

Memorandum of Sale

123, Example Street, Town/City, County, Postcode
 Purchase Price = £XXX,XXX
 HM Land Registry No.: HLR 123456

VENDOR INFORMATION

Name(s): First Name + Surname
Residential / Correspondence Address:
 123 Example Street, Town/City,
 County, Postcode
Phone Number(s): 07000000000
Email: email@email.com

BUYER INFORMATION

Name(s): First Name + Surname
Residential / Correspondence Address:
 123 Example Street, Town/City,
 County, Postcode
Phone Number(s): 07000000000
Email: email@email.com

VENDOR LEGAL CONVEYANCER

Name(s): Name of Vendor's Solicitor
Firm: Vendor's Solicitor's Firm
Address: 123 Example Street,
 Town/City, County, Postcode
Contact Phone: 01234 567890
Email: email@email.com

BUYER LEGAL CONVEYANCER

Name(s): Name of Buyer's Solicitor
Firm: Buyer's Solicitor's Firm
Address: 123 Example Street,
 Town/City, County, Postcode
Contact Phone: 01234 567890
Email: email@email.com

Freehold? <input type="checkbox"/>	Leasehold? <input type="checkbox"/>	Years Remaining on Lease <input type="text"/>
Is this a Quick Cash Property Sale?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is this an Auction Sale (Provide Details in Notes)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will a Deposit be Paid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, How Much Will be Paid?	<input type="text"/>	
Has the Deposit Been Verified / Confirmed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of Mortgage Lender	<input type="text"/>	
Decision in Principle in Place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Amount of Mortgage Being Granted:	<input type="text"/>	
Name of Mortgage Broker / Advisor:	<input type="text"/>	
Contact Number of Mortgage Broker / Advisor:	<input type="text"/>	
Has Ownership Been Checked (HM Land Registry)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Property Being Bought in a Company Name?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Expected Date for Exchange:	<input type="text"/>	
Expected Date for Completion:	<input type="text"/>	
Special Conditions of Sale:	<input type="text"/>	

Is the Vendor Buying Another Property? Yes No

Details of the Onward Purchase:

Any Legal Issues to Note? Yes No

Please Specify:

Fixtures & Fittings Included in the Sale:

Extra Notes/Observations: