

REGISTRATION FORM FOR COMMISSION BIDS BY PROXY OR TELEPHONE

Please select method of bidding: **Proxy** **Telephone**

I the undersigned instruct and authorise Greenslade Taylor Hunt to bid on my behalf in accordance with the terms and conditions printed on the reverse of this page and I understand that should my bid be successful the offer will be binding upon me and I will be legally bound by the applicable conditions of sale and any addenda applicable to the property. Greenslade Taylor Hunt will bid on my behalf if required, taking my instructions in this respect on the telephone when the relevant lot is being sold at the auction.

AUCTION DETAILS

Date of Auction Lot Number
 Address of Lot
 Maximum Bid Price £..... (in words)

- I enclose a **Bankers Draft** in the sum of £..... for a 10% deposit (subject to a minimum of £1,000)
- I also enclose a **Cheque** in the sum of £300 including VAT in respect of the Buyer's Administration Fee and understand that a receipted invoice will be forwarded to me in due course.
- I enclose **Certified identification** documents as detailed on the attached ID requirements sheet
- I confirm that I shall bring original copies of identification to the Agents office no later than 2 working days prior to the Auction

BUYER'S DETAILS

Full Name(s)
 Company
 Address

 Post Code.....

Telephone Number to be contacted for telephone bids
 Email
 (In order to send Addendum)

Solicitors
 Address
 Post Code.....
 FOA Telephone.....

Signature of Prospective Buyer or person signing on Buyer's behalf
 Name in block capitals
 Full Name and Address of Signatory if different from Buyer's details given above:

 Date of signing

Please return to the relevant Greenslade Taylor Hunt office dealing with the respective property for the attention of the individual marketing agent, **to be received no later than 2 working days prior to the Auction.**

TERMS AND CONDITIONS FOR COMMISSION AND TELEPHONE BIDS

These terms and conditions apply to and are binding upon all prospective Buyers whether by proxy or telephone.

1. A prospective Buyer should complete and sign the registration form overleaf. In particular the prospective proxy should complete the form showing the maximum price exclusive of Value Added Tax which the prospective Buyer authorises the auctioneer to bid for a particular property.
The maximum price to which the auctioneer is authorised to bid must be an exact figure (accordingly wording such as “£250 over the highest bid in the room” will not be acceptable). The auctioneer reserves the right not to bid on behalf of the prospective Buyer should there be any error or confusion in respect of these instructions or the accompanying deposit.
A separate form must be completed for each lot for which a prospective Buyer requires the auctioneer to bid.
For proxy and telephone bidding the completed form or forms must be delivered to the Agents office by hand or by post so that it is received **not less than 2 working days** prior to the time of the commencement of the auction at which the particular property is to be sold.
Any agreement to alter any proxy or telephone bidding form at any time prior to, or on the day of the auction, must be in writing.
2. In order to comply with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017, a prospective Buyer is required to provide identification to the agent at least 2 working days prior to the auction. For details please see the attached **Purchaser Identification Requirements** sheet.
3. The prospective proxy Buyer appoints the auctioneer as agent and authorises the auctioneer to bid for the relevant lot on behalf of the prospective Buyer in such manner as the auctioneer thinks fit for his absolute discretion.
4. The prospective Buyer shall be considered to have inspected the auction catalogue for the relevant lot, all conditions of sale, and important information for bidders and also any addenda relating to the lot and have full knowledge thereof in accordance with the terms and conditions of the auction catalogue. Greenslade Taylor Hunt, or any person authorised by Greenslade Taylor Hunt will sign any memorandum or contract incorporating such matters on behalf of the relevant parties.
5. Prospective proxy Buyers should send with this form a banker's draft drawn on a United Kingdom branch of a bank representing 10% of the maximum price (minimum £1,000) to which the prospective Buyer wishes the auctioneer to bid. Where the particular lot is purchased below the maximum bid figure the balance of the deposit will be considered as an additional deposit towards the purchase price and the prospective Buyer authorises the vendor's solicitor to retain the same for such purpose.
6. The successful bidder will be required to pay a Buyer's Administration Fee of £300 including VAT to the selling agents and prospective proxy Buyers should also send with this form a cheque in the sum of £300 made payable to Greenslade Taylor Hunt.
7. The prospective Buyer may in writing only at any time up to the commencement of the auction in which the particular lot is to be sold withdraw the auctioneer's authority to bid. It is the prospective Buyer's responsibility to ensure that the auctioneer personally receives such instructions and he should check to ensure such instructions have been received.
8. Unless the relevant lot is sold to the prospective Buyer the amount of the prospective Buyer's bid will not be disclosed to the Seller or any other person either during or after the sale without the consent of the prospective Buyer.
9. The auctioneer reserves the right to bid himself or through an agent up to the reserve price for the particular lot.
10. The auctioneer will make no charge to a prospective Buyer for this service and will accept no liability whatsoever for any bid not being made on behalf of the prospective Buyer whether through lack of clarity of instructions or for any reason whatsoever. Prospective telephone Buyers will not hold Greenslade Taylor Hunt liable for any loss or claims relating to the telephone bidding system or the interruption or suspension of these services. The prospective Buyer will be advised if the relevant lot has been successfully purchased on his behalf as soon as possible after the auction. Where the lot has not been purchased the prospective Buyer will be notified by post and the deposit returned as soon as reasonably possible.
11. Prospective Buyers are advised to telephone the Greenslade Taylor Hunt office handling the sale of the relevant property between 9.00am and 10.00am on the day of the auction to ensure that there are no amendments to the particulars of sale or conditions relating to the relevant lot or other matters relating to it. The prospective Buyer will be deemed to have knowledge of such amendments and will buy subject to them in any event. If the prospective Buyer does not telephone and such amendments have been made, the auctioneer may in his absolute discretion decide not to bid for the relevant lot on the prospective Buyer's behalf or refuse to accept bids by or on behalf of prospective Buyers and the auctioneer will not be responsible for any losses, costs or damages incurred by the prospective Buyer as a result thereof.
12. Should the prospective Buyer wish to bid at the auction in person or through an agent, such intention must be notified in writing to the auctioneer in person prior to the lot being offered for sale. In this case, the auctioneer will not make any bids on behalf of the prospective Buyer.
13. Prospective Buyers are advised in respect of telephone bids that should they become disconnected during bidding or are unobtainable Greenslade Taylor Hunt will not be held responsible or liable for any loss suffered in respect thereof.

PURCHASER IDENTIFICATION REQUIREMENTS

The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017

With effect from 26 June 2017 HMRC requires Agents to carry out Customer Due Diligence checks on purchasers of property or land before a transaction can take place. In the case of sales by auction all bidders will therefore be required to register and provide identification prior to the start of the auction

Two separate proofs of identification (one for proof of identity and the other for proof of address) are required.

To enable the Agent to comply with the Regulations, the Agent must receive Certified copies or see originals of the following:

Evidence of Identity

- Current passport
- Current UK photo driving license
- Firearms or shotgun certificate
- Other official document containing the Client's photograph.

Evidence of Address

- Recent utility or council tax bill or statement (not mobile phone bill)
- Current bank or building society statement
- Recent mortgage statement
- House or motor insurance certificate
- Current UK driving license (if not used as proof of identity)
- Vehicle registration document

Please do not send originals in the post.

Certified copies of identification should be obtained from a Solicitor, dated and signed "original seen" and include the contact details of the person certifying the copies. If a good reproduction of photographic evidence of identity cannot be achieved, the copy should be certified a good likeness of the Client.

In the case of a Company purchase the purchaser should provide:

- i) the original or a certified copy of incorporation (a website search if registered with Companies House complies), and
- ii) evidence of identity as listed above on two directors or one director and the company secretary.

The Agent assures the purchaser that, except in so far as is necessary to comply with the Agent's legal obligation, the Agent will treat the information supplied as confidential in all respects.