

# HUNT ROCHE

*The Estate Agent*

Mrs Anne Bird & Mr Terry Wilson  
22 Pollywiggles Drive  
Swaffham  
Norfolk  
PE37 8GJ

7th February 2025

Dear Mrs Bird & Mr Wilson,

**Re: 35 Moat Croft, Drewsteignton, Shoeburyness, Essex, SS3 8BA.**

The directors of Hunt Roche thank you for instructions to act on your behalf in the sale of the above property. We can confirm that we are ready to commence active marketing with an initial Guide Price of £250,000-£260,000 for the Leasehold interest in the property offered on a Sole Agent basis.

Should we be successful in introducing a purchaser who proceeds to an unconditional exchange of contracts, our Sole Agent fee will be charged at the rate of 1% of the agreed selling price plus Value Added Tax at the prevailing rate.

The Property Misdescriptions Act (1991) & the 'Consumer Protection from Unfair Trading Regulations' sets out stringent guidelines as to how property specifications are prepared and presented. Therefore, please carefully check the enclosed specimen particulars and if there is any error, omission or misleading statement please advise us at your earliest convenience. Once the details are agreed, any inclusion of fixtures and fittings remaining will be included in the sale. Please sign one copy and return it to our office as soon as possible in the stamped, addressed envelope provided.

Should any changes to the property or fixtures and fittings therein be undertaken, please advise us so that we may amend your property particulars.

As a result of the Money Laundering Regulations, we need to have two copies of identification of the owners of your property. One must prove the identity of the owners, i.e., current signed passport or copy of a driving licence and evidence of address, i.e., utility bill, bank statement etc.

Please supply us with copies of the above for the owners of the subject property or bring them to our office and we will take copies.

Our signed 'Confirmation of Marketing Agreement' provides us with your agreement to market the property. You have 14 days cooling off period from the date of the agreement if you choose to cancel.

We may pass your information to our third-party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example your contact details for surveyors). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have an agreement in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties beyond Hunt Roche for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

As a final note, please ensure that all personal items/valuables are kept safe and out of sight when viewings are taking place to avoid any loss or damage.

If we can be of any further assistance, please do not hesitate to contact our office.

Assuring you of our best attention at all times.

Yours sincerely,

Sue Marsh  
**Director**