

# Clarkes

RESIDENTIAL SALES & LETTINGS AGENCY



## Buying a property ?

Let's get you verified  
and on your way



[www.clarkesproperties.co.uk](http://www.clarkesproperties.co.uk)  
Registered Company Number  
9094795



## **FIRSTLY Congratulations your offer has been accepted, subject to verification**

Here's what we need in order to complete verification and get your purchase underway :

### **COPY DOCUMENTS:**

1. Full Names & Addresses of the buyers
2. Proof of ID (Passport or Driving Licence) for each named buyer
3. Proof of Address (Utility Bill or Bank Statement etc.) for each named byer
4. Proof of Deposit Funds or details of equity in related property sale
5. Mortgage Agreement in Principle if obtaining a mortgage
6. Proof of balance of funds if cash purchase/no mortgage

### **ADDITIONAL INFO:**

7. Solicitor Details (Name, Address and contact information)
8. Agent and buyer details if there is a related sale

**The above documents are required within 2 working days of your offer being accepted. You can e-mail copies, pictures or scans if that is easier.**

### **PRE CONTRACT HOLDING DEPOSIT (Optional Arrangement)**

If you are paying a pre contract holding deposit, please pay £1000 into the Clarkes Client Account (Acc. No.73663248; Sort Code: 40-13-06)

**Well done again! We're right behind you to get you moved in to your new home.**