

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, copies or certified copies	Select...
2.	all Powers of Attorney (EPA/LPA) - please indicate whether you require originals, copies or certified copies	Select...
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 Services Limited), please provide the name of the firm:

Name of legacy firm:

Please provide the details of the address that you would like the documents to be posted to.

Documents by post	
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:	

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

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Any other information

Please send your completed Form of Authority to **Greenwoods Legal Services Limited**,
Westpoint, Lynch Wood, Peterborough, PE2 6FZ or documentrelease@greenwoods.co.uk
