

Mrs Marie Goffe
67 Coombe Street
Bruton
BA10 0ER

26th April 2022

Dear Mrs Goffe,

Re: Highgate House, Gate Lane, Wells, BA5 1UB

Further to your instructions to market the above property, please find enclosed a copy of our Terms of Business.

Could I ask you to complete this form and to read through the Terms of Business, once you have done so please return a signed copy to the office?

Please note that, as per the enclosed Terms and Conditions, we cannot market your property until the following requirements have been met:

- 1) Original copies of vendor I.D. and proof of residence (for all parties) have been seen and copied, in line with current anti-money laundering legislation.
- 2) An energy performance certificate has been ordered/obtained - unless your property is a listed building – ON FILE.
- 3) Sales particulars for the property have been approved and signed; A copy is attached. Please read through and, if you are happy with them, sign a copy and scan/return to us. If you require any amendments, please let us know.

If you have any concerns regarding these requirements, please do not hesitate to contact me.

Yours sincerely,

Joanna Taylor
For & On behalf of Cooper & Tanner LLP

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