STAMP DUTY ADVICE BUREAU
The right stamp duty.

Stamp Duty Advice Bureau is a tax consultancy specialising in reclaiming overpaid SDLT in England and Northern Ireland. We work on a 'No Win No Fee' basis.
We instruct HMRC to pay any reclaim funds directly to you.

Qualifying questions

1.1 **Are you the lead purchaser?** ☐ Yes, I am the lead purchaser

If you bought this property with someone else, either as a private person or through a business, HMRC will want to deal with the main person involved in the purchase, known as the lead purchaser.
If it's not you, please ask the other person who purchased the property with you complete this form.

1.2 **Bought less than 4 years ago?** ☐ Yes, I bought the property less than four years ago

Did you buy this property less than 4 years ago from today? HMRC will not accept any cases where the property was purchased more than four years ago.

1.3 **Was the property in poor condition?** ☐ Yes, the property was in poor condition.

At the time of purchase, was the property neglected and/or would a reasonable person have lives in the property in that condition and/or would living in the property jeopardise either health or safety of the occupant i.e. excessive damp, mould, dangerous electrics?

1.4 **Buy as an investment or 2nd home?** ☐ Yes, investment/development or 2nd home

Did you buy this property as an investment? Or, was it a second home such as a holiday home?

1.5 **Owner occupier? Buy price over £1m?** ☐ Yes, owner occupier with purchase price over £1m

If you bought the property to live in, was the property over £1 million? It's only viable to do a stamp duty reclaim as an owner occupier if the property is valued over £1 million.

1.5 Buy in England or Northern Ireland? ☐ Yes, I bought in England or Northern Ireland

The stamp duty system is different in Wales and Scotland. Our area of expertise is stamp duty reclaims for England and Northern Ireland only.

If:
- you bought the property less than 4 years ago,
- it was in poor condition and time of purchase,
- it was either an investment, development, second home or if an owner occupier you paid more than £1 million at purchase,
- you purchased in either England or Northern Ireland

then you may have a case for a stamp duty reclaim.

Your details

2.1 **First Name**	
2.2 **Last Name**	
2.3 **Primary Email**	
2.4 **Primary Phone**	
2.5 **Full name as on photo ID i.e. Passport.**	

Your home address as shown on any proof of address such as a utility bill.

Please note, we don't request any proof of address from you. However, if HMRC checks your identity and needs to verify it, it's crucial that the address you provide to us matches the one on your official proof of address.

3.1 **Address Line 1**

Your home address as shown on any proof of address: Address 1

3.2 **Address Line 2**

Your home address as shown on any proof of address: Address 2

3.3 **City**

Your home address as shown on any proof of address: City

3.4 **Zip/Postcode**

Your home address as shown on any proof of address: Postcode

3.5 **Country**

Your home address as shown on any proof of address: Country

How did you hear about us?

3.6 **Who referred/introduced you to us?**

Many of our clients are referred to us by trusted introducers.

3.7 **What reference code did they give you?**

If you provide a referral or coupon code from your introducer, our base fees will be reduced from 35% to 30% of the reclaimed sum.

The property you purchased.

4.1 **Bought property address line 1**

The property you wish to make a stamp duty reclaim on: Address line 1

4.2 **Bought property address line 2**

The property you wish to make a stamp duty reclaim on: Address line 2

4.3 **Bought property Town or City**

The property you wish to make a stamp duty reclaim on: Town or city or region

4.4 **Bought property Postcode**

The property you wish to make a stamp duty reclaim on: Postcode

Did you buy the property with a limited company?

5.1 **Name of Ltd company**

What was the exact name of the limited company listed in Companies House through which you purchased the property?

5.2 **Limited company number**

This is the unique registration number given to you by companies house. You will have one of these if you are a limited company or partnership.

Condition evidence to be emailed or uploaded.

To prove to HMRC that your property wasn't in good condition when you bought it, we need pictures, videos, surveys, and other details. This will help us demonstrate that you should get a stamp duty refund.

It's important to note! Sometimes pictures, videos, and reports like property surveys are too large to send in an email. Use a free and safe service, like https://wetransfer.com/, to send these big files.

If using Wetransfer, send your files to support@stampdutyadvicebureau.co.uk or support@sdab.co.uk
In the message, please include the address of the property for which you want to make a claim.

6.1 **Have you got condition photos or video?** ☐ Yes, I have condition photos and or video

Do the photos or videos clearly show what the property looked like around the time you bought it? If so can you send them to us?

6.2 **Have you got a property survey?** ☐ Yes, I have a property survey

Did you have a property survey done before buying the property, showing problems with the property's condition? If so can you send them to us?

6.3 **Contractor photos/quotes/invoices?** ☐ Yes, I have contractor evidence

Do you have photographs, video, quotes for works, invoices, receipts from any contractors who worked on your property? If so can you send them to us?

Documents needed for your claim

7.1 **Scan or image of photo ID (Passport/drivers licence/other)**

☐ Yes, I'm sending you a picture of my photo ID

Instructions: Take a photo of your passport or another photo ID with your phone and attach it to you your email.

7.2 **SDLT5 receipt**

☐ Yes, I'm sending you the SDLT5 receipt

An SDLT5 receipt records that you have paid stamp duty to HMRC. Ask your conveyancing solicitor for this document. Note: If you authorise us, we can request this document directly from your solicitor. See End of form for authorisation details

7.3 **TR1 document signed & dated**

☐ Yes, I'm sending you the signed TR1

A TR1 is a form used in the United Kingdom for the transfer of a property's ownership from one person or entity to another. Ask your conveyancing solicitor for this document. Note: If you authorise us, we can request this document directly from your solicitor. See End of form for authorisation details

7.4 **Solicitors completion statement**

☐ Yes, I'm sending the completion statement

A completion statement is prepared by the conveyancer or solicitor that sets out all the financial details related to the purchase or sale of a property.

7.5 **Contract of sale signed & dated**

☐ Yes, I'm sending you the contract of sale

The contract outlines the details of the sale i.e. the seller's and buyer's names, the agreed price for the property, title number and the property address in full.

7.6 **Did you purchase your property with Gatehouse bank?**

☐ Yes, I purchased with Gatehouse Bank finance

Did you purchase your property with Gatehouse bank finance?
If you have used Gatehouse bank for your mortgage we will need:
- 2x SDLT5 receipts. One from the seller to Gatehouse Bank and the other from Gatehouse Bank leasing the property to you.
- We also need authorisation from Gatehouse Bank telling HMRC to pay any stamp duty refunds directly to you.

See our help page for more information:
https://stampdutyadvicebureau.co.uk/docs/gatehouse-bank-sdlt-refunds/stamp-duty-reclaims-with-gatehouse-bank

7.6.1 **2x SDLT5 Receipts**

☐ Yes, I'm sending you the both SDLT5 receipts

Please send us the SDLT5 receipt showing Gatehouse Bank as the purchaser and the SDLT5 receipt showing Gatehouse Bank leasing the property to you.

7.6.2 **Gatehouse Bank authorisation**

☐ Yes, I'm sending Gatehouse Bank authorisation

Please send us the letter of authorisation from Gatehouse Bank allowing HMRC payment to be made directly to you. For more information, see our website. Click link above.

Banking: HMRC paying you.

Individual: HMRC need your bank account details to pay you. HMRC will send any refund payments directly to the purchaser.
Company: If the property for which you are seeking a stamp duty reclaim was purchased through a company, please provide us with the company's bank account details. Individual: If you bought the property as an individual, share your personal bank account details instead.

8.1 **Name of bank**

We need to know the name of the bank where your account is held to ensure any refunds from HMRC go to the right place. If you bought your property through a limited company, please provide the bank name for your company account. If you bought the property as an individual, tell us the name of the bank where your personal account is located.

8.2 **Bank Account holder name**

We need to make sure any refunds from HMRC are sent to the right person. If your property was bought through a limited company, please tell us the name of the bank account. If you bought the property as an individual, we need to know your name as it appears on your personal bank account.

8.3 **Bank account number**

We need to make sure any refunds from HMRC are sent to the right place. If your property was bought through a limited company, please give us the bank account number. If you bought the property as an individual, we need your personal bank account number.

8.4 **Your bank sort code**

We need to make sure any refunds from HMRC are sent to the right place. If your property was bought through a limited company, please give us the bank account sort code. If you bought the property as an individual, we need your personal bank account sort code.

8.5 **IBAN code if a non-UK based account**

We need to make sure any refunds from HMRC are sent to the right place.
If you purchased the property via a non-UK bank account, we will need your IBAN code.
Otherwise please enter 'N/A' (not applicable) in the field.

If your property was bought through a limited company, please give us the bank account IBAN code. If you bought the property as an individual, we need your personal bank account IBAN code.

8.6 **BIC / SWIFT Code**

If you purchased the property via a non-UK bank account, you may have a BIC/SWIFT code. If so, please list it below. For more information on BIC/SWIFT codes, see this resource (Link opens new tab).

Solicitor authorisation

As part of our service to prepare your case, we can communicate directly with your solicitor.

To do this we will need your authorisation. Contacting your conveyancing solicitor to speed up your stamp duty reclaim. Clients find it very helpful for us to contact their conveyancing solicitors on their behalf when obtaining documents such as TR1 SDLT5 and completion statement. If you want us to contact your conveyancing solicitor on your behalf to help get necessary documentation, tell us below. We do not charge for this service. It is free.

9.1 **Do you want us to contact your conveyancing solicitor?**	☐ Yes, please contact my solicitor directly

Details needed for solicitor contact authorisation

Clients find it very helpful for us to contact their conveyancing solicitors on their behalf when obtaining documents such as TR1 SDLT5 and completion statement.

If you want us to contact your conveyancing solicitor on your behalf to help get necessary documentation, tell us below. We do not charge for this service. It is free.

If you're happy for us to contact your solicitor, we will send you an authorisation form to be electronically signed by you. Once signed, we will obtain the necessary documents on your behalf.

9.2 **Conveyancing solicitor contact name**	
9.3 **Conveyancing solicitor practice name**	
9.4 **Conveyancing solicitor email**	
9.5 **Conveyancing solicitor phone number**	