



Offer to Purchase Form

Pocock+Shaw

Date:			Taken By:		
Address of Property:					
Offer		£ (All offers received will be taken as subject to contract)			
Full names of all parties involved in prospective purchase:					
Contact Address					
	Home				
	Work				
	Mobile				
	Email				
Finance relating to purchase		First time buyer	Y / N	Dependent sale	Y / N
		Own House on market	Y / N	Sale agreed	Y / N
		Cash Purchase	Y / N	Mortgage Required	Y / N
Deposit Amount		£		Will you have 10% Deposit on exchange of contracts? Y / N	
Deposit Source – see attached information and guidance notes		1. Is the balance of funds from your own resources? 2. What is the source of funds (where are funds held)? 3. How have these funds been made (an explanation of wealth)?			

If financing is required please state name and address of lender		
If your purchase is dependent upon the sale of a property which is sold subject to contract please provide details of the sale including the name of your selling agent (if any).		
Name & Address of your solicitors / licensed conveyancer	Person	
	Firm	
	Address	
	Tel	
	Email	
In the event that your offer is conditional, please inform us of the conditions you require to be met.		
If your offer is subject to any surveys please state.		
The accepted offer will be based upon the satisfactory receipt of all information required and you will be informed in writing whether or not your offer has been accepted.		
Any other relevant information		

COMPLIANCE WITH MONEY LAUNDERING REGULATIONS

WHAT THE LAW REQUIRES

It is important that three key questions are answered in order to comply with the law. These questions form part of the Offer to Purchase Form.

1. IS THE BALANCE OF FUNDS FROM YOUR OWN RESOURCES?
2. WHAT IS THE SOURCE OF FUNDS (WHERE ARE THE FUNDS CURRENTLY HELD?)
3. HOW HAVE THESE FUNDS BEEN MADE?

QUESTION 1. Is the balance of funds from your own resources?

No, the balance is not from my own resources

If the balance is not your own resources, we will require a detailed letter explaining who the funds belong to and why you are using their funds.

Yes, the balance is from my own resources

The other two questions often cause some confusion and it is often difficult for us to provide you with guidance without knowing the answers to these questions. In certain circumstances a conversation is required with a member of our staff, however before picking up the phone please read the rest of this document where we provide some guidance for the most common scenarios.

PLEASE NOTE: Verbal confirmation alone cannot be accepted and we need written confirmation that the balance is from your own resources.

Bank or Building Society Statements and Passbooks must be up to date and less than 3 months old. There must be no removal of any information on the statements, as full complete copies must be seen by us in order to satisfy our Regulator and the Money Laundering Regulations.

QUESTION 2. What is the source of Funds?

This question requires evidence and this can be provided by way of a recent Bank or Building Society statement. The recent statement must show the location of the current monies that will be required.

The statement must also show the following:

- Account Number
- Sort Code
- Name of Institution
- Your Name and Address
- Confirmation of the Balance

You must not try and hide any entries on your statement as this will not comply with the regulations and will delay the process. Your regular spending is of no interest and all your information is covered by the rules of confidentiality.

In the event that the amount is spread over several accounts, then several different statements will be required as evidence.

QUESTION 3. How have these funds been made? (An explanation of wealth)

There are a number of scenarios, containing different variations and this is a trickier question but the following examples cover the most common ways in which funds have been made.

INHERITANCE

If you have received money as part of an inheritance, you should be able to produce a letter from the Lawyer dealing with the Deceased's estate which confirms payment to yourself, along with the bank statement for the same period showing the money was paid into that account.

In the event that a lawyer was not involved we require the Grant of Probate, a copy of the Will and a letter from the Executors of the Will, along with a bank statement as mentioned above.

SAVINGS

In the event you have a Regular Savings account, you may be able to provide statements for the same month in each year and mathematically (e.g. every January), this would confirm that there are no alterations from this.

In the event you have an Irregular Savings account, you would need to produce Bank statements for the entire period when savings were made and, if at all, spent. A lot more documentation is required for Irregular Savings accounts due to the lack of pattern.

A GIFT

As the money was originally someone else's, likely a relative, the requirements for evidence would shift to them. We would need to see their identification documents (as requested from you) and obtain details of where the money came from and how it was made up.

We would also require a letter from your relatives, confirming that the money was a gift and that no repayment is required and that they have no interest in the property. They would also need to state when the money was put into your account and they would need to provide a copy of their bank statement showing the funds. A bank statement from your account showing the same gift amount is also required.

SALE OF PREVIOUS PROPERTY

After a property has been sold you will receive a letter from your Lawyer providing a Completion Statement and confirming Completion. You need to provide the letter and the Completion Statement as well as a copy of the Bank statement showing the sale monies being paid into your account that matches the Completion Statement.

INSURANCE / INVESTMENT CLAIM

In this scenario, we would require written confirmation you received from the company dealing with the claim on your behalf, which shows the settlement figure and the related payment. A copy of your bank statement showing the money paid into your account is also required.

In the event of accident claims, sometimes the Lawyer will have the evidence of payment to you.

WORK BONUS

A bonus from work is usually put into your account with your standard salary. You would normally have a Payslip/P60 which would show the earnings that you made over the year including the bonus. This together with the corresponding bank statement would be required.

RE-MORTGAGE / CASH-IN LUMP SUM PENSION

Correspondence from the Pension Provider / Lawyer dealing with the Lender, provides the confirmation of the original position of funds, along with your corresponding bank statement showing the location of the money.

LOTTERY / GAMBLING WIN

Letters from the company confirming your win and the amount, along with a copy of your bank statement showing the funds being paid into your account and a recent statement, is required.