

# CONFIDENTIAL CLIENT QUESTIONNAIRE

Please complete this form as best as you can. The more information you can give me the better; the more time we will have to answer your questions and advise you on the law and the procedure, instead of asking you for information. On the other hand, if you do not know the precise information, give approximations and say it is approximate, or just leave parts blank if you do not know it now.

Please return the form to me before our meeting if possible. You can either save the file to your hard disk, complete it on screen and then save it and email it to me; or you can print it out and fill it in by hand and fax or post it to me. I am sorry the form is so long; the more information you can let me have on this form, the less time we will spend on this during our meeting.

Thank you.

## You

Title Full name

Surname at birth

Date of birth

Age

Nationality/ies

If you are not a British Citizen, can you stay even if you do not marry/register a civil partnership?  Yes  No  I don't know

Have you always lived in England or Wales?  Yes  No

If not please state where you have lived and when

Home address (incl. Postcode)

Correspondence address (if different)

Email address

How often do you check your email?

Do you want me to communicate with you by email at this address?  Yes – the account is confidential  
 No

Telephone

Home

Work

Mobile

Do not call me at home

Fax

Do you want me to send you faxes to this number?  Yes  
 Yes but only if you ring before  
 No

Occupation

Name of employers

Address

Have you been married or in a civil partnership before?  Yes  
 No – Details:

**Your Partner**

Title Full name  
Surname at birth  
Date of birth Age  
Nationality/ies  
If they are not a British Citizen, can they stay even if you do not marry/register a civil partnership?  Yes  No  I don't know  
Have they always lived in England or Wales?  Yes  No  
If not please state where they have lived and when  
Home address (incl. Postcode)  
Solicitor's details (if they have one)  
Email address  
How often do they check their email?  
Telephone Home  
Work  
Mobile  
Fax  
Occupation  
Name of employers  
Address  
Has he or she been married or in a civil partnership before?  Yes  
 No – Details:

**Your Relationship Details**

When did you meet?  
When did your relationship begin?  
When did you start living together?  
Date of the planned wedding/civil partnership registration (if known)  
Place of the wedding/registration

**Children (including adopted and step children) or yourself/your (former) partner**

First name and surname	Date of birth	Age	Sex	School or nursery	Joint	Step
			<input type="checkbox"/> Boy		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> Girl	<input type="checkbox"/> Fees		
			<input type="checkbox"/> Boy		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> Girl	<input type="checkbox"/> Fees		
			<input type="checkbox"/> Boy		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> Girl	<input type="checkbox"/> Fees		
			<input type="checkbox"/> Boy		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> Girl	<input type="checkbox"/> Fees		
			<input type="checkbox"/> Boy		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> Girl	<input type="checkbox"/> Fees		
			<input type="checkbox"/> Boy		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> Girl	<input type="checkbox"/> Fees		
			<input type="checkbox"/> Boy		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> Girl	<input type="checkbox"/> Fees		

Has any child ever been involved with social services? If so please provide details  Yes:  No

**Residence and Contact**

Who do the children live with?  
How much time do the children spend with each parent?

**Maintenance**

Is maintenance being paid?  Yes I pay £            per  Yes my former partner pays £            per  No

If so, why?  We have agreed this level  The Child Support Agency has made an assessment  There is a court order (please bring a copy)

**Disabilities**

Do you, your (former) partner or children have any disabilities or special needs? If so please provide details

**The Family Home**

Address

In whose name is the property registered?

You  Your (former) partner  Joint

Local Authority (London Borough)

Type

flat  terraced  semi-detached  detached

Number of bedrooms

Number of reception rooms

Is your home owned or rented

Rented  Owned – Please continue below

**Rented Home**

Landlord

Date of tenancy

Type of tenancy

Assured shorthold  Assured  Secure

Other:

Do you have a right to buy?

Yes  No

Rent

£ per

Who pays the rent at the moment?

You  Your (former) partner  Joint

**Owned Home**

Date of purchase

Original: purchase price

£

mortgage

£

mortgage lender

Contributions to purchase price/deposit

You

£

Your (former) partner

£

Have you carried out major improvements (new kitchen or bathroom, extensions, loft conversions)? Who paid for it?

Who paid the mortgage?

You  Your (former) partner  Joint

Who is paying it now?

You  Your (former) partner  Joint

Monthly mortgage payments

£

Current: value

£

mortgage balance

£

mortgage lender

Any other loans secured on your home

Type of mortgage

Repayment  Interest only (Endowment)

If interest only: details of investments, such as endowment policies, ISAs, etc used as collateral for the mortgage

Provider & No.	Present value	Monthly	In whose name?
	£	£	
	£	£	
	£	£	

**Other Properties either of you owns**

Address

In whose name is the property registered?

You  Your (former) partner  Joint

Local Authority (London Borough)

Type

flat  terraced  semi-detached  detached

Number of bedrooms

Number of reception rooms

Date of purchase

Original: purchase price

£

mortgage

£

mortgage lender

Contributions to purchase price/deposit

You

£

Your (former) partner

£

Have you carried out major improvements (new kitchen or bathroom, extensions, loft conversions)? Who paid for it?

Who paid the mortgage?

You  Your (former) partner  Joint

Who is paying it now?

You  Your (former) partner  Joint

Monthly mortgage payments

£

Current: value

£

mortgage balance

£

mortgage lender

Any other loans secured on your home

Type of mortgage

Repayment  Interest only (Endowment)

If interest only: details of investments, such as endowment policies, ISAs, etc used as collateral for the mortgage

Provider & No.	Present value	Monthly	In whose name?
	£	£	
	£	£	
	£	£	

If you have further properties, please provide the information for each property on a separate page. You can download further client questionnaire property pages from [www.alternativefamilylaw.co.uk/en/about/instructions.htm](http://www.alternativefamilylaw.co.uk/en/about/instructions.htm).

**Income and Assets (full details – attach a spreadsheet if you wish)**

**You**

Annual gross income £

Monthly net income £

Assets (incl bank accounts, policies, properties etc.) together with current values

Debts including loans and credit cards (but not your mortgage set out above)

Occupational and Private Pensions

(if you have a valuation or policy document you can find, please bring it with you)

**Your (former) spouse or (civil) partner**

Annual gross income £

Monthly net income £

Assets (incl bank accounts, policies, properties etc.) together with current values

Debts including loans and credit cards (but not your mortgage set out above)

Occupational and Private Pensions

**Joint**

Assets (incl bank accounts, policies, properties etc.) together with current values

Debts including loans and credit cards (but not your mortgage set out above)

**Further details**

Why do you want to enter into a pre-nuptial or pre-registration agreement?

Are you or is your former partner religious?

If so what religion or denomination?

**Advice**

What else do you want advice on?

How did you hear of me?

Please email, post or fax the form back to:

**Alternative Family Law**

3 Southwark Street  
London SE1 1RQ

**T:** +44 20 7407 4007

**F:** +44 207407 4008

**E:** [andrea@alternativefamilylaw.co.uk](mailto:andrea@alternativefamilylaw.co.uk)

**W:** [www.alternativefamilylaw.co.uk](http://www.alternativefamilylaw.co.uk)

Thank you!