

MEMORANDUM OF SALE

1. Name and address of the Seller
2. Name and address of the Buyer
3. Property: <<Address & Description>>
4. Tenure: <<Freehold or Leasehold>>
5. Local authority area: << >>
6. Details of the Lease (if leasehold)
 - 6.1 Date: << >>
 - 6.2 Commencement date: << >>
 - 6.3 Expiry date: << >>
7. Sale price: << >>
8. Price (if any) payable for fixtures and fittings: << >>
9. Buyer's financial arrangements: << >>
10. Proposed timescale: << >>
11. Information about any chain: << >>
12. Solicitors/covenyancers:
 - 12.1 Seller's: <<Insert name and contact details>>
 - 12.2 Buyer's: <<Insert name and contact details>>