

# Property Information Questionnaire

## **About this form**

**This form should be completed by the seller.** The seller 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:**

- Answers given in this form should be truthful and accurate to the best of your knowledge. The questions have been designed to help the 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/solicitor 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/solicitor or estate agent immediately.

## **If you are an estate agent, you should be aware:**

- This form should be completed by the seller but it is your responsibility to ensure that it is included in the Home Information Pack.
- The Property Misdescriptions Act 1991 does not apply where the form has been completed solely by the seller.

## **If you are the buyer, you should be aware:**

- The information contained within this document should have been completed truthfully and accurately by the seller. However, the information only relates to the period during which the seller has owned the property (see question 1) and does not replace official documents or legal information. You should confirm any information with your conveyancer/solicitor.

**The seller must provide the information set out in Part 1 of this questionnaire.**

**Where the property being sold is a leasehold property, the seller must also complete Part 2 of this questionnaire.**

**Your property cannot be marketed without this form being completed.**

**Please complete and return this form ASAP to your Estate Agent or HIP Provider.**

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## Part 1 – All Properties

Property Address:

Seller(s):

Date:

### General:

<b>1. When was the property purchased?</b>	(mm/yyyy)
<b>2. Is the property a listed building or contained in a listed building?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
<b>3. Which council tax band is the property in?</b>	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H
[Note: Buyers should be aware that improvements carried out by the seller may affect the property's council tax banding following a sale]	
<b>4. What parking arrangements exist at your property?</b>	
<input type="checkbox"/> Garage	<input type="checkbox"/> Allocated parking space
<input type="checkbox"/> Metered parking	<input type="checkbox"/> Shared parking
<input type="checkbox"/> Driveway	<input type="checkbox"/> On street
<input type="checkbox"/> Other, specify:	<input type="checkbox"/> Resident permit

### Other issues affecting the property:

<b>5. Has there been any damage to your property as a result of storm or fire since you have owned it?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
a. If "yes", please give details:
<b>6. If you have answered "yes" to question 5, was the damage subject to an insurance claim?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
a. If "yes", please state whether any claims are outstanding:
<b>7. Are you aware of any flooding at your property since you have owned it, or before?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
a. If "yes", please give details:
<b>8. Have you checked the freely available flood risk data at the Environment Agency's website?</b> ( <a href="http://www.environmentagency.gov.uk/subjects/flood">http://www.environmentagency.gov.uk/subjects/flood</a> )
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
a. If "yes", please give details: <b>If "no" the buyer is advised to check the Environment Agency website for an indication of flood risk in the area.</b>
<b>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?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
a. If "yes", please give details of any guarantees relating to the work and who holds the guarantees:

## Utilities and Services:

<p><b>10. Is there central heating in the property?</b></p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No                      <input type="checkbox"/> Don't know</p> <p>a. If "yes", please give details of the type of central heating (e.g. Gas-fired, Oil fired, Solid fuel, LPG, etc.):</p>
<p><b>11. When was your central heating, or other primary heating system, last serviced?</b></p> <p>Year last serviced: _____ (Is a report available?    <input type="checkbox"/> Yes                      <input type="checkbox"/> No)</p> <p><input type="checkbox"/> Not Serviced                      <input type="checkbox"/> Don't know</p>
<p><b>12. When was the electrical wiring in your property last checked?</b></p> <p>Year last checked: _____ (Is a report available?    <input type="checkbox"/> Yes                      <input type="checkbox"/> No)</p> <p><input type="checkbox"/> Not Checked                      <input type="checkbox"/> Don't know</p>
<p><b>13. Please indicate which services are connected to the property:</b></p> <p>Electricity: <input type="checkbox"/> Yes    <input type="checkbox"/> No    Water Supply (Mains or Private):    <input type="checkbox"/> Yes    <input type="checkbox"/> No    Broadband:    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Gas:            <input type="checkbox"/> Yes    <input type="checkbox"/> No    Telephone:            <input type="checkbox"/> Yes    <input type="checkbox"/> No                      Cable TV or Satellite:    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>*Drainage to public sewer:    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>*If "no" please indicate whether there is a cesspool or septic tank?</p>

## Changes to the property:

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

## Access:

<p><b>16. Do you have a right of access through any neighbouring homes, buildings or land?</b></p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No                      <input type="checkbox"/> Don't know</p> <p>a. If "yes", please give details:</p>
<p><b>17. Does any other person have a right of access through your property?</b></p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No                      <input type="checkbox"/> Don't know</p> <p>a. If "yes", please give details:</p>

## Leasehold properties:

<p><b>18. Is your property a leasehold property?</b></p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p><i>If "yes", please complete Part 2 of this questionnaire. If "no" there is no need to complete Part 2.</i></p>
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## Part 2 – Leasehold Properties

Only complete this part if the property is a leasehold property.

If the lease is a new one and 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 matter relating to the leasehold ownership by reading the lease and checking the position with their conveyancer/solicitor.

### Additional information for leasehold properties:

<b>19. What is the name of the person to whom you pay:</b> a. Ground Rent: b. Service Charges (If different from 19a. above):
<b>20. How many years does your lease have left to run?</b>
<b>21. How much is your current annual ground rent?</b>
<b>22. How much is your current annual service charge?</b>
<b>23. How much is your current annual buildings insurance premium (if not included in the service charge)?</b>
<b>24. Are you aware of any proposed or ongoing major works to this property?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know a. If "yes", what type of works are they and what is the expected cost relating to this property (if known)?
<b>25. Does the lease prevent you from:</b> a. Sub-letting? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know b. Keeping pets? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
<b>26. Does the lease allow you to:</b> a. Use a car park or space? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know b. Have access to a communal garden? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
<b>27. Leases often permit or prevent certain types of activity relating to the use of the property, those in questions 25 are examples. Are there any other conditions or restrictions in the lease which could significantly impact on a person's use of the property?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know a. 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 may be your landlord or head landlord or a resident's 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 have expired since the lease was first granted.
- 21.** This information will be found in the lease.
- 22.** This information will be found on the previous year's service charge demands.
- 24.** Leaseholders should have been notified of this as part of the required consultation process where their contribution towards the work exceeds £250.00

#### **Please note:**

All leaseholders should have their own copy of the lease. Although sometimes this is held by the mortgage lender or the conveyancer/solicitor who handled the purchase. A copy can normally be obtained from the Land Registry – [www.landregisteronline.gov.uk](http://www.landregisteronline.gov.uk). It is unlikely that the managing agent will be able to provide a copy of the lease.