

## Commercial Property Enquiry

Please tell us about the nature of your enquiry. Don't worry if you don't have all the relevant information to hand. Just fill in to the best of your knowledge - and one of the team will be in touch.

Please email your completed form to: [commercialproperty@rixandkay.co.uk](mailto:commercialproperty@rixandkay.co.uk).

### 1. Contact details

First Name(s):	
Surname:	
Email:	
Telephone:	

### 2. Business name (if any)

### 3. Company registration number (if any)

### 4. VAT number (if any)

### 5. Address

Is this address:

- a business address
- your personal address

### 6. Unique Tax Reference Number (sometimes referred to as "UTR")(if any)

Is this:

- a business UTR
- a personal UTR

**7. Your transaction**

7.1 Please indicate the type of transaction you'd like advice on:

- |                      |               |
|----------------------|---------------|
| Option               | Purchase      |
| Conditional Contract | Sale          |
| Promotion Agreement  | Lease Matters |
| Refinancing          |               |
| Planning             |               |
| Overage              |               |
| Other                |               |

7.2 Any further relevant information - you may want to set out any agreed heads of terms or unusual circumstances:

7.3 Site address (if registered land please supply registered title numbers if known):

7.4 Agent(s) name and contact details (if any):

7.5 Before we start work we will need to carry a conflict check. So please let us know about any third parties such as their name, address and how they are involved:

Please return to [commercialproperty@rixandkay.co.uk](mailto:commercialproperty@rixandkay.co.uk)

**For Office Use Only**

Lead Type

Fee Earner

Client Status