

1. **THE FORM.** The adjacent form must be fully completed, signed and dated by the prospective purchaser (referred to below as "The Bidder") and delivered to Countrywide Property Auctions (referred to below as "The Auctioneer's") to be received not less than 24 hours prior to the start of the auction together with the appropriate payment.
A separate form should be completed for each lot for which a Bidder requires the Auctioneer's to bid.
2. **PROOF OF IDENTITY.** To adhere to the requirements of the current Money Laundering Regulations, copies of the following documents must be provided and sent to the Auctioneer's with this form, as follows:
 - Personal Identification** – Either
Current Signed Passport or
Current UK Driving Licence or
Inland Revenue Tax Notification or
Fire Arms Certificate
 - Evidence of Address** – Either
Public Utility Bill issued within the last three months or
Local Authority Tax, Bill for
Bank Building Society or Credit Union Statement containing current address or
The most recent original Mortgage Statement or
Current UK Driving Licence (if not used as an identity document).

If you are buying on behalf of a third party, Company or anyone other than yourself - please contact the Auctioneer's now prior to completing the form.
3. **THE DEPOSIT.** Each form must be accompanied by a deposit payment which represents either
 - (a) For proxy bids - 15% of the bid or £1,500, whichever is the higher;
 - (b) For telephone bids - 15% of the maximum guide price for that property or £1,500, whichever is the higher.

Plus £800 inclusive of VAT (being the administration charge).

NB: The amount of the deposit can vary. Contact the Auctioneer's to confirm the Deposit due to the property concerned.
Payment shall be by Building Society Cheque, Solicitors Client Account Cheque or a Bankers Draft. If a personal cheque is used this must be in the hands of the Auctioneer's five working days prior to the auction to enable them to obtain express clearance of the cheque.
With proxy bids, if the property is purchased at a figure less than the amount of the bid, the payment will be used in full as a deposit. If, with a telephone bid, the purchase price is higher than the guide price, then a balancing amount will be required from the purchaser to make the deposit to the required figure. If the purchase price is less than the guide price, then the payment will be used in full as a deposit. In the event that the bidder is unsuccessful, the full amount of the deposit will be promptly refunded.
4. **PROXY BID.** The Auctioneer or his staff will compete in the bidding up to the maximum of the authorised Proxy bid. If successful, the purchaser will be informed as soon as is practicable. This bid is binding on the bidder up to 6pm on the day of the Auction to allow for the possibility of unsold lots that the Vendor agrees to sell post auction at a figure below the reserve price.
Where two equal bids are made by two separate bidders, the first bid received will take preference.
5. **TELEPHONE BID.** A member of the Auctioneer's staff will attempt to contact the Bidder by telephone prior to the lot concerned being offered for sale. If contact is made then the Bidder may compete in the bidding through the Auctioneer's staff or the Bidder's agent.
If it is impossible to obtain telephone contact or the link breaks down, the Auctioneer is authorised to continue to bid on behalf of the Telephone Bidder up to the Guide Price for that property.
6. **THE CONTRACT.** At auction a contract is created at the fall of the Auctioneer's hammer; if a bid is successful therefore, the Auctioneer is authorised to sign the Minutes of Preference and Enactment on behalf of the Bidder.
7. **DISCLOSURE OF BID.** The amount of any proxy or telephone bid will not be disclosed to the Vendor or any other party except senior members of the Auctioneer's staff.
8. **CHANGE OF MIND.** If the Bidder wishes to withdraw the bid or wishes to attend the auction to bid himself, then it is the Bidder's responsibility that the Auctioneer for the day is informed personally before the lot in question is offered for sale.
9. **AUCTIONEER'S LIABILITY.** The Auctioneer's will do their utmost to conform with the instructions of the Bidder, but will accept no liability whatsoever for any bid not being made on behalf of the Bidder, whether through lack of clarity of instruction or any other reason.
10. **PLEASE RETURN FORM TO:**
COUNTRYWIDE PROPERTY AUCTIONS
80-86 NEW LONDON ROAD
CHELMSFORD CM2 0PD
11. **PERSONAL RECORD.**

Lot No.	Maximum
Proxy Bid £
Telephone Bid £
Date Sent	Amount of deposit £



TERMS & CONDITIONS FOR BIDDING BY PROXY OR BY TELEPHONE SCOTTISH PROPERTY

<p>1 <input style="width: 90%;" type="text"/></p> <p>of Address: <input style="width: 90%;" type="text"/></p> <p>Home Tel: <input style="width: 90%;" type="text"/></p> <p>Mobile Tel: <input style="width: 90%;" type="text"/></p> <p>Postcode: <input style="width: 90%;" type="text"/></p> <p>Business Tel: <input style="width: 90%;" type="text"/></p>	<p>THIS IS A: <input type="checkbox"/> PROXY BID <input type="checkbox"/> TELEPHONE BID</p> <p>Page 'X' in correct box</p>
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PROPERTY AND BID DETAILS

Lot No: Address:

MAXIMUM BID (PROXY BIDS ONLY)

(NOTE - The bid must be a definite figure ending either in £000, £250, £500 or £750)

Words

I attach my cheque for 15% of my proxy bid or the guide price, in the case of a telephone bid, (or the highest of the guide prices where there is a range) or £1,500, which ever is the greater, plus £800 (inclusive of VAT) administration charge.

My cheque of £ is made payable to Countrywide Property Auctions

My Solicitors are:

of (Address):

Postcode:

Tel: Person Acting:

If my bid is successful I FURTHER AUTHORISE the Auctioneer to sign the Minutes of Preference and Enactment on my behalf and as such, I recognise that I will then be the fully bound purchaser of the property referred to above and must complete the purchase of the property within the time specified in the General Conditions or the Articles of Roup.

Signed: Date:

DATA PROTECTION ACT: We will keep your personal data on file and may pass these onto other organisations which are part of or connected with the Countrywide Group who may wish to offer you financial or property related services. If you do not want this service please tick here []:

AUTHORISATION FOR BIDDING BY PROXY OR BY TELEPHONE SCOTTISH PROPERTY