

**Deadline for Receipt - 12.00 noon Friday 12th Nov**

# Telephone/Proxy Bidders Form

**Please also sign the reverse side of this form and return**



Please select method of bidding (**TICK ONE**) and fill in the details below:

- Telephone:  Telephone contact is a requirement before bidding.
- Telephone or Proxy:  If a telephone link cannot be established I authorise Barnard Marcus to bid on my behalf.
- Proxy only:  I authorise Barnard Marcus to bid on my behalf up to the amount laid out below.
- Online: **For online bidding please register via our website – [www.barnardmarcusauctions.co.uk](http://www.barnardmarcusauctions.co.uk)**

Auction date: ..... Lot No: .....

Property address: .....

Maximum bid: £ ..... Figure in words: .....

**(Maximum bid is not required if you are bidding online or on multiple properties)**

**The deposit figure required being 10% of your maximum bid** (subject to a minimum deposit of £5,000 unless otherwise specified in the Special Conditions of Sale). **PLUS** £1,150 (inclusive of VAT) Contract Documentation Charge.

**Documentation required:** I attach certified copies of Photographic ID  Proof of address dated within last 3 months

All copy documents attached **MUST BE** countersigned by an authorised individual who has seen the original document and can confirm that the photographic ID is a true likeness to the individual. Please refer to page 12 of the catalogue for details of documents required and accepted countersignatories.

**For compliance with UK Anti Money Laundering regulations please confirm the source of the funds being used for this purchase (please place and "X" in the appropriate box).**

Source of funds:  Savings  Gifted  Proceeds from Sale  Business Funds

## Contract Details:

Please give details of the person or company who is to be the owner of the property. This name will appear on the Memorandum of Sale.

Contract name: ..... Company Reg No: .....

Address: ..... Mobile No: .....

..... Telephone No: .....

..... Email: .....

## Bidder's Details (if different from Contract Details):

Name: .....

Telephone No: .....

Mobile No: .....

Address: .....

.....

..... Postcode: .....

Email: .....

## Solicitor's Details:

Company name: .....

Contact name: .....

Telephone No: .....

Address: .....

.....

..... Postcode: .....

Email: .....

**Signature: ..... Date: .....**

**Once we have received your forms we shall contact you to facilitate your choice of bidding method**

# Terms & Conditions to bid by phone or proxy

**Minimum deposit is £5,000 unless otherwise stated in the Special Conditions of Sale, PLUS our £1,150 Contract Documentation Charge for each lot.**

**Anyone not able to attend the auction may use Barnard Marcus services for telephone, or proxy bids on the following terms and conditions.**

**1** The bidder must complete a separate authority form for each Lot involved, and provide a debit card payment or direct bank transfer, for 10% of the maximum amount of the bid for each Lot (account details on request). **Please note the minimum deposit for any telephone bid is £5,000 (or as otherwise specified in the Special Conditions of Sale) per lot.**

**2** The form must be mailed or delivered to: Barnard Marcus, Sovereign House, 361 King Street, Hammersmith, London, W6 9NA **to arrive before 6pm two working days prior to the start of that month's auction** or it can emailed to us at [bma@sequencehome.co.uk](mailto:bma@sequencehome.co.uk). It is the bidder's responsibility to check that the form is received by Barnard Marcus and this can be done by telephoning the office.

**3** The bidder shall be deemed to have read the **Auction Notices** printed on pages 18-19 of the catalogue; the particulars of the relevant Lot in the catalogue; the general and special conditions of sale. The bidder shall be deemed to have taken all necessary professional and legal advice and to have made enquiries and have knowledge of any announcements to be made from the rostrum of any amendments relating to the relevant Lot. Announcements can and should be checked by bidders prior to bidding, however, the Auctioneers will advise the bidders of any announcements as soon as possible prior to the Auction.

**4** In the case of telephone bids, at about the time that the Lot comes up for auction attempts will be made to contact the bidder by telephone and, if successful, the bidder may then compete in the bidding up to the maximum of the amount authorised in the completed authority form.

**The Auctioneers will not bid beyond the maximum authorised amount except without express authority.**

**5** In the event that the telephone link is not established, or breaks down, or there is any confusion or disruption, Barnard Marcus will bid/continue to bid on behalf of the bidder up to the maximum of the authorisation.

**6** In the case of written bids, Barnard Marcus staff will compete in the bidding up to the maximum of the authorisation. If no maximum is inserted Barnard Marcus reserve the right not to bid.

**7** While Barnard Marcus will use best endeavours when bidding on behalf of a bidder, we cannot accept responsibility for any actions or inactions on our part including errors, omissions or doubts whether in the bidding or in the failure to bid and we can give no warranty or guarantee accordingly whether about the bidding or about the failure to bid.

**8** In the event that the telephone/written bid is successful the Auctioneer will sign the Memorandum of the Contract on behalf of the bidder (a Contract would have been formed on the fall of the hammer).

**9** In the event of a Contract, the deposit monies will be applied so far as necessary to meet the requirement for a 10% deposit (**minimum £5,000 or as otherwise specified in the Special Conditions of Sale**) and the balance of the deposit (if any) will be returned promptly to the bidder.

**10** In the event that the bidder is unsuccessful in gaining the Contract, the deposit monies shall be returned to the bidder promptly.

**11** Once delivered to the auctioneers, the authority to bid is binding on the bidder on the day on which the particular Lot is auctioned. This is to allow for the possibility of a Vendor agreeing to sell post auction where the bidding has not reached the reserve.

**12** The authority can only be withdrawn by notification in writing delivered to Barnard Marcus at their office two hours before the start of the auction on the day the relevant Lot is scheduled to be auctioned, or by delivery into the hands of the Auctioneer in the auction room half-an-hour before the start of that day's auction. It is the bidder's responsibility to obtain a receipt on a copy of the withdrawal notification signed by one of the Auctioneers and without such a receipt the authority stands and any successful Contract is binding on the bidder.

**13** If the bidder, or an agent, actually bids at the auction without having previously withdrawn the authority, the Auctioneer is at liberty to accept such bid in addition to any bid from Barnard Marcus staff as empowered under the telephone/written authority. Barnard Marcus would have no liability whatsoever if the price achieved is the result only of this competition in bidding without intervention from other bidders.

I hereby confirm that I have read and understood the above terms and conditions to bid by telephone/letter

Signed: .....

Date: .....

**Please sign this page and complete the form overleaf.**

## CHECKLIST:

- Deposit provided
- Proof of identity enclosed\*
- Proof of address enclosed\*
- I confirm I am **NOT** a Politically Exposed Person

All copy documents attached **MUST BE** countersigned by an authorised individual\* who has seen the original document and can confirm that the photographic ID is a true likeness to the individual. Please see p12 of the catalogue for details of documents required.

\*Documents can only be certified by a U K l awyer, U K b anker, authorised financial intermediary such as an independent financial advisor, FCA regulated mortgage broker, certified accountant, teacher, doctor or minister of religion.

Politically exposed persons (PEPs) are those whose prominent position in public life may make them vulnerable to corruption. The definition extends to immediate family members and known close associates.

Once you have read and completed both parts of these forms please return to: Barnard Marcus Auctions, Sovereign House, 361 King Street, Hammersmith, London, W6 9NA

**Email:** [bma@sequencehome.co.uk](mailto:bma@sequencehome.co.uk)

**Fax:** 020 8741 2168