

# REMOTE BIDDING FORM

Telephone / Proxy / Internet Bidding

Please complete in **BLOCK CAPITALS**

**Clive Emson**   
LAND AND PROPERTY AUCTIONEERS

<b>LOT DETAILS</b>	Auction Date	Venue	Lot Number
	Lot Address		
	Please tick the remote bidding service required      *TELEPHONE <input type="checkbox"/> PROXY <input type="checkbox"/> INTERNET <input type="checkbox"/>		
	Proxy Bidding Maximum Bid Price	£	(in words)
	* <b>Telephone Bidders</b> - in the event that we are unable to make contact, or contact is broken during the sale of the lot, you can authorise us to bid by proxy on your behalf. If you wish to use this service then enter your maximum bid price above.		
<b>See Terms &amp; Conditions overleaf for deposit and administration fee requirements</b>			

<b>BIDDER</b>	Bidder's Full Name	
	Address	
	Postcode	
	<b>CONTACT NUMBER FOR TELEPHONE BIDDING</b>	Alternative Number
	Email Address	
<b>See Terms &amp; Conditions overleaf for identification requirements</b>		

<b>BUYER</b>	Full Contract Names (including titles)	
	Correspondence Address (if different from above)	
	Postcode	
	Contact Name	Contact Number
	Email Address	
<b>See Terms &amp; Conditions overleaf for identification requirements</b>		

<b>SOLICITOR</b>	Company Name	
	Address	
	Postcode	
For the attention of		DX address (if known)

<b>AUTHORITY</b>	<p>I hereby instruct and authorise Clive Emson Auctioneers to bid on my behalf in accordance with the Terms &amp; Conditions specified overleaf and understand that should my bid be successful the offer will be binding upon me and Clive Emson Auctioneers will sign the Memorandum of Sale on my behalf.</p> <p>I have enclosed a bankers draft / I will be making a pre-auction bank transfer of £_____, being required for my maximum bid and the administration fee in accordance with the terms &amp; conditions overleaf.</p> <p>The administration fee is based on the eventual sale price and charged in the following increments, up to £20,000 = £400, £20,001 to £50,000 = £600, £50,001 to £100,000 = £800, £100,001 and above = £1,000.</p> <p>The deposit and administration fee will be held to order and will be returned to me in the event of my bid being unsuccessful. I enclose copies of the necessary proof of identity as detailed overleaf.</p> <p>Signature of Bidder _____ Date _____</p>	<b>REMOTE BIDDERS CHECKLIST</b>							
		<table border="1"><tr><td>Bankers Draft Enclosed</td><td><input type="checkbox"/></td></tr><tr><td>Bank Transfer Requested</td><td><input type="checkbox"/></td></tr><tr><td>Bidders Identity Enclosed</td><td><input type="checkbox"/></td></tr><tr><td>Buyers Identity Enclosed (if different from Bidder)</td><td><input type="checkbox"/></td></tr></table>	Bankers Draft Enclosed	<input type="checkbox"/>	Bank Transfer Requested	<input type="checkbox"/>	Bidders Identity Enclosed	<input type="checkbox"/>	Buyers Identity Enclosed (if different from Bidder)
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Buyers Identity Enclosed (if different from Bidder)	<input type="checkbox"/>								

<b>OFFICE USE</b>	DEPOSIT HELD - £ _____	METHOD _____	Internet Bidder Approved _____
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# TERMS & CONDITIONS FOR REMOTE BIDDING SERVICES

If you are unable to attend an auction sale you can use our Remote Bidding Services for either telephone, proxy or internet bidding.

You should complete and sign the remote bidding form overleaf, ticking the service you wish to use, and send to us with the required deposit/administration fee and identification. If you wish to bid for more than one lot then separate forms must be completed for each lot.

In the event that we are unable to make contact, or contact is broken during the sale, telephone bidders have the option to authorise us to bid on their behalf by proxy.

You must state the maximum proxy bid price you are prepared to authorise Clive Emson Auctioneers to bid on your behalf and we will not exceed this maximum bidding figure under any circumstances.

A proxy bidding maximum bid price must be to an exact figure. The wording "one hundred pounds over the highest bid in the room", for instance, would not be acceptable.

Your instruction/registration to bid should be submitted along with the required deposit and administration fee in the form of a bankers draft or your undertaking to make a pre-auction bank transfer into our clients' account.

Our bank account details will be provided upon receipt of your signed remote bidding form and satisfactory identification. Bank transfers must be received and verified before bidding is authorised for all remote bidding services. Bankers drafts should be made payable to Regional Property Services Limited.

The required deposit payment is 10% of your maximum bid price (subject to a minimum deposit of £3,000) plus and administration fee based on the eventual sale price which is charged in the following increments, per lot:

up to £20,000 = £400  
£20,001 to £50,000 = £600  
£50,001 to £100,000 = £800  
£100,001 and above = £1,000

Therefore, if your bid price is £30,000 or less the minimum payment will be a deposit of £3,000 plus administration fee outlined above. If your bid price is less than £3,000 then the full purchase price plus administration fee, outlined above, is payable.

Should you purchase the lot for less than your maximum bid price then the surplus deposit may be deducted from the balance due on completion. Deposits and administration fees will be held to order and will be returned to unsuccessful remote bidders within two working days of the date of the sale.

In compliance with Money Laundering Regulations all named buyers are required to provide photographic identification and proof of residency.

All remote bidders should enclose copies of photographic identification, such as a current passport or UK driving licence, together with a utility bill, council tax bill or financial statement that has been issued within the last three months and provides evidence of residency at the correspondence address stated under the buyers section overleaf.

If you are acting on behalf of another party then you will need to provide the documents detailed above for both yourself and all named buyers, together with a valid letter of authority authorising you to bid on the buyer's behalf.

Bidders acting on behalf of a company should provide the above documents for themselves together with a written authority from the company and a copy of the Certificate of Incorporation.

Proxy bidders paying by bankers draft may return their completed bidding forms, draft and proof of identity, inside a sealed envelope which should be clearly marked on the outside with the auction information. Prepared envelopes are available upon request.

Sealed proxy bidding envelopes will not be opened by the auctioneers until immediately prior to the auction and the amount of any bid will not be disclosed to the seller or the auctioneer conducting the sale from the rostrum.

It will be assumed that a bid is to be made by telephone or internet bidding if the method of bidding is not clearly indicated on the outside of a sealed envelope and, consequently, the envelope will be opened upon receipt.

Telephone bidding forms require verification prior to the auction and internet bidding forms require pre-authorisation to enable this service.

If you are undertaking proxy bidding, with the forms inside sealed envelopes, you should send the bankers draft and identification documentation inside the envelope for the first lot number for which you are bidding.

We reserve the right not to bid on behalf of a telephone or proxy bidder should there be any error, confusion (either apparent or otherwise) in respect of the instructions or accompanying deposit payment.

We will not "run" the bidding above the reserve and will bid on your behalf against those present in the room and any other remote bidder to the limit of our instructions/bid.

Proxy bidders must appreciate that due to the nature of the bidding they may not be the successful buyer when the sale price is at their maximum bid price as we may have reached the limit of their instructions before the final bid.

The provision of an internet bidding service is not guaranteed. The Bidder User accepts that access to the Essential Information Group services (whether the website, via the auctioneer's site (if applicable) or the services or access to a particular lot) may be withdrawn at any time.

The website, the auctioneer's site (if applicable) and the services may be interrupted and provision of the website, the auctioneer's site (if applicable) and the services is not guaranteed.

Bidder Users must make alternative provision for making bids prior to the sale and must not rely on and are not entitled to rely on the services (whether the website or the services) or the use of the auctioneer's site to make bids. Such services and sites may not be continuous and may be interrupted by factors within or outside our control.

The website and the services are provided free of charge by the Essential Information Group and Clive Emson Auctioneers 'as is' and 'when is' available only. Clive Emson Auctioneers and the Essential Information Group shall have no liability where a bid fails to be received by the auctioneer or is delayed, or where the bid is made in error for whatever reason.

A remote bidder accepts that their offer is binding and that the auctioneer has full legal power to sign the contracts on behalf of the buyer, providing for completion in accordance with the Special Conditions of Sale as applicable to that lot.

We do not make a charge for this service and will accept no liability whatsoever for a bid not being made, whether through late arrival or non-delivery of a remote bidding form, failure to reach a telephone bidder from the auction room, lack of clarity of instructions or for any other reason whatsoever.

Bidders are strongly advised to telephone Clive Emson Auctioneers on **0345 8500333 between 9.00am and 10.00am** on the day of the auction to ensure that there are no late amendments to either the details or the legal documentation. Auction addendum will be available from **cliveemson.co.uk** the evening before the sale.

The buyer will be deemed to have knowledge of any amendments and will buy subject to them. In the event of a major amendment being necessary, and the auctioneers not receiving any further instructions from either a telephone or proxy bidder, the auctioneers reserve the right not to bid on behalf of the telephone or proxy bidder.

## **The Auctioneer's decision is final.**

**Completed remote bidding forms should be returned at least two working days prior to the date of the auction using one of the following methods:-**

**Email:  
accounts@cliveemson.co.uk**

**Fax: 01622 687768**

**Post or hand deliver to:  
Accounts Department  
Clive Emson Auctioneers  
Rocky Hill, London Road  
Maidstone, Kent, ME16 8PY**