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SELLERS PROPERTY INFORMATION FORM

Address of the Property:

IMPORTANT NOTE TO SELLERS

- **Please complete this form carefully. It will form part of the pack, which the buyer will see and will be sent to the buyer's solicitor. If you are unsure how to answer any of the questions, ask your solicitor before doing so.**
- For many of the questions you need only tick the correct answer. Where necessary, please give more detailed answers on a separate sheet of paper.
- The answers should be those of the person whose name is on the deeds. If there is more than one of you, you should prepare the answers together.
- It is very important that your answers are correct because the buyer will rely on them in deciding whether or not to go ahead. Incorrect information given to the buyer on this form or through your solicitor, or mentioned to the buyer in conversation between you, may mean that the buyer can claim compensation from you or even refuse to complete the purchase.
- It does not matter if you do not know the answer to any question so long as you say so.
- The buyer will be told by his solicitor that he takes the property as it is. If he wants more information about it, he should get it from his own advisers, not from you.
- If anything changes after you fill in this questionnaire but before the sale is completed tell your solicitor immediately. This is as important as giving the right answers in the first place.
- Please pass to your solicitor immediately any notices you have received which affect the property. The same goes for notices, which arrive at any time before completion.
- If you have a tenant, tell your solicitor immediately there is any change in the arrangements but do nothing without asking your solicitor first.
- You should let your solicitor have any letters, agreements or other documents which help answer the questions. If you know of any which you are not supplying with these answers, please tell your solicitor about them.
- Please complete and return the separate Fixtures, Fittings and Contents Form. 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.

SELLER'S PROPERTY INFORMATION FORM

Address of the Property:

Please mark the appropriate box

1. Boundaries

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

1.1 Looking towards the front of the house from the road, who either owns or accepts responsibility for the boundary:

a) On the left?

WE DO	NEXT DOOR	SHARED	NOT KNOWN
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b) On the right?

WE DO	NEXT DOOR	SHARED	NOT KNOWN
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c) At the back?

WE DO	NEXT DOOR	SHARED	NOT KNOWN
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1.2 If you have answered “not known”, which boundaries have you actually repaired or maintained?

(Please give details)

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1.3 Do you know of any boundary being moved in the last 20 years?

(Please give details)

.....

Please mark the appropriate box

2. Disputes

2.1 Do you know of any disputes about this or any neighbouring property?

NO	YES (PLEASE GIVE DETAILS)
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2.2 Have you received any complaints about anything you have, or have not, done as owners?

NO	YES (PLEASE GIVE DETAILS)
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2.3 Have you made any such complaints to any neighbour about what the neighbour has or has not done?

NO	YES (PLEASE GIVE DETAILS)
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Please mark the appropriate box

3. Notices

3.1 Have you either sent or received any letters or notices which affect your property or the neighbouring property in any way (for example, from or to neighbours, the council or a government department)?

NO	YES	COPY ENCLOSED	TO FOLLOW	LOST
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3.2 Have you had any negotiations or discussions with any neighbour or any local or other authority which affect the property in any way?

NO	YES (PLEASE GIVE DETAILS)
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.....

Please mark the appropriate box

4. Guarantees

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

a) **NHBC Foundation 15 or new-Build or an Architects certificate or other relevant certificate**

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
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b) **Damp Course?**

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
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c) **Double-Glazing?**

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
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d) **Electrical Work?**

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
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e) **Roofing?**

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
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f) **Rot or infestation?**

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
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g) **Central Heating?**

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
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Anything Similar (e.g. cavity wall insulation)

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
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h) Do you have written details of the work done to obtain any of these guarantees?

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
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4.2 Have you made or considered making claims under any of these?

NO	YES (PLEASE GIVE DETAILS)
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Please mark the appropriate box

5. Services

(This section applies to gas, electrical and water supplies, sewage disposal and telephone cables.)

5.1 Please tick which services are connected to the property?

GAS	ELECTRIC	WATER	DRAINS	TEL	CABLE TV
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5.2 Do any drains, pipes or wires for these cross any neighbour's property?

NOT KNOWN	YES (PLEASE GIVE DETAILS)
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5.3 Do any drains, pipes or wires leading to any neighbour's property cross your property?

NOT KNOWN	YES (PLEASE GIVE DETAILS)
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5.4 Are you aware of any agreement that is not with the deeds about any of these services?

NOT KNOWN	YES (PLEASE GIVE DETAILS)
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.....

Please mark the appropriate box

6. Sharing with neighbours

6.1 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?

YES (PLEASE GIVE DETAILS)	NO
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6.2 Do you contribute to the cost of repair of anything used by the neighbourhood, such as the maintenance of a private road?

YES	NO
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6.3 If so, who is responsible for organising the work and collecting the contributions?

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6.4 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.

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6.5 Do you need to go next door if you have to repair or redecorate your building or maintain any of thee boundaries?

YES	NO
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6.6 If “yes”, have you always been able to do so without objection by the neighbours

YES	NO: Please give details of any objection under the answer to question 2 (disputes)
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6.7 Do any of your neighbours need to come on to your land to repair or decorate their building or maintain the boundaries?

YES	NO
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6.8 If so, have you ever objected?

YES	NO: Please give details of any objection under the answer to question 2 (disputes)
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Please mark the appropriate box

7. Arrangements and Rights

Are there any other formal or informal arrangements that give someone else rights you're your Property?

YES	NO
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Please mark the appropriate box

8. Occupiers

8.1 Does anyone other than you live in the property?

YES	NO
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If "No", go to question 9.1

If "Yes" please give their full names and (if under 18) their ages.

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8.2 a) i) Do any of them have any right to stay on the property without your permission?

NO	YES (PLEASE GIVE DETAILS)
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(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)

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8.2 a) ii) Are any of them tenants or lodgers?

NO	YES (PLEASE GIVE DETAILS AND A COPY OF ANY TENANCY AGREEMENT)
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8.2 b) Have they all agreed to sign the contract for sale agreeing to leave with you (or earlier)

NO	YES: (PLEASE GIVE DETAILS)
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NO	YES: (PLEASE GIVE DETAILS)
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Please mark the appropriate box

9. Restrictions

If you have changed the use of the property or carried out any building work on it, please read the note below and answer these questions. If you have not, please go to Question 10.

Note The title deeds of some properties include clauses that are called “restrictive covenants”. For example these may forbid the owner of the house to carry out any building work or to use it for the purpose of a business – unless someone else (often the builder of the house) gives his consent.

9.1 a) Do you know of any “restrictive covenant” which applies to your house or land?

NO	YES
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b) If “Yes”, did you ask for consent for the work or change of use?

NO	YES: (PLEASE GIVE DETAILS AND A COPY OF ANY CONSENT)
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If consent was needed but not obtained, please explain why not

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9.2 If the reply to 9.1a) is “yes”, please give the name and address of the person from whom consent has to be obtained.

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Please mark the appropriate box

10 Planning

10.1 Is the property used only as a private home?

YES	NO: (PLEASE GIVE DETAILS)
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10.2 a) i) Is the property a listed building or in a conservation area?

YES	NO	NOT KNOWN
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a) ii) If "Yes", what work has been carried out since it was listed or the area became a conservation area?

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b) i) Has there been any building work on the property at any time?

NO	YES: (PLEASE GIVE DETAILS)
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b) ii) If "Yes", was planning permission, building regulation approval or listed building consent obtained?

NO	NOT REQUIRED	YES	COPIES ENCLOSED	TO FOLLOW	LOST
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10.3 Have you applied for planning permission, building regulation approval or listed building consent at any time?

NO	YES	COPIES ENCLOSED	TO FOLLOW	LOST
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10.4 If "Yes", has any of the work been carried out?

NO	YES: (PLEASE GIVE DETAILS)
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10.5 a) Has there been any change of use of the property in the last ten years (eg dividing into flats, combining flats, combining flats or using part for business use)?

NO	YES: (PLEASE GIVE DETAILS)
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b) If "Yes", was planning permission obtained

NO	NOT REQUIRED	YES	COPIES ENCLOSED	TO FOLLOW	LOST
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Please mark the appropriate box

11. Fixtures

11.1 Do you own outright everything included in the sale?

YES	NO: (PLEASE GIVE DETAILS)
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(You must give details of anything which may not be yours to sell, for example, anything rented or on H.P.)

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Please mark the appropriate box

12. Expenses

Have you ever had to pay for the use of the property?

NO	YES: (PLEASE GIVE DETAILS)
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(Ignore rates, water rates, council tax and gas, electricity and phone bills. Disclose anything else: examples are the clearance of cesspool or septic tank, drainage rate, rent charge.)

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Please mark the appropriate box

13. General

Is there any other information that you think the buyer may have a right to know?

NO	YES: (PLEASE GIVE DETAILS)
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Signature(s):.....
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Date:.....