

## Document Release Form

### Solicitors

This is to request information or apply for release of documentation on behalf of a client.

**Please:**

1. Complete this form or provide us with a letterhead identifying your firm, for whom you act and what you are seeking on behalf of your client; and
2. Provide written authority from your client confirming documents requested and any further documentation stated in the **Note** below:

**Your Details:**

Firm/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AND

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Declaration:** I declare that this information is true and correct

**Information Required**

I request from Rennick & Gaynor the following (please tick):

Original	Copy	Information	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	* Will _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power of Attorney _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	** Title for the property at _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lease/s for the property at _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trust Deed/s for _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Probate for _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Court Orders for _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (please specify) _____

**Note:** Whilst you may request the above information, there is no certainty that we are able to comply with your request.

\* If requesting the Will of a deceased person, we also require a certified copy of the death certificate.

\*\*If requesting a Title and the Title is in more than one name please provide written authority from all parties together with, if applicable, a certified copy of the Grant of Probate or Letters of Administration. If the Title is in a company name please use the Company document release form.

All deeds will be forwarded by either regular post or DX. If required to be sent by express post or registered mail, please provide us with a pre-paid envelope.