

# Andrew Grant

## AUCTIONS

### Authorisation Form for Bidding by telephone or proxy

I hereby instruct Andrew Grant LLP (the 'Auctioneers') to bid on my behalf in accordance with the terms and conditions shown in this agreement. I acknowledge that if my bid is successful I will have entered into a binding contract to purchase the lot and authorise the Auctioneers herewith to sign the auction contract on my behalf.

Name \_\_\_\_\_

Telephone (tick)     Proxy (tick)

Address

Telephone

Business:

Home:

Mobile:

Email address

Address of lot

Lot number

Maximum bid

Figures £

Words £

Amount of deposit

Figures £

Words £

(being 10% of the maximum subject to a minimum deposit of £2,500)

**NB: There is a buyer's premium applicable for each lot, please see the special conditions in the catalogue. You must enclose a separate cheque. Both cheques will only be banked if you are the successful bidder.**

Buyer's Premium

Figures £

Words £

Conveyancer's details

Name

Address

Contact

Email:

Telephone:

Signed \_\_\_\_\_ Dated \_\_\_\_\_

The completed form must be delivered to Auction Department, Andrew Grant, 59-60 Foregate Street, Worcester, WR1 1DX no later than twenty four hours prior to the auction with the appropriate payment. If you intend to bid for more than one lot then a separate form for each lot must be completed.

## Terms and conditions for bidding by telephone or proxy

1. The completed form must be delivered with a payment to include the deposit of 10% of the maximum bid (subject to a minimum of £2,500) and the auctioneers' buyer's premium fee as noted in the auction catalogue but is normally 1% of the price plus VAT. This payment can be made by cheque or banker's draft (payable to Andrew Grant LLP). Payments by credit card or cash cannot be accepted. Cheques supplied by unsuccessful bidders will be destroyed.
2. If the bidder purchases the lot at less than ten times the sum of the deposit provided, the whole of the deposit provided will be used as the deposit payment and an adjustment will be made at completion by the seller's solicitors who will provide a completion statement showing the adjustment.
3. The bidder is deemed to have inspected the legal pack and to have taken all necessary legal and other professional advice prior to bidding. The bidder is also deemed to have viewed the property (where viewings are made available by the Auctioneers).
4. The bidder is deemed to have full knowledge of the General and Special Conditions of Sale and the Notice to All Prospective Buyers therein. The bidder is also deemed to have full knowledge of any addendum produced by the Auctioneers at or prior to the auction. Bidders are advised to check whether any relevant addendum has or will be produced, but the Auctioneers will not be liable to the bidder if he/she fails to check.
5. The bidder is deemed to have read the auction catalogue, the Auctioneers' 'Important Notes For Auction Bidders' and to be aware of the guide price that the Auctioneers are quoting.
6. If the bidder attends the saleroom without having cancelled this agreement and bids for the lot in person, the Auctioneers are free to accept such bids in addition to any bids made under this agreement.
7. The Auctioneers assume that the bidder is bidding for himself/herself. If the bidder intends to purchase the lot in a name other than his/her personal name (and other than as shown on the 'authorisation form for Bidding by telephone or proxy'), arrangements must be made with the Auctioneers in advance.

### Proof of Identity

The completed form must be delivered with proofs of identity as detailed in the auction catalogue. Without these the Auctioneers will be unable to action this bid.

### In addition to the above terms and conditions the following four apply to telephone bidders only:

1. The Auctioneers will attempt to make contact with the bidder on the telephone number/s provided but take no responsibility for the availability, quality or sustainability of 'the line'. When contact is made a member of the Auctioneers' staff will take bids from the bidder and relay them to the Auctioneer.
2. If telephone contact is 'lost' or a connection cannot be made the bidder hereby authorises the Auctioneers to bid on his/her behalf up to the maximum bid amount shown on the 'authorisation form for Bidding by telephone or proxy'.
3. A bidder bidding by telephone may exceed the maximum bid amount shown on the 'authorisation form for Bidding by telephone or proxy' and undertakes to provide the additional deposit funds (the difference between the deposit provided and 10% of the purchase price) to the Auctioneers immediately post auction.
4. The Auctioneers reserve the right not to bid on behalf of the bidder in the event of any uncertainty, error or disagreement and give no guarantee that any bid can be communicated to the Auctioneer prior to any other bids made in the saleroom.

### In addition to the above terms and conditions The following two apply to proxy bidders only:

1. The Auctioneers will make bids for the bidder up to the maximum amount shown on the 'authorisation form for Bidding by telephone or proxy', but not higher under any circumstances.
2. The Auctioneers undertake with the bidder to make an initial bid on the bidder's behalf at a figure no higher than the reserve price and further undertake to bid incrementally on the bidder's behalf as per other bids made in the saleroom

# Identity Verification Certificate

<b>NB. A separate certificate should be completed for each party to the agreement (e.g. Joint Owners / Purchasers / Landlords / Tenants)</b>					
Full Name (s) of Client				Date of Birth	
Full Postal Address of Property to be Sold/Let/Purchased			Correspondence Address (if different)		
Postcode:			Postcode:		
<b>NB. Complete at least one form of Identification each of the following verification sections, see note (1) below:</b>					
Photographic Evidence of Name	Reference / Account Number	Issuing Authority (2)	Place of Birth	Date of Birth	Date of Expiry
Current Full Signed Passport					
Resident Permit Issued to EU Nationals by Home Office		Country of Origin:			
VISA Required? Yes <input type="checkbox"/> Please tick box No <input type="checkbox"/>		Country of Origin:			
Current UK / EU Photo Licence (1)		N/A	N/A		
Current UK / EU Driving Licence (old style) (1)		N/A	N/A		
State Pension or Benefits Book/Notification Letter (1)		Issuing Authority:			
Inland Revenue Tax Notification	National Insurance Number	Type:			
		P45 / P60 / Notice of Coding			
Evidence of Address	Reference / Account Number	Name of	Address Current Y/N	Date of Issue	
Most Recent Mortgage Statement		Lender:			
Current Local Authority Tax Bill		Authority:			
Local Authority Rent Card or Tenancy Agreement		Authority:			
Bank / Building Society / Credit Union Statement or Passbook		Issuer:			
Utility Bill (not Mobile Phone)		Utility:			
Current UK / EU Photo Licence (1)		N/A			
Current UK / EU Driving Licence (old style) (1)		N/A			
State Pension or Benefits Book/Notification Letter (1)		Issuing Authority:			
<p><b>Notes:</b> (1) These items may be used to give evidence of address or identity but not both                  (2) Enter the country of origin or the three letter code of the issuing state or country (i.e. UK passport enter GBP)</p>					
<p><b>Office Use</b>  <b>I CERTIFY THAT</b>                  Section A: I have verified the identify of the client and having:                  a) Ticked the following box to confirm that the original documents have been seen: <input type="checkbox"/>                  b) Checked that any certified copies were pre-signed:                  c) Confirmed that any associated photograph of the client bore a good likeness to the client                  d) Company search documentation (Copies to be placed in Property and clients file) have included the relevant reference information on this certificate</p>					
<b>Signature</b>		<b>Date</b>		<b>Name</b>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
<b>Signature</b>		<b>Date</b>		<b>Branch</b>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
<b>Signature</b>		<b>Date</b>		<b>Position</b>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
<b>Signature</b>		<b>Date</b>		<b>Tel No.</b>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
*N.B This certificate must be completed and signed by the person who has seen the original documentary evidence and client in person					
<b>Purchaser/ Vendor/ Landlord /Tenant</b>					
<b>Signature</b>		<b>Date</b>			
<input type="text"/>		<input type="text"/>			
<b>This certificate must be signed by the Buyer/Seller/Landlord/Tenant</b>					

As required by Anti-Money Laundering Legislation (The Money Laundering Regulations 2003 and 2007; The Proceeds of Crime Act 2002; Terrorism Act 2000 as amended by the Anti-Terrorism Crime and Security Act 2001) – estate agents are charged with criminal responsibilities relating to the identity of persons involved in property transactions and the source of funding associated therewith. Consequently, Buyers, Sellers, Landlords and Tenants of properties marketed through our Agency are required to complete relevant sections of the attached Identity Verification Certificate (overleaf) either prior to commencement of marketing or progression of a transaction. Any failure to provide the required information will delay the process and could oblige the agent to submit a report to the National Crime Agency.