount owed £</p>	
		<p>How much is your monthly payment?</p>	
		<p>On what date do you make your payment?</p>	
<p>Please enclose a copy of your Council Tax statement.</p>		<p>Enclosed <input type="checkbox"/></p>	



Please **DO NOT** cancel your Mortgage Direct Debit until after completion. Any overpayment will be refunded directly to you by the lender.

## PROPERTY INFORMATION FORM

Address of the property you are selling including postcode		Please note, if you do not live at the property you are currently selling, please provide the latest council tax bill or utility bill addressed to you at your current residence but which relates to the sale property.
Address you will be living at after completion		
Are you buying a property that must complete on the same day as the property you are selling?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, are we acting for you on the purchase of your property		Yes <input type="checkbox"/> No <input type="checkbox"/>
If we're not acting for you on the purchase of your current property, please advise us of:	The address of the property you are buying	
	Conveyancers firm	
	Conveyancers name	
	Telephone number	
	Email address	
Are you to the registered owner(s) of the Property ?		Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please provide the full name(s) of the registered owner(s) below
Are you acting as an Executor for a deceased owner(s) ?		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide original Death Certificate and Grant of Probate or Letters of Administration
Are you acting as an Attorney ?		Yes <input type="checkbox"/> No <input type="checkbox"/>

	<p>If yes, please provide original Lasting Power of Attorney.</p> <p>Please note, we will need to verify identification for the owner(s) together with the Attorney(s). As such we will require identification for all persons.</p> <p>If the owner is resident in a care home, we will still require his/her/their ID together with a letter from the care home manager confirming residency.</p> <p><b>If you are selling in your capacity as Attorney to a spouse or family member, please notify us immediately as there are limitations and actions required including but not limited to obtaining consent from the Office of the Public Guardian.</b></p>
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Property type – please tick only one box:	House	<input type="checkbox"/>	Flat	<input type="checkbox"/>	
	Bungalow	<input type="checkbox"/>	(Please state what floor - Ground, 1 <sup>st</sup> , 2 <sup>nd</sup> floor etc)		
	Other <i>Please specify in adjacent box</i>	<input type="checkbox"/>	Maisonette		<input type="checkbox"/>
	Detached	<input type="checkbox"/>	End-terrace		<input type="checkbox"/>
	Mid-terrace	<input type="checkbox"/>	Semi-detached		<input type="checkbox"/>
	Divided house	<input type="checkbox"/>	Tower block		<input type="checkbox"/>
	Other <i>Please specify in adjacent box</i>	<input type="checkbox"/>			<input type="checkbox"/>

Is the property you are selling close to a railway or river?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Are there any public footpaths that appear to run through the boundaries of the property you are selling?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Please confirm whether you have a public sewer within the boundaries of your property?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If yes, please confirm if anything has been built over or within 3 metres of the sewer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
If yes, please confirm whether you have the Water Board's permission and forward a copy of the same	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Is your property a flat or apartment within a block?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If you have selected yes to the question above, do you pay a service charge?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
<p>If you do pay a service charge, the buyer's solicitors will require certain information from your Management Company / freeholder with regards to the building and services provided. The information is contained in the Management Company Leasehold Enquiries Pack.</p> <p>The Management Company will charge for the pack and every company will charge a different amount. To speed up the conveyancing process, you are required to contact the Management Company directly and pay for the pack - please ask the Management Company to forward the pack directly to DP Conveyancing.</p>					
Please provide the name and address of the Management Company					
Please confirm you will ask the Management Company to forward the Leasehold Enquiries Pack to DP Conveyancing					
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>

<p>Who else is living at the property you are selling?</p> <p>Please confirm the basis of that occupation e.g. family, child, tenant and also state their names and ages.</p> <p>Please state 'None' if you are the only person living in the property.</p>	Name	Relationship to you	Age	Will any of these people have a financial interest in the property?
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				For office use only <input type="checkbox"/>
If you are renting the property to Tenants, are they vacating the property on completion?		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (no Tenants) <input type="checkbox"/>		
<p>If you selected No to the question above, please confirm you will forward a copy of:</p> <p>a) The Tenancy agreement</p> <p>b) The current CP12 certificate</p>		Yes <input type="checkbox"/> N/A (no Tenants) <input type="checkbox"/>		

## COPY DEEDS

Deeds are paper documents showing the chain of ownership for land and property, and are required by the buyer's conveyancer / solicitor.

Some mortgage lenders do not hold on to the title deeds, and the conveyancer who acted for you when you purchased the property should have forwarded any necessary deeds and documents (for example: Leases, Planning Documents etc) to you after the registration of the property was completed at the Land Registry.

If you do not have a copy of a particular deed yourself, we will have to obtain a copy on your behalf from the Land Registry. There are generally 1-4 copy deeds listed on the title deeds, and these cost £3 per deed to download from the Land Registry's electronic system. If the Land Registry do not hold a copy on their electronic system, then the Land Registry may charge more if they have to locate the deed from their archives, and this cost is typically £6 to £12 per deed.

If you have not provided us with any deeds when returning this Sale Instruction Pack, we shall request any necessary deeds from the Land Registry and will notify you by email of the amount, which shall be added to your invoice prior to completion and this will only be the amount the Land Registry charge.



**If you are selling as an Attorney or Executor, please forward relevant documents including Death Certificate, Grant of Probate, Power of Attorney etc.**

**ESTATE AGENT & BUYER'S LEGAL REPRESENTATIVE FORM**

Are you selling your property via an estate agent?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide details of the estate agent	Estate agency name	
	Contact name	
	Telephone number	
	Email address	

## PROCEEDS OF SALE FORM

Once your property is sold, there are two options for how we transfer money to your account. These are either by Telegraphic Transfer service (TT) or BACS and you can choose which option you prefer.

The first option is to arrange for a telegraphic transfer service (TT) provided via the bank, where your money is transferred directly into your bank account on the **same day** - The fee for this is £35 + VAT.

The second option is to arrange a BACS payment to your bank account which takes a minimum of three days but does not attract a fee. We recommend that you **choose the instant TT same day transfer** directly into your bank account.

<b>Please select your preferred payment method:</b>	
Instant TT same day transfer	<input type="checkbox"/>
BACS	<input type="checkbox"/>

**Any money will be sent to the name(s) of the owners of the property.**

If you prefer a transfer to be sent to only one of you or any other person, please provide your instructions in the SIGNED AUTHORITY TO PROCEED FORM at the end of this sale pack. If the proceeds of sale are being deposited into more than one account, then this will incur two TT fees. Please provide details of the bank account(s) where the sale proceeds will be deposited and specify in what shares this should be split.

<b>Please provide bank details:</b>	
Bank name	
Address	
Sort code	
Account name	
Account number	
<b>Please provide bank details (if the proceeds of sale are being shared)</b>	
Bank name	
Address	
Sort code	
Account name	
Account number	

**PROBATE SALE** – If you are selling as an Executor under a Grant of Probate or Letters of Administration, the bank details you provide above should be a dedicated Executor Bank Account

**ATTORNEY SALE** – If you are selling as an Attorney, the bank details you provide should be in the name of the person you represent and who is the registered owner.

**BANK STATEMENT** – please provide a bank statement to evidence that the account nominated to receive proceeds has been held for **AT LEAST 12 months**.

## CYBERCRIME

As part of the conveyancing process we would like to remind you about potential cybercrime, and tips to protect yourself. Please take a few minutes to read the document below from The Society of Licensed Conveyancers.

### Avoiding Cybercrime - Client Guide

How might it affect me? | Top Tips to prevent fraud | Why conveyancing?

#### Cyber Tips

- Install **anti-virus software** on all your Windows or Android computers, phones, or tablets
- **Do not use public wifi** either to send or receive emails or to enter your bank account details online
- Do not install any **software** on your computer unless it is from a trusted source
- Use a **'firewall'** on your computer to prevent unauthorised access
- Do not let anyone that you do not trust get physical access to your computer
- **Do not allow anyone** to get access to your computer over the internet for any reason at all
- Keep all the software and operating systems on your computers and tablets **up to date**
- **Don't open** suspicious or unknown emails
- **Don't click on** attachments in suspicious emails, texts or pop-up messages
- **Do not give anyone your bank account details or your passwords** or user IDs or your payment card details on websites unless the site is secure and the web address starts with **https://** not http (the 's' stands for secure)
- **Create secure passwords** which are long, unique, and use a mix of random numbers and lower and upper case letters. Make sure you change passwords regularly and don't share them
- **Check your bank statements** regularly for unauthorised activity and notify your bank immediately, should you find anything unusual
- **Don't put important information on facebook**, or other social media, that could give clues about your passwords or bank information



#### Cybercrime & conveyancing

Conveyancing clients and conveyancers have been targeted increasingly by sophisticated fraudsters over the last few years. Fraudsters have realised that millions of pounds are telegraphed around the banking system on the strength of no more than an email or phone call containing bank details and the amounts to be transferred. They have developed sophisticated ways of diverting this money by a combination of identity theft, intercepting emails, and persuading firms and their clients to transfer large sums of money to the fraudsters' accounts by impersonating solicitors, banks and property owners.

**Usually none of the money is ever recovered**, and the conveyancers and clients lose out. The banks even call this 'Friday Afternoon Fraud', in fact. As a result, banks will often delay money transfers that they suspect could be fraudulent so they can be investigated.

Where a fraudster tricks a buyer or seller to send money to the wrong bank account, **the innocent clients will lose the money completely**. If a fraudster impersonates the true owner of a property and then sells the property to an innocent buyer (usually by fooling the conveyancer acting for the fraudster too), **the buyer will lose all their money** and there is unlikely to be any insurance to cover the loss or any way of getting the money back.

Sometimes the fraudsters **hack into your computer**, sometimes they send **fake emails** pretending to be your conveyancer or bank, or they perform sophisticated telephone frauds, impersonating your bank or your conveyancer.

Last year, approaching 2 million people were the subject of identity theft, and it has been estimated that the amounts involved exceeded **£2 billion**. The City of London police stated that the average loss was **£112,000**.

**ActionFraud**  
National Fraud & Cyber Crime Reporting Centre  
**0300 123 2040**  
[www.actionfraud.police.uk](http://www.actionfraud.police.uk)



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## Elderly people

**Elderly people** may not realise that emails and phone calls are scams, so they are ruthlessly targeted by fraudsters.

## People in hospital or long-term care

**Vulnerable people** or those who are not living at their property are also targets.

## Buy-to-let landlords

In one case, a tenant **stole the landlord's identity** and re-mortgaged the property no less than 17 times on the same day, disappearing overseas with the money, and leaving the landlord to try to persuade the various banks that there had been a fraud.

In other cases, the fraudster will take a tenancy of a property, and then immediately sell it by **pretending to be the owner**.

## Mortgage-free houses

If you have repaid your mortgage consider entering a **restriction** on the register or subscribe to the Land Registry **Property Alert** service.

## Empty properties

As well as identity theft, some audacious fraudsters will break into properties that are empty, and then rent them out to tenants!

Where the fraudsters trick a conveyancer to send money to the wrong account or to a fake firm, then sometimes the conveyancing firm will make up the loss or claim on their professional insurance. However even when this happens, there may be many delays and litigation as a result.

Even where the fraud is spotted in time, the delay will often cause one party or the other in a property transaction to be in breach of contract for days or weeks, resulting in claims and litigation.

## Bogus conveyancing firms

There have been an explosion of Bogus Firms, and some have even been so convincing that they have fooled the solicitor's own regulatory body to putting them on the solicitor's register.

Fraudsters often set up websites and email accounts that are **virtually identical to those of the real conveyancing firm**. They have even set up actual conveyancing offices complete with staff as spoof conveyancing outfits. One such fraud took 2 years to set up, cost the fraudsters £60K to put together - but on one single day they defrauded **£6.8M** before disappearing.

**Only deal with a reputable conveyancer** that you know and trust. Only deal with the person you know at that firm, and be suspicious if you get emails or calls from someone you have never heard of asking to you do something out of the ordinary.

## Phone scams

Often fraudsters use email to trick people into providing confidential information. However fraudsters also ring people to try and trick them and when they do, it is known as 'phishing'.

If someone makes contact purporting to be a Bank, Building Society, Police etc, stop and think. Is the information being asked for sensible, is there a sense of urgency, and are you being asked to move quickly? These are all **red warning signs** and care is needed. Do not assume a call (or mail) is genuine despite how it appears. Fraudsters often clone the telephone number and appearance of the emails of the firm that they want to impersonate.

If the call (or email) is **unexpected and unusual** requests are made, contact the Conveyancer or Bank/Building Society from an **independently verified** telephone number **and from another phone** other than the one that the call has been received on. Fraudsters can stay on the line and make it appear that the call has been disconnected, but when you make an outgoing call thinking you're calling the firm, the fraudster may still be on the line.



### Further Advice:

See the GOV.UK page on protecting your property from fraud:

[www.gov.uk/protect-land-property-from-fraud](http://www.gov.uk/protect-land-property-from-fraud)



### Warning signs include:

- **Sudden urgency** for no apparent reason
- Last minute **changes to your bank** or lending arrangements
- Last minute requests for **more money** from your bank or conveyancer for no reason
- Sellers that don't seem to know much about the property
- Requests to pay the seller any money or deposit **direct**
- The **price changing** suddenly, or being asked to pay a different price than on the documents
- Valuations that don't fit with the price you are paying
- Emails containing **spelling or grammar mistakes**, or addressed to 'Dear Client'
- **Don't trust** 'call back' numbers - use numbers you trust
- **Dont click on** 'contact us' or 'email us' links in emails, type in an email address you know, type in web addresses you know, and call the person you know at your conveyancer
- **If the deal or the price seems too good to be true - it usually is!**
- Finally, **check all amounts and bank information** given to you by your conveyancers, and cross check that there have been no changes.

## Email scams

As with phone scams, the emails may be very convincing - but this could be because **fraudsters have infiltrated your computer**, and have been reading your emails to find out what you have been doing. The emails may seem to come from your conveyancer, and may have the same logos and references - but they will be fake. The email address shown at the top of the email may **not** be the real email address it has been sent from. Ultimately, the fraudsters, masquerading as your conveyancers, will ask you to send money to a new bank account, with an excuse such as the firm's bank has just changed.

## Bank Scams

Fraudsters are increasingly targeting consumers over the telephone, posing as bank staff, police officers, and other officials, or companies in a position of trust. Often the fraudster will claim there has been fraud on your account and that you need to take action. **Note that your bank or the police will never:**

- Phone you to ask for your 4-digit card PIN or your online banking password, even by tapping them into the telephone keypad.
- Ask you to withdraw money to hand over to them for safe-keeping.
- Ask you to transfer money to a new account for fraud reasons, even if they say it is in your name.
- Send someone to your home to collect your cash, PIN, payment card or cheque book if you are a victim of fraud.

If you are given any of these instructions, it is a fraudulent approach. **Hang up, wait five minutes to clear the line, or where possible use a different phone line, then call your bank or card issuer on their advertised number to report the fraud.**

If you don't have another telephone to use, call someone you know and trust to make sure the telephone line is free.

Your bank will also **never** ask you to check the number showing on your telephone display matches their registered telephone number. The display cannot be trusted, as the number showing can be altered by the caller.

### If in any doubt, call your conveyancer

**Report any fraud to Action Fraud on 0300 123 2040 or [www.actionfraud.police.uk](http://www.actionfraud.police.uk)**

**Also to the Land Registry fraud hotline on 0300 006 7030** (Monday to Friday, 8.30am to 5pm)



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Helping you make the right decisions

## FEEDBACK FROM YOU FORM

As part of our continuous improvement, we would be grateful if you could highlight any areas in this document that were unclear or could be improved.

We understand that moving home can be a very stressful experience and we strive to make every step of the process clear and stress free with clear communication throughout.

What you would improve on the form?

For office use only

On behalf of DP Conveyancing, thank you for your feedback and we look forward to helping with your sale.

**SPARE PAGE FOR YOUR NOTES**

A large, empty rectangular box with a thin black border, intended for taking notes.

**PLEASE TICK THE COMPLETED FORMS ENCLOSED**

PROOF OF IDENTITY FORM(S)	<input type="checkbox"/>
MORTGAGE & INSURANCE DETAILS FORM	<input type="checkbox"/>
PROPERTY INFORMATION FORM	<input type="checkbox"/>
ESTATE AGENT & BUYERS LEGAL REPRESENTATIVE FORM	<input type="checkbox"/>
PROCEEDS OF SALE FORM	<input type="checkbox"/>
FEEDBACK FROM YOU FORM	<input type="checkbox"/>

Once we have processed your information, we will invite you to arrange an appointment.



Please bring all of your completed forms with you, along with original identification as requested in the 'proof of identity' forms section.



The appointment will take approximately 20 minutes, and please see Appendix 6 for detailed directions. We will not require an appointment if we have seen you in person with your ID



... to provide your payment along with the forms 😊

If you cannot provide the payment from your own funds, please contact us before asking anyone else to make a payment on your behalf.

**Thank you and we look forward to helping with your Sale.**

## SIGNED AUTHORITY TO PROCEED FORM

I/We confirm that I/we wish you to deal with this transaction on my / our behalf.

I/We have read and fully understood and accept the basis on which you have offered to undertake my/our conveyancing as set out in the Letter of Engagement / General Terms of Business, and authorise you to proceed on that basis.

I/We fully understand and agree that the proceeds of sale will be sent to the nominated account shown in the proceeds of sale form.

I/We confirm that I/we authorise DP Conveyancing to liaise with our mortgage company(ies), estate agent, third parties and introducers (if any) as appropriate for the progression and completion of this transaction.

I/We give authority to enable us to share information with other parties involved in this transaction plus any related chain of transactions.

I / We acknowledge that DP Conveyancing will liaise with all registered owners of the Property, irrespective of whether the parties are separated, divorced or not on amicable terms. Information will be shared between DP Conveyancing and all clients and DP Conveyancing reserve the right to suspend any instruction should a conflict occur.

Signature (or type your name in):		Date:	
Signature (or type your name in):		Date:	
Signature (or type your name in):		Date:	
Signature (or type your name in):		Date:	