Campions Solicitors Instruction Form
LEASE EXTENSION

IMPORTANT: Please ensure that all spellings are correct since full names will be inserted into legal documents.

Client One		**Client Two**	
Title:		Title:	
Surname:		Surname:	
Forename(s):	**(please include all names as stated on your passport including middle names)**	Forename(s):	**(please include all names as stated on your passport including middle names)**
Telephone: Mobile:		Telephone: Mobile	
Telephone: Home		Telephone: Home	
Telephone: Other		Telephone: Other	
Email Address:		Email Address:	
National Insurance Number:		National Insurance Number:	

Authority to Act We prefer to use one client as a contact. Please state which of you we should contact: (if relevant)

Your current address: (we will send all of your correspondence to the address stated here)

Address of property where the lease is being extended if different:

How much are you paying for the extension:
£ **Please put the purchase price if any, and if you are aware of any solicitors or surveyors costs on the part of the freeholder please mention.**

Is this a flat or a house?
Flat ☐ House ☐

Please give details of your current lender if you have a mortgage:	
Name:	
Roll No:	

Please note that we will need to write to the current lender who will need to issue a deed. In rare cases they will require a new mortgage.

Authority to pay by electronic bank transfer
If there are any monies due to you at the end of the transaction we pay this by a direct bank transfer. Please therefore provide your details so that we can arrange to make payment on completion. I, we _____instruct Campions to pay any balance due to me/us by electronic bank transfer. I require a same day payment (CHAPS) and understand that I will be charged the sum of £37.00 in total. This includes VAT, the bank's charges and Campions' fees for processing the payment.

I require a BACs payment. I understand that there is no charge for this service. Whilst the payment will be made by Campions on the date of completion, the payments may not reach my account for up to four working days (but may well be before).

My/our bank details are as follows:

Name of account holder _____

Account Number: _____

Sort Code: _____

Bank Name: _____

Bank Address: _____

Signed: _____

Signed: _____

We would be grateful if you tell us how you first heard about us. This is important because it helps with our marketing.

Existing Client ☐

Internet ☐

Recommendation ☐
(if professional please specify):

Other ☐
(Please specify)