

SAMPLE LETTER PER  
2.9 OF PRE-CONTRACT  
QUESTIONNAIRE  
FOR PROPERTY SALE

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Dear Client(s),

We need the title deeds to your property in order to prepare a contract for the sale OR examine title for a re-mortgage. *(delete as appropriate)*

The bank that you have your mortgage with needs your letter of authority before they will give us your deeds.

We have drafted a letter of authority for you to complete and sign (enclosed).

Sign and return it to us and we will send it to your bank when we apply for your title deeds.

Note that any reference in this letter to “Vendor(s)” or “Borrower(s)” is a reference to you and you should insert your own details.

Any reference in this letter to the “property” is a reference to the property you are selling or re-mortgaging, which may, in some cases, be different to your own address.

Reference to “Mortgage Account No.(s)” means

- the number of the account that relates to the loan you took out to buy the property you are now selling or re-mortgaging, and
- the number of any other account with the same bank that you know is secured by the mortgage over the property you are selling or re-mortgaging.

**Please make sure you supply all relevant account numbers.**

Complete the details on the enclosed authority in full and sign the letter.

Return it as soon as possible to me/us in advance of completing and returning the questionnaire.

Many thanks.

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SOLICITOR(S)

# AUTHORITY FOR TITLE DEEDS

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Address of Vendor(s)/Borrower(s)

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Date: \_\_\_\_\_

Name & address of bank

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Name(s) of Vendor(s) /Borrower(s) \_\_\_\_\_

Sale or re-mortgage of property at \_\_\_\_\_

Mortgage Account No(s) \_\_\_\_\_

Dear Sirs

I/We confirm that the above property is for sale OR re-mortgage (*delete as appropriate*) and I/We hereby authorise you to release the title deeds of the above property on accountable trust receipt to my/our solicitors (*insert the name of the firm*)

\_\_\_\_\_ to facilitate the said sale/remortgage.

The mortgage account number(s) I/we have listed above is/are the only one(s) known to me/us that is/are secured by the property being sold/re-mortgaged. My/Our solicitor will be applying for a vacated mortgage after the sale/re-mortgage is completed. If there is any other account which you claim is secured by the mortgage on the above property, please give details of it to my/our solicitor when forwarding the title deeds on accountable trust receipt and confirm all sums secured when confirming redemption figures for release of the charge on the property.

Yours truly,

\_\_\_\_\_  
VENDOR/BORROWER 1

\_\_\_\_\_  
VENDOR/BORROWER 2