

## Document release request form

Please read the 'Requests for the release of documents' guidance [here](#) before you complete the form.

Client details	
Name:	
Address:	
Date of birth:	

Documents requested		
1.	all Will(s), Codicil(s) and supplementary documents - please indicate whether you require originals, photocopies or certified copies	
2.	all Powers of Attorney (EPA/LPA) - please indicate whether you require originals, photocopies or certified copies	
3.	title deeds	
	full address of property/land (1)	
	HM Land Registry title number: full address of property/land (2)	
	HM Land Registry title number: full address of property/land (3)	
	HM Land Registry title number:	
4.	Other (please list)	

If you are requesting deeds for more than 3 properties, please provide the remaining details in the 'Any other information' section at the end.

Please note that if you are not the sole owner of property, we require authority from all owners in

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order to release any documents and if you are an executor of a deceased owner, we require sight of the grant of representation (probate or letters of administration) before we are able to release deeds to you.

To help us locate your documents in storage, if you made/originally stored them with a legacy firm (i.e a firm other than Greenwoods Legal LLP), please provide the name of the firm:

Name of legacy firm:

Please indicate whether you wish to collect your documents in person or would like us to post them to you.

<b>Collection from office</b>	
Office location (please select):	
Contact details to arrange collection	
Name(s) of person(s) collecting:	
Email address:	
Telephone number:	

**Off-site Storage** – Your documents are held in off-site storage and you will therefore need an appointment BEFORE coming into the office with your ID to collect your documents. We will contact you to arrange an appointment once your documents are ready.

<b>Documents by post</b>	
Addressee:	
Full address:	

ID will be required from all owners, executors and trustees. Please provide full names and contact details below so that links to our online ID portal can be sent to them.

Name (Print):	
Capacity e.g client, attorney, executor, trustee:	
Email address:	
Telephone number:	

Name (Print):	
Capacity e.g client, attorney, executor, trustee:	
Email address:	
Telephone number:	

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Name (Print):	
Capacity e.g client, attorney, executor, trustee:	
Email address:	
Telephone number:	

<b>Any other information</b>

Please send your completed Form of Authority to **Greenwoods Legal LLP, Monkstone House, City Road, Peterborough, PE1 1JE** or [documentrelease@greenwoods.co.uk](mailto:documentrelease@greenwoods.co.uk)

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