

MEMORANDUM

(SPECIAL PROPERTY)

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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. Details of any Lease(s) to which the property is subject (if relevant):
 - 7.1 Date: << >>
 - 7.2 Commencement date: << >>
 - 7.3 Expiry date: << >>
8. Sale price: << >>
9. Is VAT payable on the sale? << >>
10. Price (if any) payable for fixtures and fittings: << >>
11. Buyer's financial arrangements: << >>
12. Proposed timescale: << >>
13. Other matters: << >>
14. Solicitors:
 - 14.1 Seller's: <<Insert name and contact details>>
 - 14.2 Buyer's: <<Insert name and contact details>>