

Auction Day

You'll receive a warm welcome from us when you arrive at the auction as we have complimentary tea and coffee available, but please remember to leave enough time to park and for bidders registration. We are in attendance from 9am, so why not arrive early (and avoid the queues!) you may even have time to re-read the legal pack and Addendum.

The auction starts at 11am and its important to listen to the Auctioneer's opening remarks as they may refer to a lot you're interested in - and, good luck!



Bidders Registration & Proof of ID

Under the Money Laundering Regulations all potential buyers and bidders are required to register and provide ID before bidding. The Registration process is as detailed below and takes place in the auction rooms.

Registration Procedure

At Registration you will need to provide:-

- **The Full Name/s and Address of the Buyers for the Auction Contract.** You will **not** be able to amend this if successful, so please ensure the correct information is given.
- **The Bidders Details** (if these are different from the Buyer).
- **The Solicitors/Legal Representative** who will be acting on your behalf.
- **Provide Photographic Identification and Proof of Residency FOR ALL NAMED BUYERS AND BIDDERS**, as follows:-

> **Photographic Identity Document** - current Passport or UK Driving Licence.

> **Valid Proof of Residency** - an original utility bill, building society or bank statement, council tax bill, or any other form of identity document (excluding credit card statements and mobile phone bills) that has been issued within the last three months and provides evidence of residency at the correspondence address stated on the Registration Form. If the bidder is acting on behalf of another party, they will be required to provide the documents detailed above for both themselves and for the named buyer/s for whom they act.

If the bidder is acting on behalf of a company, the above documents will still be required, together with a copy of the Certificate of Incorporation and identification for anyone with a 25% share or more.

In both cases we will require a letter of authority from the buyer/s authorising them to bid on their behalf.

- **Proof of your Method of Payment** - You will need to provide proof of your method of payment of the deposit/administration fee. **Please read the details regarding this within the catalogue.**

Once you have satisfactorily provided the above you will be allocated a Bidding Number which will enable you to bid.

A Bidders Registration Form has been printed overleaf, on the inside back cover of the catalogue, or is available to download from our website - you may wish to complete this and bring it along with you to the auction room.

There is no charge for Registration and bidders who attend our auctions on a regular basis are invited to retain their Bidding Number for future use, subject to confirmation of deposit payments and proof of identity in line with the regulations.

The auctioneer reserves the right to refuse a bid where pre-registration has not taken place and to offer the lot to the under-bidder.

Deposit Payments & Administration Fee

A deposit of 10% or £3,000 (whichever is the greater) is payable in cleared funds on the fall of the auctioneer's gavel together with the appropriate administration fee. These can be paid by:

- Debit Card (in person)
- Bank to bank transfer prior to the auction
- Bankers Draft
- Building Society counter cheque.

The administration fee is payable for each lot and includes VAT as follows:

- Up to £19,999 = £400
- £20,000 to £49,999 = £600
- £50,000 to £99,999 = £900
- £100,000 to £299,999 = £1,200
- £300,000 and above = £1,500

If two or more lots are offered together in the first instance, or lots are purchased under one contract, the administration fee will apply per lot and not per contract. A VAT receipt will be issued in the name of the buyer.



Unable to Attend

We love to see our auctions rooms full of prospective bidders, but realise there are occasions when it is simply not possible for you to attend in person, so we offer a remote bidding service. Please visit our website for the Remote Bidding Form cliveemson.co.uk/proxy/ where full Terms & Conditions can be found. Remote bidding may be limited and is on a first come first served basis.



You're Successful - Congratulations!

On the fall of the gavel, if you are the highest bidder at or above the reserve you are contracted to buy. Your bidding number is noted and you will be asked to attend the Auctioneer's Clerks' Desk for payment of the deposit and administration fee and to sign the Sales Memorandum.

Your signed counterpart of the Sales Memorandum should be passed to your solicitor/legal representative and the property insured, if appropriate.

Your solicitor/legal representative should then guide you through to completion, the standard time for completion is 20 business days, although check this hasn't been varied in the Special Conditions of Sale.

You're Unsuccessful

Don't be too down-hearted. As we have regular auctions, there is always one just around the corner, so perhaps there will be something of interest in the next catalogue. Why not sign up to our Newsletters to be kept up-to-date with auction news, details of catalogue publication and auction results.

ALL POTENTIAL BUYERS & BIDDERS MUST PROVIDE ID AND REGISTER BEFORE BIDDING

Please read the information OVERLEAF. You can complete this form and bring it with you to the sale room.

BIDDER'S REGISTRATION FORM (complete in block capitals throughout)

In order to provide a professional and effective service we need to keep a record of the information below. All personal information is treated as private and confidential and is recorded on our database. These details will not be shared with a third party. You have the right to see any information that we hold about you, and to have your details removed from our database should they be no longer necessary in relation to the purpose for which they were collected.

BUYER	Full Contract Names (including titles)	
	Correspondence Address	
	Post Code	
	Work/Home Tel	Mobile
	Email Address	
BIDDER	Bidder's Full Name (including titles) If different from Full Contract Names	
	Address	
	Post Code	
	Connection to Buyer	Tel
	Email Address	
SOLICITOR	Company	
	Address	
	Tel	Attention

For use by Clive Emson Auctioneers		
Auction		
Payment Method DEBIT CARD CHEQUE BANKERS DRAFT CLIENTS ACCOUNT SOLICITOR UNDERTAKING	Staff Initials	
LOT	SALE PRICE DEPOSIT	
	Price	
	Deposit	
	Price	
	Deposit	
	Price	
	Deposit	

Administration Fee
An Administration Fee is payable at the same time as the deposit for each Lot purchased. The Admin Fee will be added to the deposit and payment is due on the signing of the Memorandum of Sale.

Marketing Information
We would like to keep you up-to-date with the latest auction news and results. Please tick the box if you wish to receive marketing emails from us
We do not share details with third parties.

Bidder's Signature
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