

Property Information Questionnaire

Property Address

Seller(s)

Date this form completed

About this form:

This form should be completed by the seller. So I may be the owner or owners; a representative with the necessary authority to sell the property for an owner who has died; a representative with the necessary authority to sell the property for a living owner (e.g. a power of attorney) or be selling in some other capacity. The form should be completed and read as though the questions were being answered by the owner.

If you are the seller, you should be aware that:

- Answers given in this form should be truthful and accurate to the best of your knowledge. The questions have been designed to help smooth sale of your home. Misleading or incorrect answers are likely to be exposed later in the conveyancing process and may endanger the sale.
- Information included in this form does not replace official documents or legal information. You should be prepared to provide such documents on request in support of the answers given in this form.
- If you hold any guarantees for work on your property, your buyer's conveyancer is likely to ask for evidence, which it is in your interests to make available as soon as possible.
- If anything changes to affect the information given in this form prior to the sale of your home, you should inform your conveyancer or estate agent immediately.

If you are an estate agent, you should be aware that:

- this form should be completed by the seller, but it is your responsibility to ensure that is included in the home information pack.
- The property mis-descriptions act 1991 does not apply where the form has been completed solely by the seller.

If you are the buyer, you should be aware that:

- the information contained in this document should have been completed truthfully and accurately by the seller. However, information only relates to the period during which the seller has owned the property (see question one), and does not replace official documents or legal information and you should confirm any information with your conveyancer.

The seller must provide information set out in part one of this questionnaire.

Where the property being sold is a leasehold property, the seller must also complete part two of this questionnaire.

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PART 1 : ALL PROPERTIES

1. When was the property purchased (month/year)?									
2. Is your property listed building or contained within a listed building?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't know			
3. What council tax band is the property?	A	B	C	D	E	F	G	H	
4. What parking arrangements exist at your property?	<input type="checkbox"/> Garage <input type="checkbox"/> Allocated parking space <input type="checkbox"/> Driveway <input type="checkbox"/> On street <input type="checkbox"/> Resident permit <input type="checkbox"/> Metered parking <input type="checkbox"/> Shared parking <input type="checkbox"/> other (specify):								
Other issues affecting the property									
5. Has there been any damage to your property as a result of storm or fire since you have owned it? If yes, please give details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't know			
6. If you have answered yes to question was the damage the subject of an insurance claim? If yes please state whether any of these claims are outstanding:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't know			
7. Are you aware of any flooding to your property since you have owned it or before? If yes, please give details	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't know			
8. Have you checked the freely available flood risk data at the environment agency's website? www.environment-agency.gov.uk/flood If YES, please give details: if NO, the buyer is advised to check the environment agency's website for an indication of flood risk in the area	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't know			

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<p>9. Has there been any treatment of or preventative work, for dry rot, wet rot, or damp in the property since you have owned the property?</p> <p>If yes, please give details of any guarantees relating to the work and who holds the guarantees:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>
Utilities and services	
<p>10. Is there a central heating system in your property?</p> <p>If yes, please give details of the type of central heating: (examples: gas-fired, oil fired, solid fuel, liquid petroleum gas)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>
<p>11. When was your central heating or other primary heating system last serviced?</p>	<p>Year:</p> <p><input type="checkbox"/> Report available <input type="checkbox"/> Not serviced <input type="checkbox"/> Don't know</p>
<p>12. When was the electrical wiring in your property last checked?</p>	<p>Year:</p> <p><input type="checkbox"/> Report available <input type="checkbox"/> Not serviced <input type="checkbox"/> Don't know</p>
<p>13. Please indicate which services are connected to your property:</p>	<p><input type="checkbox"/> electricity <input type="checkbox"/> gas <input type="checkbox"/> water mains or private water supply <input type="checkbox"/> drainage to a public sewer</p> <p>If not connected to a public sewer, please indicate whether there will be a:-</p> <p><input type="checkbox"/> Cesspool <input type="checkbox"/> Septic tank.</p> <p><input type="checkbox"/> Telephone <input type="checkbox"/> Cable TV or satellite. <input type="checkbox"/> Broadband</p>

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Changes to the property

<p>14. Have you carried out any structural alterations, additions or extensions (e.g. provision of an extra bedroom or bathroom) to the property?</p> <p>(a) If yes, please give details of the nature of the work:</p> <p>(b) Was building regulation approval obtained?</p> <p>(c) Was planning permission obtained?</p> <p>(d) Was listed building consent obtained?</p> <p>(e) If the response was no for any of (b) to (d) please state, why not (e.g. not required or work completed under approved persons scheme):</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>
<p>15. Have you had replacement windows, doors, patio doors or double glazing installed in your property? If yes, please give details of changes and guarantees if held:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>
<h3>Access</h3>	
<p>16. Do you have right of access through any neighbouring homes, buildings or land?</p> <p>If yes, please give details:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>
<p>17. Does any other person have a right of access through your property?</p> <p>If yes, please give details</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>

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Leasehold property

18. Is your property a leasehold property?

Yes

No

Don't know

If Yes, please complete part two of this questionnaire. If No, there is no need to complete part two of this questionnaire.

Declaration by the seller (s) or other authorised body or person (s)

I/we confirm that the information in this form is true and correct to the best of my/our knowledge and belief.

Signature (s):

Date:

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PART 2 : ADDITIONAL INFORMATION FOR LEASEHOLD PROPERTIES

Only complete to this part of the property is a leasehold property.

If the lease is a new one and it has not yet been granted, please answer the questions based on the draft terms of the lease.

Before entering into a binding commitment, buyers should confirm any matters relating to the leasehold ownership by reading the lease and checking the position with their conveyancer.

<p>19. What is the name of the person or organisation to whom you pay-</p> <p>(a) ground rent:</p> <p>(b) Service charges (if different from question (a) above):</p>	
<p>20. How many years does your lease have left to run?</p>	
<p>21. How much is your current annual ground rent?</p>	
<p>22. How much is your current annual service charge?</p>	
<p>23. How much is your current annual buildings insurance premium (if not included in the service charge)?</p>	
<p>24. You aware of any proposed or ongoing major works to this property?</p> <p>If yes, what type of works are they and what is the expected cost relating to this property (if known)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>25. Does the lease prevent you from:</p> <p>(a) Sub-letting?</p> <p>(b) Keeping pets?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>
<p>26. Does the lease allow you to:</p> <p>(a) Use a car park will space?</p> <p>(b) Have access to a communal garden (where applicable)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>

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27. Leases often permit or prevent certain types of activity relating to the use of the property, those referred to in question 25 are examples. Aren't there any other conditions or restrictions in the lease which could significantly impact on a person's use of the property?

Yes No Don't know

If yes, please specify:

EXPLANATORY NOTES TO NUMBERED ITEMS

19. The landlord will normally be the person to whom the ground rent is payable, although it is possible that an agent may be employed to collect this on the landlord's behalf. The person or the organisation to whom the service charge is payable maybe your landlord or head landlord or a residents' management company-you should find the landlord's details on your latest service charge demand. It is also possible that an agent has been employed to collect service charges on their behalf.

20. The number of years is calculated by taking the original number of years the lease was granted for and deducting the number of years that has expired since the lease was first granted.

21. This information will be found in the lease.

22. This information should be found on the previous year's service charge demands.

24. Leaseholders should have been notified of this is part of the required consultation process where their contribution towards the work exceeds £250

Please note: All leaseholders should have their own copy of the lease although sometimes this is held by the mortgage lender or the conveyancer who handled a purchase. A copy can normally be obtained from the Land Registry - www.landregisteronline.co.uk It is unlikely that the management agent will be able to provide a copy of the lease.

Declaration by the seller(s)/or other authorised body or person(s)

I/we confirm that the information in this form is true and correct to the best of my/our knowledge and belief.

Signature(s):

Date: