

Our Ref: 26/25794/LS

Date: 07/06/2026

David Julian Scaramanga

Blue Vein HouseBoxCorshamSN13 8DQ

### **Auction sales pack — limited initial instructions**

Thank you for instructing us in connection with the proposed sale of **7 Lentworth Court, Liverpool, L17 6GD**.

At this stage, our instructions are limited to assisting with the preparation and provision of a sales pack for the auction house. This letter should be read together with our client care letter and our Terms of Business, which set out the basis on which we will act for you.

#### **1. Scope of our current instructions**

Our current role is limited to collating and supplying documents and information for the auction house's sales pack, so far as available and appropriate. This may include, where applicable:

1. official copies of the registered title;
2. title plan;
3. copy lease and leasehold title documents;
4. draft contract or sale particulars, if required by the auction house;
5. completed Law Society property forms, including:
  1. Property Information Form;
  2. Leasehold Information Form; and
  3. Fittings and Contents Form;
6. any management information, service charge information, ground rent information and buildings insurance information available to you;
7. any guarantees, certificates, consents, notices or correspondence relevant to the property; and
8. such other documents as the auction house may reasonably require for its pack.

As the property is leasehold, leasehold management information may be required. This may involve obtaining a management pack from the landlord, management company or managing agent. Any fee charged by them will be payable by you in addition to our charges.

## **2. No substantive sale work at this stage**

Unless and until you instruct us further, we are **not** at this stage undertaking the full conveyancing work required to progress the sale through to exchange, completion or post-completion.

In particular, our current instructions do **not** include:

1. advising you on the auction terms and conditions;
2. advising on the reserve price, guide price, sale price or commercial merits of the transaction;
3. advising on the physical condition, value or marketability of the property;
4. negotiating contract terms with a buyer or buyer's solicitor;
5. replying to buyer's solicitor enquiries;
6. advising on leasehold management issues, service charge disputes, landlord consents or lease breaches, unless separately agreed;
7. exchanging contracts;
8. completing the sale;
9. redeeming any mortgage or secured lending; or
10. accounting for completion monies.

If the property is sold at auction and you wish us to act on the conveyancing through to completion, you will need to provide further instructions. We will then confirm whether any additional work, fees, disbursements or documents are required.

## **3. Accuracy of information supplied**

The auction sales pack will be prepared using the information and documents supplied by you and any third parties, including the auction house, landlord, management company or managing agents.

You must ensure that all information provided is accurate, complete and not misleading. This is particularly important for the Property Information Form, Leasehold Information Form and Fittings and Contents Form. If any answer changes before the auction or before completion, you must notify us immediately.

Please do not guess any answer. If you are unsure, please let us know so that the answer can be checked or qualified appropriately.

## **4. Information and documents required from you**

Please provide the following as soon as possible:

1. completed Property Information Form;
2. completed Leasehold Information Form;
3. completed Fittings and Contents Form;
4. any copy lease, licence, deed of variation or lease extension documentation in your possession;
5. details of the landlord, management company and/or managing agent;
6. latest service charge statement and ground rent demand;
7. latest buildings insurance schedule or policy information;

8. any correspondence relating to service charge, ground rent, major works, buildings insurance or management issues;
9. any notices received from the landlord, management company, managing agent, local authority or any other relevant body;
10. any certificates, guarantees, warranties, planning documents, building regulation documents or consents relating to the property;
11. details of any disputes, complaints, arrears, breaches of lease, neighbour issues, building safety concerns or proposed major works; and
12. any specific requirements or checklist received from the auction house.

If the auction house has provided a deadline or a required format for the pack, please forward that to us immediately.

## **5. Leasehold and building safety information**

As this is a leasehold property, the buyer and the auction house are likely to require leasehold information. This may include details of the lease term, ground rent, service charge, buildings insurance, management arrangements, reserve funds, planned major works and any known building safety issues.

Please confirm whether you are aware of any of the following:

1. cladding or other building safety concerns;
2. fire safety works or assessments;
3. major works proposed or carried out by the landlord or managing agent;
4. disputes or complaints involving the landlord, managing agent, management company or neighbours;
5. service charge or ground rent arrears;
6. any breach of the lease;
7. alterations carried out without formal consent; or
8. any notices affecting the property.

If none of these apply, please confirm that expressly.

## **6. Client care documents**

Enclosed with this letter are our client care documents and Terms of Business. These confirm the basis of our retainer, our charges, our regulatory obligations, complaints procedure, data protection information and other important terms.

Please sign and return the acceptance section of the client care letter to confirm that you agree to the terms on which we will act.

## **7. Identity and compliance checks**

Before we can proceed, we must complete our client identification and anti-money laundering checks. Please provide any documents or complete any electronic identity verification request sent to you.

We may be unable to release documents, contact third parties or progress matters until our compliance requirements have been satisfied.

## **8. Auction timetable**

Auction sales often require documents to be prepared quickly. However, the timing will depend on:

1. how quickly the required forms and documents are provided by you;
2. whether leasehold management information is required;
3. how quickly the landlord, management company or managing agent responds;
4. the auction house's requirements; and
5. whether any issue arises from the title, lease or information supplied.

Please send any auction date, catalogue deadline or pack submission deadline to us as soon as possible.

### **9. Further instructions if the property sells**

If the property sells at auction, the contract may become binding immediately on the fall of the hammer or when the auction contract is signed, depending on the auction terms.

If we are to act for you after sale, please notify us immediately once a buyer has been secured and provide the memorandum of sale or auction contract. We will then confirm the next steps, any additional information required and any further costs.

### **10. Next steps**

Please now:

1. review, sign and return the client care acceptance;
2. complete our identity verification requirements;
3. complete and return the property forms;
4. provide the documents listed above;
5. forward any auction house checklist, deadline or sales pack requirements; and
6. confirm whether you wish us to obtain any leasehold management pack on your behalf.

Please contact me if you have any queries regarding the documents required for the auction sales pack.

Yours sincerely

# Woodstock Legal Services

## **Woodstock Legal Services**

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