

Authority to Release Documents
Held by Band Hatton Button Solicitors Ltd



Dear Band Hatton Button Administration Team

Client ref (if known) Legacy Law Firm

I/we request that you release the documentation listed below to me/us (please tick the appropriate boxes):

- ☐ All Wills you are holding on my/our behalf
- ☐ All Title Deeds you are holding on my/our behalf for the following property/properties
.....
- ☐ Powers of Attorney
- ☐ Trust documents
- ☐ Other (please state)

Off-site Storage - I/we understand that my/our documentation is held in off site storage and therefore I/we need to make an appointment with a member of the Admin Team **BEFORE** coming into the office with my ID to collect my/our documents.

Should you prefer your documents to be posted to you then we can do this for you. If you would like your important documents to be sent to you by secure post (such as by Recorded or Special Delivery) then we will ask you to meet the cost of doing so in advance.

ID - To be sure that Band Hatton Button are releasing documents to the correct person, I/we understand that I/we will need to provide our Admin Team with sight of **TWO forms of identity** (both Photo and Address ID). **Photo ID** – either a Passport or photo Driving Licence. **Address ID** – a bank statement or utility bill no more than 3 months old.

I/we look forward to hearing from you.

Yours faithfully

Signed Full name (printed)

Dated

Date of Birth

Signed Full name (printed)

Dated

Date of Birth

Address

Previous Address (if differs on document or our records)

.....

Telephone Email

Please return this form to: Administration Team, Band Hatton Button Solicitors Ltd, Earlsdon Park, 53-55 Butts Road, Coventry, CV1 3BH | Tel: 024 7663 2121