

PROPERTY INFORMATION QUESTIONNAIRE

To be completed by the seller



PART A:

DISCLOSURE OF MATERIAL FACTS. GETTING THE PROPERTY 'MARKET READY'

The information which you provide must be accurate. Whether you are the owner of the property or represent someone who has died or is unable or unavailable to complete the form, the form should be completed as though the questions are being answered by the owner.

This form is required to ensure that the Consumer Protection from Unfair Trading Regulations 2008 are complied with during the marketing of the property and must be completed as accurately as possible. Under the Consumer Protection from Unfair Trading Regulations 2008 it is important to disclose anything that would materially affect the transactional decision of the average consumer.

If you do not know an answer to a question then that is fine but please provide as much information as possible and do not omit information.

This information will be sent to every prospective purchaser so that they are aware of all material information. If any details contained in this document change before completion then you should let us know as soon as possible.

I. PROPERTY TO BE SOLD

Throughout this form this property may be referred to as 'the property', 'this property' or 'your property'.

I.1 Property address

Address 1			
Address 2			
Town			
County		Postcode	

I.2 What is the title to the property?

Freehold Share of freehold Leasehold Unknown

I.3 If leasehold, complete the following

Length of lease		Years remaining		Ground rent	£
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Does the ground rent increase? If yes, provide details below.	Yes	No

I.4 If leasehold or a managed freehold, complete the following

The name of the managing agent		
Annual service charge	£	
Additional fees payable on sale or letting	£	
The name of the Freeholder or Rentcharge owner		
Details of sinking fund		
Details of any estates charges		

Are there restrictions imposed by a lease or otherwise? If yes, provide details.	Yes	No

I.5 What parking arrangements are there?

Garage	Allocated parking space	Driveway
On street	Resident permit	Metered parking
Shared parking	None	Other:

I.6 Listing and conservation

1.6.1	Is your property a listed building?	Yes	No	Not known
1.6.2	Is your property in a designated conservation area? If yes, provide details of the listing and any relevant documents.	Yes	No	Not known
1.6.3	Are any trees on the property subject to a tree preservation order? If yes, answer 1.6.4.	Yes	No	Not known
1.6.4	Have the terms of the order been complied with? Attach a copy of any relevant documentation to this form.	Yes	No	Not known

I.7 Other owners

What is the make up of the other owners (young couple etc) and are they owners or tenants?

2. DISPUTES AND COMPLAINTS

2.1	Have there been any disputes or complaints regarding this property or a property nearby? If yes, provide details.	Yes	No	Not known

2.2	Is there anything which might lead to a dispute about the property or a property nearby? If yes, provide details.	Yes	No	Not known

3. ALTERATIONS AND CHANGES TO THE PROPERTY

3.1	Has there been any structural alterations, extensions, significant repairs or renewals to the property? E.g. loft or garage conversion, removal of internal walls/ chimneys or change of use. If yes, outline the nature of the work for each and confirm the year it was completed.	Yes	No	Not known

3.2	Has there been installation of replacement windows, roof windows, roof lights or glazed doors since 1 April 2002? If yes, outline the nature of the work for each and confirm the year it was completed.	Yes	No	Not known

3.3.1	Does the property have cladding?	Yes	No	Not known
3.3.2	If yes, has an EWSI form been completed?	Yes	No	Not known
3.3.3	If you answered yes to question 3.3.1, what type of cladding is in place?			

3.4	Has a conservatory been added? If yes, confirm the year the installation was completed and whether any walls were removed.	Yes	No	Not known

3.5 For each of the changes and installation, please confirm:

3.5.1	Was a building regulation approval and completion certificate obtained or an equivalent Competent Person Scheme Certificate?	Yes	No	Not required
3.5.2	Was planning permission obtained?	Yes	No	Not required
3.5.3	Was building consent obtained?	Yes	No	Not required
3.5.4	Was any consent under a restriction in the title obtained?	Yes	No	Not required

If you answered no to one or more of the 3.5 questions, outline the reason(s) why below.				

If you answered yes to one or more of the 3.5 questions, the relevant documents will be required by the buyers. Send copies of all documentation with this form.

3.6	Are any of the works listed above unfinished? If yes, provide details and explain why.	Yes	No

3.7	Are you aware of any breaches of planning permission conditions or Building Regulations consent conditions or work not having the necessary consents? If yes, provide details.	Yes	No

3.8	Are any of the works listed above unfinished? If yes, provide details and explain why.	Yes	No

3.9	Have you ever applied for planning yes / no, if yes please provide details below	Yes	No

4. NOTICES WHICH AFFECT THE PROPERTY

Are you aware of, or have you received any of the following notices?

4.1	The owner of a neighbouring property is proposing to develop property or land nearby or make alterations to nearby buildings?	Yes	No	Not known
4.2	Any planning application that could affect the property, the enjoyment of it or the views from it?	Yes	No	Not known
4.3	Notice informing you that maintenance, repairs or improvements are required to your property?	Yes	No	Not known
4.4	Listed building application	Yes	No	Not known
4.5	Infrastructure project, proposed or in progress, i.e. wind turbine, railway or fracking etc.	Yes	No	Not known
4.6	Any other relevant or legal notice	Yes	No	Not known
4.7	Other:	Yes	No	Not known

You will need to provide details of any notices to your conveyancer and estate agent.

5. SPECIALIST ISSUES

5.1	Has there ever been any preventative work for dry rot, wet rot or damp carried out at your property? If yes, provide details below.	Yes	No	Not known
5.2	Has there ever been any treatment of dry rot, wet rot or damp carried out at your property? If yes, provide details below.	Yes	No	Not known
5.3	To your knowledge is the property affected by Japanese Knotweed or other invasive species? If yes, state whether there is a management plan in place below and supply a copy with this form.	Yes	No	Not known
5.4	Has the property ever been subject to subsidence or structural fault? If yes, provide details below.	Yes	No	Not known
5.5	If answered yes to the above, do you have any supporting documents?	Yes	No	
5.5	Is the property of traditional construction? If no, give details below.	Yes	No	Not known

Add any comments or explanations to questions 4.1–5.5 here.

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6. FIXTURES AND FITTINGS

6.1	List any items that you intend to take which would be considered a fixture or fitting, e.g. carpets, curtains, light fittings and fitted cupboards etc.
6.2	What additional furniture or possessions are you likely to include in the sale, irrespective of price?

A final list will need to be completed after the sale is agreed with your legal representative.

7. UTILITIES AND SERVICES

Indicate which services are connected to the property.

7.1	Service	Connected (yes/no or date to be connected)	Supplier
	Electricity		
	Gas		
	Liquid Petroleum Gas (LPG)		
	Water main or private water supply		
	Drainage to public sewer		
	Telephone		
	Cable TV or Satellite		
	Broadband		
	Solar panels		
	Other: *		
	Other: *		
	Septic Tank		Date last emptied:
	Cesspool		Date last emptied:
	Sewerage treatment plant		Date last emptied:

Is the use of a septic tank, cesspool or sewerage treatment plant shared with other properties?	Yes	No
Is any part of a septic tank, cesspool or sewerage treatment plant located on someone else's land? If yes, provide a plan showing the location of the system and how to access it.	Yes	No
Does the septic tank, cesspool or sewerage treatment plant comply with BSEN12566-3?	Yes	No

*Other services include renewable technologies.

7.2	Do you have any licences, maintenance agreements, contracts or service agreements in relation to 7.1? If yes, provide details.	Yes	No

7.3	Is there central/partial central heating in your property? If yes, provide details of the type of central heating. If no, continue to section 8 'Insurance'.	Yes	No

7.4	When was the heating system installed? If after 1 April 2005, provide a copy of the CORGI or Gas Safe installation completion certificate.	Month:	
		Year:	
7.5	When was the heating system last serviced/maintained? Provide a copy of the last inspection report.	Month:	
		Year:	

7.6	Is the heating system in good working order? If no, provide details.	Yes	No

8. INSURANCE

8.1	Has any buildings insurance ever been:			
	a)	Subject to an abnormal rise in premium?	Yes	No
	b)	Subject to high excesses?	Yes	No
	c)	Subject to unusual conditions?	Yes	No
	d)	Refused?	Yes	No

If you answered yes to any of the 8.1 questions, provide details here.			

8.2	Do you insure the property? If yes, provide details.	Yes	No

9. BOUNDARIES/ACCESS

9.1	If applicable, is the loft space, cellar or roof terrace demised to the flat? (Typically it is just right of use)	Yes	No	Not known

9.2	Is there a current application to alter the boundaries of your property? If yes, provide details.	Yes	No	Not known

9.3	Is any part of the property not within the seller's legal ownership? If yes, provide details.	Yes	No	Not known

9.4	If applicable, is the garden:	Private	Shared	Sectioned
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10. RIGHTS AND INFORMAL ARRANGEMENTS

10.1	Do you have to contribute towards the shared cost of a jointly used service such as the maintenance of a private road, driveway, boundary or drain? If yes, provide details.	Yes	No	Not known

10.2	Does the property benefit from any rights or arrangements over any neighbouring property? E.g. rights to go onto neighbouring land to maintain the property or right to park or drive over neighbours land etc. If yes, provide details.	Yes	No	Not known

10.3	Has anyone taken steps to prevent access to the property, complain about or demand payment for access to the property? If yes, provide details.	Yes	No	Not known

10.4	Is there a public right of way through and/or across your house, buildings or land? If yes, provide details.	Yes	No	Not known

10.5	Do you know of any of the following rights or arrangements affecting the property?			
a)	Right of light	Yes	No	Not known
b)	Right of support from adjoining properties	Yes	No	Not known
c)	Customary rights, e.g. rights deriving from local traditions.	Yes	No	Not known
d)	Other people's rights to mines and minerals under the land.	Yes	No	Not known
e)	Chancel repair liability	Yes	No	Not known
f)	Other people's rights to take things from the land (e.g. timber, hay or fish)	Yes	No	Not known
g)	Any other rights or arrangements affecting the property?	Yes	No	Not known

If you answered yes to any of the 10.5 questions, provide details here.				

II. OTHER ISSUES AFFECTING THE PROPERTY

11.1	Have there been any environmental issues (including flooding, radon gas, mining, quarrying or fracking) that affect the property since you've owned it? For example the type of flooding (e.g. coastal, river, surface water, sewer etc), level of radon, location of fracking and whether any action has been taken to prevent harm.	Yes	No	Not known
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11.2	Is this property subject to any excessive noise or disturbance that a potential purchaser should be aware of?	Yes	No	Not known
11.3	Has the property been subject to any crime or burglary that the potential purchaser should be aware of?	Yes	No	Not known
11.4	Is this property subject to a Green Deal loan or another financed home improvement scheme?	Yes	No	Not known
11.5	Are there any air pollution issues affecting the property?	Yes	No	Not known
11.6	Have there been any failed purchase transactions on the property within the last 12 months?	Yes	No	Not known
11.7	Are there any maintenance charges/service charges/Rentcharge or costs relating to the property other than in relation to a lease.	Yes	No	Not known
11.8	Does the property contain asbestos?	Yes	No	Not known
11.9	Is there a smoke or carbon monoxide alarm in the property? If yes, please provide what type of alarm it is below.	Yes	No	Not known

If you answered yes to any of questions 11.1 to 11.9, provide details below. If you answered yes to question 11.4, please include any outstanding payments for the renewable devices and any feed-in tariffs.

12. ADDITIONAL INFORMATION

12.1	Are there any restrictions on use or alteration of the property which have not been complied with? If yes, provide details.	Yes	No	Not known
12.2	Are you aware of any other material issues or information which relates to the property or has anything occurred which may affect the average person's decision to proceed? If yes, describe this issue and any action that has been taken. Disclosure required under the Consumer Protection from Unfair Trading Regulations 2008.	Yes	No	Not known

PART B: ADDITIONAL INFORMATION

1. LEGAL OWNERSHIP

1.1 Capacity in which the Seller sells

Legal owner		Mortgage in possession	
Personal representative for a deceased owner		Other:	
Under power of attorney			

2. ABOUT THE PROPERTY

Which Council Tax band does this property fall within?	Band:
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3. BOUNDARIES

3.1	Looking towards the property from the road, who owns or accepts responsibility to maintain or repair the boundary feature?					
	a)	On the left	Seller	Shared	Neighbour	Not known
	b)	On the right	Seller	Shared	Neighbour	Not known
	c)	At the rear	Seller	Shared	Neighbour	Not known
	d)	At the front	Seller	Shared	Neighbour	Not known

3.2	If the boundaries are irregular, indicate ownership by written description or reference to a plan.

3.3	Is the seller aware of any boundary feature having been moved in the last 20 years? If yes, provide details.	Yes	No

3.4	During the seller's ownership, has any land or buildings previously forming part of the property been sold or any adjacent land or buildings purchased? If yes, provide details.	Yes	No

3.5	Does any part of the property or any building on the property overhang, or project under, the boundary of the neighbouring property or road? If yes, provide details.	Yes	No

3.6	Has any notice been received under the Party Wall Act 1996 in respect of any shared/ party boundaries? If yes, supply a copy of the notice and give details of any work carried out or agreed.	Yes	No

4. SERVICES CROSSING THE PROPERTY OR NEIGHBOURING PROPERTY

4.1	Do any drains, pipes or wires serving the property cross any neighbour's property?	Yes	No	Not known
4.2	Do any drains, pipes or wires leading to any neighbour's property cross the property?	Yes	No	Not known
4.3	Is there any agreement or arrangement about drains, pipes or wires?	Yes	No	Not known
4.4	If yes, supply a copy or provide details:			

4.5	Have solar panels been installed? If yes, answer a, b and c below.			
	a)	In what year were they installed?	Yes	No
	b)	Are the solar panels owned outright?		
	c)	Has a long lease of the roof/air space been granted to a solar panel provider?	Yes	No
		If yes, please supply copies of the relevant documents	Enclosed	Lost

5. GUARANTEES

5.1 Are there any guarantees or warranties relating to this property?

Guarantee			
National House Building Council (NHBC) or similar warranty	Yes	No	Lost
Roofing work	Yes	No	Lost
Damp proofing	Yes	No	Lost
Timber treatment	Yes	No	Lost
Central heating and/or plumbing work	Yes	No	Lost
Double glazing (windows, doors, roof lights/windows/conservatory)	Yes	No	Lost
Electrical work	Yes	No	Lost
Preventative work/remedial action relating to subsidence	Yes	No	Lost
Solar pannels	Yes	No	Lost
Other:	Yes	No	Lost

Please confirm that you will leave all paperwork relating to any guarantees at the property when you move out.	Yes	No

5.2	Are there any outstanding claims or current applications relating to any of the above? If yes, provide details.	Yes	No	Not known

6. ENERGY PERFORMANCE CERTIFICATE (EPC)

6.1	Does your property have an EPC undertaken within the last ten years? You can retrieve a copy from: epcregister.com	Yes enclosed	No

Attach an EPC to this form. If you do not have an EPC, you will need to get one for your property.

7. ELECTRICITY

7.1	Has the whole or any part of the electrical installation been tested by a qualified and registered electrician?	Yes Date:	No
7.2	Has the property been rewired or had any electrical installation work carried out since 1 January 2005? If yes, provide details below and supply the Building Regulations Compliance and Completion Certificate (or equivalent) with this form.	Yes Date:	No

8. TRANSACTIONAL INFORMATION

8.1	Is the sale dependent on the seller completing the purchase of another property on the same day?	Yes	No
8.2	Does the seller have any special requirements about a Completion/moving date? If yes, provide details of dates on which the seller cannot Complete/move.	Yes	No
8.3	Will all rubbish be removed from the property (including from the loft, shed, garden, outbuilding, garages and sheds) and the property left clean and tidy on completion?	Yes	No
8.4	Will any light fittings that are removed be replaced with ceiling rose, flex, bulb holder and bulb?	Yes	No
8.5	Will all keys for the windows and doors and details of alarm codes be left at the property or with the estate agent?	Yes	No
8.6	Will reasonable care be taken when removing any fittings or contents and any damage made good?	Yes	No

9. DECLARATION

By signing this form I confirm the answers to be truthful and accurate and to the best of my knowledge. The questions have been designed to assist with the smooth selling of the property. Any misleading or incorrect answers are likely to be exposed later in the conveyancing process and may hinder the sale.

I will provide additional documentation in support of the information supplied on this form. I understand that this does not replace any official or legal information required for the sale of the property.

If there are any changes which alter the information provided, I will update the form immediately and notify the party marketing the property as well as my conveyancer

All sellers should sign this form

Signature	
Print Name	

Date	
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Signature	
Print Name	

Date	
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