



## HOME INFORMATION PACK

# Property Details Questionnaire

### NOTE

This form must be read in conjunction with the Property Information Questionnaire provided by the seller which relates to the period during which the seller has owned the property. The buyer's conveyancer will need this information before the buyer can exchange contracts.

This form provides detailed information in relation to a number of issues. Some questions deal with the seller's knowledge of the history of the property before the seller owned it

The document is authorised to be included in the Home Information Pack relating to this Property

This document deals with the history of the property and is intended to support the information provided in the HIP as detailed in the Property Information Questionnaire (PIQ). The PIQ is designed to cover the information relating to the seller's period of ownership.

This form is intended to provide the buyer with any information that may be available to not just limited to the period of your ownership.

Property address:

Seller(s):

Completion date of Property Details Questionnaire:

# Property Details Questionnaire

## **IMPORTANT NOTE TO SELLERS – PLEASE READ**

### **Please take care with your answers**

Please answer all questions honestly and accurately. The form is provided to the buyer's conveyancer. It will be seen by the buyer who is entitled to rely on the information in deciding whether to buy the property, so it is important that the answers are correct. Incorrect or incomplete information given to the buyer direct, through us or through your selling agent or even mentioned to the buyer in conversation may mean that the buyer can claim compensation from you and may entitle the buyer not to complete.

Many of the questions only require you tick the correct answer. If necessary, please give more detailed answers on a separate sheet of paper. The answers should be given only by those named on the deeds of the property. If there is more than one of you, you should prepare the answers together and all sign. This form is designed to capture your knowledge of the property so if you do not know the answer to any question it is OK to say so.

### **Condition of property**

The buyer should seek independent advice in relation to the condition of the property and may instruct a surveyor. Please do not give the buyer your views on the condition of the property.

### **Changes to these answers**

It is important that if anything changes after you complete this form but before the sale is completed you tell us immediately. Please pass to us any notices you have received which affect the property, including any notices which arrive at any time before completion of your sale. If you have a tenant, tell us immediately if there is any change in the arrangement but do nothing without asking us first.

### **Supporting documents**

Please let us have any letters, agreements or other documents which relate to these questions. If you know of any which you are not supplying with these answers, please tell us about them.

### **Fixtures and fittings**

Please kindly complete and return the Fixtures, Fittings and Contents Section. It is an important document which will form part of the contract between you and the buyer. Unless you mark clearly on it the items which you wish to remove, they will be included in the sale and you will not be able to take them with you when you move. If you wish to delay the completion of the Fixtures, Fittings and Contents Form until you have a prospective buyer and have agreed the price, please detach this section of the Form and send under separate cover.

## PART 1: ALL PROPERTIES

### Boundaries

“Boundaries” means any fence, wall, hedge or ditch which marks the edge of your property.

<p>1. Looking towards the house from the road, who either owns or accepts responsibility for the boundary:</p> <p style="padding-left: 20px;">On the left?</p> <p style="padding-left: 20px;">On the right?</p> <p style="padding-left: 20px;">Across the back?</p> <p>Which boundaries have <b>you actually</b> repaired or maintained?</p>	<p><b>We do    Next Door    Shared    Not Known</b></p> <p><b>We do    Next Door    Shared    Not Known</b></p> <p><b>We do    Next Door    Shared    Not Known</b></p>
<p>2. Do you know of any boundary being moved in the last 20 years?</p> <p style="padding-left: 20px;">If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p>
<p>3. Has any land been acquired which is additional to the original property?</p> <p style="padding-left: 20px;">If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p>

### Disputes and Complaints

<p>4. Do you know of any disputes or anything which might lead to a dispute about this or any neighbouring property?</p> <p style="padding-left: 20px;">If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p>
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<p>5. Have you received any complaints about anything you have, or have not, done as owner?</p> <p>If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>
<p>6. Have you made any such complaints to any neighbour about what the neighbour has or has not done?</p> <p>If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>
<b>Notices</b>	
<p>7. Have you either sent or received any communications or notices which affect your property or the neighbouring property in any way (for example, Party Walls Act 1996 notices or any notices from or to neighbours, the council or a government department)?</p> <p>If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p> <p><b>Copy enclosed</b></p> <p><b>To follow</b></p> <p><b>Lost</b></p>
<p>8. Have you had any negotiations or discussions with any neighbour or any local or other authority which affect the property in any way?</p> <p>If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>

## Guarantees

Please note that the following question 9 deals with previous work carried out as well as any work you have carried out.

9. Are there any guarantees or insurance policies of the following types:

NHBC Foundation 15 or Newbuild?

Damp course?

Double glazing, roof lights, roof windows, glazed doors?

Electrical work?

Roofing?

Rot or infestation?

Anything similar, (e.g. cavity wall insulation, wall-ties)?

Do you have written details of the work done to obtain any of these guarantees?

(Please enclose COPIES of any reports, surveys and estimates/invoices for the work)

If "Yes" to any please give details:

Please confirm that the originals of any guarantees will be left at the property on completion.

**Yes No Copies enclosed With deeds Lost**

**Yes No Copies enclosed With deeds Lost**

**Yes No Copies enclosed With deeds Lost**

**Yes No Copies enclosed With deeds Lost**

**Yes No Copies enclosed With deeds Lost**

**Yes No Copies enclosed With deeds Lost**

**Yes No Copies enclosed With deeds Lost**

**Yes No Copies enclosed With deeds Lost**

**Confirmed**

**Do not have originals**

10. Have you made or considered making claims under any of the guarantees?

If "Yes" please give details:

**Yes**

**No**

**Don't know**

## Central Heating

If there is no central heating go to the next section.

11. To your knowledge is the system in good working order?

If "No" please give details:

**Yes**

**No**

**Don't know**

## Services

12. Please supply a copy of the latest water charge account and the sewerage account (if any).

**Enclosed**

**To follow**

13. Is the water supply on a meter?

**Yes**

**No**

**Don't know**

14. Do any drains, pipes or wire for the services cross any neighbour's property?

If "Yes" please give details:

**Yes**

**No**

**Don't know**

15. Are you aware of any agreement or arrangement about any of these services?

If "Yes" please give details:

**Yes**

**No**

**Don't know**

16. Have you ever experienced any problems with the drains at the property?

If "Yes" please give details:

**Yes**

**No**

**Don't know**

17. If the drainage is to a septic tank or cesspit please state:

Its location and date of construction and type (if known)

Whether other properties drain into it

Details of the annual charge for emptying and when this was last carried out

So far as you are aware, is it in good working order?

If you have a Septic Tank, please provide the Consent to Discharge required under the Water Resources Act 1991 (as amended by the Environment Act 1995).

(NOTE: These can be obtained via the Environment Agency website  
[http://www.environment-agency.gov.uk/commondata/acrobat/221\\_06\\_sd11\\_1755710.pdf](http://www.environment-agency.gov.uk/commondata/acrobat/221_06_sd11_1755710.pdf).)

**Enclosed**

**To follow**

## Sharing with the neighbours

<p>18. Are you aware of any responsibility to contribute to the cost of anything used jointly, such as the repair of a shared drive, boundary or drain?</p> <p>If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>						
<p>19. Do you contribute to the cost of repair of anything used by the neighbourhood, such as the maintenance of a private road?</p> <p>If "Yes" who is responsible for organising the work and collecting the contributions? Please give details of all such sums paid or owing, and explain if they are paid on a regular basis or only as and when work is required.</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>						
<p>20. Do you <b>need</b> to go to any neighbouring property if you have to repair or decorate your building or maintain any of the boundaries or any of the drains, pipes or wires?</p> <p>If "Yes" have you always been able to do so without objection by the neighbours? (Please give details of any objection under the previous Disputes and Complaints section)</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>Yes</b></td> <td style="width: 33%;"><b>No</b></td> <td style="width: 33%;"><b>Don't know</b></td> </tr> <tr> <td><b>Yes</b></td> <td><b>No</b></td> <td><b>Don't know</b></td> </tr> </table>	<b>Yes</b>	<b>No</b>	<b>Don't know</b>	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
<b>Yes</b>	<b>No</b>	<b>Don't know</b>					
<b>Yes</b>	<b>No</b>	<b>Don't know</b>					
<p>21. Do any of your neighbours <b>need</b> to come onto your land to repair or decorate their building or maintain their boundaries or any drains, pipes or wires?</p> <p>If "Yes" have you ever objected? (Please give details of any objection under the previous Disputes and Complaints section)</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>Yes</b></td> <td style="width: 33%;"><b>No</b></td> <td style="width: 33%;"><b>Don't know</b></td> </tr> <tr> <td><b>Yes</b></td> <td><b>No</b></td> <td><b>Don't know</b></td> </tr> </table>	<b>Yes</b>	<b>No</b>	<b>Don't know</b>	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
<b>Yes</b>	<b>No</b>	<b>Don't know</b>					
<b>Yes</b>	<b>No</b>	<b>Don't know</b>					
<p>22. Does any part of your property project under or over any adjoining property?</p> <p>If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>						

## Arrangements and rights

<p>23. Is access obtained to any part of the property over private land, common land or a neighbour's land?</p> <p>If "Yes" please specify:</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>
<p>24. Has anyone taken steps to stop, complain about or demand payment for access to your land being exercised?</p> <p>If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>
<p>25. Are there any other formal or informal arrangements which you have over any of your neighbours' property? (Examples are for access or shared use)</p> <p>If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>
<p>26. Are there any other formal or informal arrangements which someone else has over your property? (Examples are for access or shared use)</p> <p>If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>

## Occupiers

If you are the only person living on the property go to the next section.

27. Please give the full names of the other people living on your property and their ages if they are under 18.

28. Do any of them have any right to stay on the property without your permission?  
(These rights may have arisen without you realising, e.g. if they have paid towards the cost of buying the house, paid for improvements or helped you make your mortgage payments.)

If "Yes" please give details:

**Yes**  
**No**  
**Don't know**

29. Are any of them tenants or lodgers?

If "Yes" please give details and a copy of any tenancy agreement:

**Yes**  
**No**  
**Don't know**

30. Have they all agreed to sign the contract for sale agreeing to leave with you (or earlier)?

**Yes**  
**No**  
**Don't know**

31. Please confirm the date they will move out.

## Changes to the property

**Please note that the following question 32 deals with previous work carried out as well as any work you have carried out.**

32. Are you aware of any the following taking place to the property or any part of it since it was built (including the garden)? If yes, please circle to confirm which documents were obtained.

Note - to save you time and money please send us any paperwork which you have relating to each of the changes.)

\*Deeds Consent - The title deeds of some properties include clauses which are called 'restrictive covenants'. These may, for example, forbid the owner of the property from carrying out any building work or from using it for business purposes or from parking a caravan or boat on it unless someone else, often the builder of the house, gives consent.

Extensions

No Yes Date of Building Planning \*Deeds  
works regulations permission consent

Loft conversions

No Yes Date of Building Planning \*Deeds  
works regulations permission consent

Removal of internal walls

No Yes Date of Building Planning \*Deeds  
works regulations permission consent

Removal of chimney breast

No Yes Date of Building Planning \*Deeds  
works regulations permission consent

Conservatories

No Yes Date of Building Planning \*Deeds  
works regulations permission consent

Additional garage/workshop

No Yes Date of Building Planning \*Deeds  
works regulations permission consent

Any other works to the property

No Yes Date of Building Planning \*Deeds  
works regulations permission consent

No Yes Date of Building Planning \*Deeds  
works regulations permission consent

<p>Change of use</p> <p>Sub-division</p> <p>Conversion</p> <p>Business activities</p> <p>Replacement windows, roof lights, roof windows, glazed doors</p> <p>Underpinning</p> <p>Central heating boiler installation</p> <p>Solar panel installation</p> <p><b>Please supply copies of any supporting guarantees, completion certificates relating to the completion of the above works</b></p>	<p>No Yes Date of works Building regulations Planning permission *Deeds consent</p> <p>No Yes Date of works Building regulations Planning permission *Deeds consent</p> <p>No Yes Date of works Building regulations Planning permission *Deeds consent</p> <p>No Yes Date of works Building regulations Planning permission *Deeds consent</p> <p>No Yes Date of works Building regulations Planning permission *Deeds consent</p> <p>No Yes Date of works Building regulations Planning permission *Deeds consent</p> <p>No Yes Date of works Building regulations Planning permission *Deeds consent</p>
<p>33. If any consent was needed but not obtained:</p> <p>Please clarify why it was not obtained.</p> <p>From whom should it have been obtained?</p>	
<p>34. Is there an indemnity policy for the property in respect of these changes?</p> <p>(Such a policy might have been taken out if works were carried out in the past without the necessary Buildings Regulations, Planning Permission or Deeds Consent.)</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>

## Conservatories

If there is no conservatory at the property go to the Question 49

35. Is your conservatory on any wall of the property such that it fronts the public highway or footpath?	<b>Yes</b> <b>No</b>
36. Is the conservatory only on the ground level of the property?	<b>Yes</b> <b>No</b>
37. Is it used solely for domestic purposes?	<b>Yes</b> <b>No</b>
38. Is the volume of the conservatory less than 15% of the original volume of the property and less than 70 cubic metres in total (or less than 10% if the property is a terraced house or in a Conservation Area/Area of Outstanding Beauty, the Broads or a National Park and less than 50 cubic metres)?	<b>Yes</b> <b>No</b>
39. Is the overall height of the conservatory less than 4 metres?	<b>Yes</b> <b>No</b>
40. Is any part of the conservatory within 2 metres of any boundary of your property?	<b>Yes</b> <b>No</b>
41. Is the floor area less than 30 square metres?	<b>Yes</b> <b>No</b>

42. Is the roof glazed with translucent or transparent materials?	<b>Yes</b>  <b>No</b>
43. Is the conservatory glazed with safety glass at low level (i.e. from floor to 800mm in any wall and up to 1500mm in any door)	<b>Yes</b>  <b>No</b>
44. Does the conservatory contain sleeping accommodation?	<b>Yes</b>  <b>No</b>
45. Is the conservatory permanently separated from the rest of the property by means of an external type door?	<b>Yes</b>  <b>No</b>
46. Is the conservatory permanently heated?	<b>Yes</b>  <b>No</b>
47. Does the conservatory contain any drainage facilities (e.g. for a sink or washing machine)?	<b>Yes</b>  <b>No</b>
48. When was the conservatory built?	
<b>Planning and building control</b>	
49. Is the property used only as a private home?  If "No" please give details:	<b>Yes</b>  <b>No</b>

<p>50. Is the property within a Conservation Area?</p> <p>If "Yes" when did this happen?</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>
<p>51. Are you aware of any improvement grants or similar grants being given in respect of your property which will need to be repaid on completion?</p> <p>If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p>
<p>52. Have any electrical works been carried out at the property since 1<sup>st</sup> January 2005?</p> <p>(If so please supply a BS7671 compliant Electrical Safety Certificate from the authorised installer or the Building Regulation Compliance Certificate)</p>	<p><b>Yes</b></p> <p><b>No</b></p>
<p>53. Has any boiler or other gas installation been carried out at the property since 1<sup>st</sup> April 2002?</p> <p>(If so please supply the relevant installer compliance certificate or the Building Regulation Approval)</p>	<p><b>Yes</b></p> <p><b>No</b></p>
<p>54. Did any of the window, roof light, roof window and glazed door replacements mentioned in 33. take place after 1 April 2002?</p> <p>(If so please supply either a FENSA certificate or a building regulation certificate.)</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Copy enclosed</b></p> <p><b>To follow</b></p> <p><b>Lost</b></p> <p><b>No such work carried out</b></p>
<p>55. Are you aware of any proposed development or building work for any neighbouring land or property?</p> <p>If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p>
<p>56. Has the driveway at the property been paved/resurfaced since 1st October 2008?</p>	<p><b>Yes</b></p> <p><b>No</b></p>

<p>57. If yes to the above question does the paving have a permeable surface or does rainwater drain to a lawn or border naturally?</p>	<p><b>Yes</b></p> <p><b>No</b></p>						
<p>58. If you have answered 'no' to the above question and the surface area exceeds 5m<sup>2</sup> please confirm you obtained planning permission (please supply a copy of the permission with this form)</p>	<p><b>Yes</b></p> <p><b>No</b></p>						
<p>59. Is the property affected by a Tree Preservation Order? (If so please supply any paperwork you have)  If "Yes" have you chopped/lopped or topped any tree affected by the Order? Please give details and forward copy of Local Authority approval for this work.</p>	<p><b>Yes</b></p> <p><b>No</b></p>						
<b>Expenses</b>							
<p>60. Have you ever had to pay for the use of the property?</p> <p>If "Yes" please give details: (Ignore Council Tax, water rates and gas, electricity and telephone bills. Disclose anything else: examples are the clearance of a cesspool or septic tank, drainage rate, rent charge, contribution to maintenance of a shared driveway. If you are selling a leasehold property details of the lease's expenses should be included on the Leasehold Property Section)</p>	<p><b>Yes</b></p> <p><b>No</b></p>						
<b>Overriding Interests</b>							
<p>61. Is the property affected by any lease granted for a term of 7 years or less or an old lease having 7 years or less remaining?</p> <p>If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p>						
<p>62. Does anyone else exercise rights over the property which are not contained in your title documents e.g.:</p> <p>Rights of way (other than public rights of way)</p> <p>Rights to run pipes, wires or cables through the property (whether below, on the surface or at a high level)</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"><b>Yes</b></td> <td style="width: 33%;"><b>No</b></td> <td style="width: 33%;"><b>Don't know</b></td> </tr> <tr> <td><b>Yes</b></td> <td><b>No</b></td> <td><b>Don't know</b></td> </tr> </table>	<b>Yes</b>	<b>No</b>	<b>Don't know</b>	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
<b>Yes</b>	<b>No</b>	<b>Don't know</b>					
<b>Yes</b>	<b>No</b>	<b>Don't know</b>					

Rights to park	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
Rights claimed by anyone in actual occupation of the property	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
Rights of light	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
Rights of support from adjoining properties	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
If "Yes" please give details:			
63. Are you aware of the property being affected by any of the following:			
The right of another party to take things from the land (e.g. timber, hay or fish)	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
Customary rights (rights deriving from local traditions)	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
Franchises (such as a right to hold a fair)	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
A right to rent which was reserved to the Crown on the granting of a freehold estate	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
Any rights relating to embankments or sea or river walls	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
Rights to minerals	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
Manorial rights	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
Any rights to payments in lieu of tithe (usually known as corn rents)	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
Chancel repair liability	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
If "Yes" to any please give details:			

<b>Environmental matters</b>	
64. Are you aware of any contamination, landfill, or pollutants affecting the land on which your property is built or the surrounding area?  If "Yes" please give details:	<b>Yes</b>  <b>No</b>
65. Has the property ever suffered from subsidence to your knowledge?  If "Yes" please give details:	<b>Yes</b>  <b>No</b>
Only answer the rest of this section if protective measures against the build-up of radon gas have been incorporated in the construction of the property.	
66. Has the level of radon gas been measured at the property?	<b>Yes</b>  <b>No</b>  <b>Don't know</b>
67. Were the results above the Action Level (as prescribed by the National Radiological Protection Board)?  If "Yes" please give details:	<b>Yes</b>  <b>No</b>
68. Were any remedial measures installed at the property as a result of the test detailed above?  If "Yes" please give details:	<b>Yes</b>  <b>No</b>
<b>Mining</b>	
If there are no current or past mines or mineral working in the vicinity of the property go to the next section.	
69. Are you aware of any damage caused to the property due to mining within the vicinity of the property?  If "Yes" please give details:	<b>Yes</b>  <b>No</b>
70. Has the seller made a claim in respect of any damage?  If "Yes" please give details:	<b>Yes</b>  <b>No</b>

<p>71. Is the seller aware of any claim being made by any previous owner?</p> <p>If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p>
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Please provide us with a copy of the schedule or correspondence of any work carried out by the Coal Authority.

**General Questions**

<p>72. Will you be taking your telephone number with you?</p>	<p><b>Yes</b></p> <p><b>No</b></p>
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<p>73. Has your property ever been burgled?</p> <p>If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p>
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<p>74. On completion, you must remove all rubbish and items not included in the sale from the property including its garden, loft and any sheds. Please circle to confirm that you are aware of this requirement.</p>	<p><b>Confirmed</b></p>
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<p>75. Has the property been the subject of a deed of gift or a transaction at undervalue within the last five years (i.e. has the property been gifted/sold for less than the full market value)?</p> <p>If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p>
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<p>76. Is there any general indemnity insurance policy for this property for such things as defective title, lack of easements etc?</p> <p>(If so please supply a copy of the policy)</p>	<p><b>Yes</b></p> <p><b>No</b></p>
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**Mechanics of the sale**

<p>77. Is this sale dependent on your buying another property?</p> <p>If "Yes" what stage have the negotiations reached?</p>	<p><b>Yes</b></p> <p><b>No</b></p>
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<p>78. If you require a mortgage to purchase another property have you received a mortgage offer?</p>	<p><b>Yes</b></p> <p><b>No</b></p>
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**Moving date**

79. Please detail any special requirement about a moving date. E.g. dates on which you cannot move.

**(Note: You should not make removal arrangements until contracts are exchanged)**

## PART 2: ADDITIONAL INFORMATION FOR LEASEHOLD PROPERTIES

As you own a Leasehold property, please answer the following questions. This section applies whether it is a leasehold house, maisonette or flat and whether you own a share in the Freehold or not. The following questions cover all types of leasehold property, but some of them may not apply to your property. In that case, please answer them n/a. If you are unsure how to answer any of the questions, please telephone your conveyancer.

### Management Company

<p>80. If there is a management company which is run by the tenants please confirm the name of the management company and supply any of the following documents which are in your possession:</p> <p>Memorandum and articles of association of the company.</p> <p>Your share or membership certificate.</p> <p>The company's accounts for the last 3 years.</p> <p>Copy of any regulations made by either the landlord or the company additional to the rules contained in the lease.</p> <p>The names and addresses of the secretary and treasurer of the company and a company email address.</p>	<p><b>Enclosed To follow Lost With the deeds n/a</b></p> <p><b>Enclosed To follow Lost With the deeds n/a</b></p> <p><b>Enclosed To follow Lost With the deeds n/a</b></p> <p><b>Enclosed To follow Lost With the deeds n/a</b></p> <p><b>Enclosed To follow Lost With the deeds n/a</b></p>
<p>81. Has the management company been struck off the register at Companies House?</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>
<p>82. If the tenants do not run the management company is there a tenants' association?</p> <p>If "Yes" please give the contact name, address and email address:</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>

<b>Rent</b>	
83. Please supply a receipt from the landlord for the last rent payment.	<b>Enclosed</b>  <b>To follow</b>
84. Please confirm that there are no outstanding unpaid rent demands	<b>Confirmed</b>
<b>Maintenance charges</b>	
If you are not liable under your lease to pay a share of the maintenance cost of the building go to the next section.	
85. Have maintenance charges been demanded for each of the last 3 years?  (If so please supply the maintenance accounts and receipts for these)	<b>Yes</b>  <b>No</b>
86. Please provide receipts for maintenance payments for each of the last three years	<b>Enclosed</b>  <b>To follow</b>
87. Do you know of any problems in the last 3 years between flat owners and the landlord or management company about maintenance charges, or the method of management?  If "Yes" please give details:	<b>Yes</b>  <b>No</b>
88. Have you challenged the maintenance charge or any expense in the last 3 years?  If "Yes" please give details:	<b>Yes</b>  <b>No</b>
89. Do you know if the landlord has had any problems in collecting the maintenance charges from other flat owners?  If "Yes" please give details:	<b>Yes</b>  <b>No</b>
<b>Notices</b>	

A notice may be in a printed form or in the form of a letter and your buyer will wish to know if anything of this sort has been received.

<p>90. Have you had a notice that the landlord wants to sell the building?</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Enclosed</b></p> <p><b>To follow</b></p>
<p>91. Have you had any other notice about the building, its use, its condition or its repair and maintenance?</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Enclosed</b></p> <p><b>To follow</b></p>

**Consents**

<p>92. Are you aware of any changes in the terms of the lease or of the landlord giving any consents under the lease? This may be a formal document, a letter or even oral.</p> <p>If not in writing, please supply details:</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Enclosed</b></p> <p><b>To follow</b></p>
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**Complaints**

<p>93. Have you received any complaints from the landlord, any other landlord, management company or any other occupier about anything you have or have not done?</p> <p>If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p>
<p>94. Have you complained or had cause for complaint to or about any of them?</p> <p>If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p>

**Buildings insurance on the property**

<p>95. Are you responsible under the lease for arranging the buildings insurance on the property?</p> <p>If "Yes" please supply copies of:</p> <p>The insurance policy</p> <p>A receipt for the last payment of the premium</p> <p>If "No" please supply a copy of the insurance policy arranged by the landlord or the management company and a copy of the schedule for the current year.</p>	<p><b>Enclosed</b>                      <b>To follow</b></p> <p><b>Enclosed</b>                      <b>To follow</b></p> <p><b>Enclosed</b>                      <b>To follow</b></p>
<b>Decoration</b>	
<p>96. In what year was the outside of the building last decorated?</p>	<p><b>Don't know</b></p>
<p>97. In what year were any internal, communal parts last decorated?</p>	<p><b>Don't know</b></p>
<p>98. In what year was the inside of your property last decorated?</p>	<p><b>Don't know</b></p>





## Home Contents

- This section shows what the contents of the home are and whether the seller is prepared to include them in the sale.
- Buyers are likely to want to know this, but the replies are not legally binding. They just show what a seller's plans are and they can change their mind prior to exchange of contract.
- If the property has not yet been completed or converted, the answer the questions should be as if the property is finished.
- Any items listed that are not at the property are crossed through

## Seller's check

- Someone can complete this form on behalf of a seller, but given that a buyer and mortgage lender might rely on the information in this form, it is important that the seller checks the answers to ensure that they are as truthful and as accurate as possible.

Please check the boxes below to confirm that:

This form has been completed by the seller(s) or with their authority; and to the best of the seller's knowledge, the answers are true and accurate.

## Home essentials

Unless stated otherwise, the buyer will assume that the following items are included in the sale and that the seller will leave them behind once the sale is complete. Please use the comments section to say otherwise. If you do not wish to disclose information please state "undisclosed" in the relevant box

	Comments		Comments
1. Central-heating systems		2. Radiators; Other wall heaters	
3. Night-storage heaters		4. Boilers; Immersion heaters	
5. Windows and window fittings		6. Double glazing	
7. Electrical installation, including cables and sockets		8. Light switches; Other light fittings	
9. Laminate flooring; Parquet flooring; Floor tiles		10. Fires; Fireplaces	
11. Extractor fans and hoods		12. Fitted kitchen cupboards; Kitchen sinks; Other fitted kitchen accessories	
13. Baths; Bathroom sinks; Showers; Toilets; Taps; Plugs; Other items		14. Fitted bathroom cupboards	
15. Fitted towel rails; Soap, toothbrush and toilet roll holders		16. Fitted shelves	
17. Fitted wardrobes; Dressing tables; Cupboards		18. Wall tiles	
19. Door and cupboard handles and knobs		20. Fitted hooks and holders	
21. Inside and outside doors and gates (not including baby and toddler gates)		22. Greenhouses	
23. Fuel stores		24. Outside lights	
25. Other (please give details):			

## Home furnishings

(For each item, please check one of the columns only. If your answers depend on which room or area of the property the item is in, please say so.)

	Included in the sale	To be taken with the seller	To be negotiated
26. Carpets			
27. Rugs			
28. Curtains/net curtains/pelmets/blinds			
29. Curtain rails			
30. Sofas			
31. Ceiling lampshades			
32. Beds including headboards			
33. Moveable wardrobes			
34. Moveable cupboards			
35. Moveable dressing tables including any mirrors and chairs			
36. Moveable cabinets/bookcases			
37. Dining tables and chairs			
38. Other desks/tables/chairs			
39. Moveable kitchen accessories			
40. Bathroom cabinets, mirrors/shower curtains/rails			
41. Other mirrors			
42. Moveable bathroom and toilet fittings and accessories			
43. Other (please give details):			
<b>Undisclosed</b>			

## Home appliances

(For each item, please check one of the columns only. If your answers depend on which room or area of the property the item is in, please say so.)

	Included in the sale	To be taken with the seller	To be negotiated
44. Ovens and grills			
45. Cookers/other cooking hobs			
46. Microwave ovens			
47. Fridges			
48. Freezers			
49. Dishwashers			
50. Washing machines			
51. Tumble dryers			
52. Telephone receivers and cables			
53. Aerials/satellite dishes			
54. Other (please give details):			
<b>Undisclosed</b>			

## Outside the home

	Included in the sale	To be taken with the seller	To be negotiated
55. Dustbins			
56. Clothes lines/other clothes dryers			
57. Shed and contents			
58. Garden trees/shrubs/plants			
59. Garden furniture/ornaments			
60. Water butts			
61. Other (please give details):			
<b>Undisclosed</b>			