



Date Received
(office use)

Staircasing Instruction Form

	First person applying	Second person applying
Title	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>
Last name	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>
Relationship to first person		<input type="text"/>
Daytime phone number	<input type="text"/>	<input type="text"/>
Mobile number	<input type="text"/>	<input type="text"/>
E-mail address	<input type="text"/>	<input type="text"/>
Your address	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>



I/We currently own _____% of our home and wish to purchase a further _____% share.

Solicitors Details

Name	
Address	
Tel Number	
Email	

List your home improvements *(please note any improvements completed without permission may be subject to retrospective permission and there will be a cost for this)*

Declaration

It is a criminal offence to knowingly or recklessly make a false declaration or withhold information that is reasonably needed in connection with your application.

I understand the staircasing must complete within the timeframe set out in the lease (usually three months). This time starts from the date on the valuation report.

I understand I must pay any debts I owe to Bolton at Home before the sale completes.

I/We give permission for Bolton at Home to pass on our contact details in order to arrange any necessary appointments.

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

