

SELLER'S PROPERTY INFORMATION FORM

Property Address:

IMPORTANT NOTE TO SELLERS PLEASE READ

Please complete this form carefully. It will be sent to the buyer's solicitor and may be seen by the buyer. 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. Then send all the replies to your solicitor so that the information can be passed to the buyer's solicitor.

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 to go ahead. Incorrect information given to the buyer 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 advisors, 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.

TO BE COMPLETED BY THE SELLER

1 BOUNDARIES

"Boundaries" mean any fence, wall, hedge or ditch which marks the edge of your property.

1.1 Looking towards the house from the road, who either owns or accepts responsibility for the boundary: (Please tick the right answer)

- | | | | | |
|-------------------|--------------------------------|------------------------------------|---------------------------------|------------------------------------|
| (a) on the left? | WE DO <input type="checkbox"/> | NEXT DOOR <input type="checkbox"/> | SHARED <input type="checkbox"/> | NOT KNOWN <input type="checkbox"/> |
| (b) on the right? | WE DO <input type="checkbox"/> | NEXT DOOR <input type="checkbox"/> | SHARED <input type="checkbox"/> | NOT KNOWN <input type="checkbox"/> |
| (c) at the back? | WE DO <input type="checkbox"/> | NEXT DOOR <input type="checkbox"/> | SHARED <input type="checkbox"/> | NOT KNOWN <input type="checkbox"/> |

1.2 If you have answered "not known", which boundaries have you actually repaired or maintained?(Please give details)

.....

1.3 Do you know of any boundary being moved in the last 20 years? (Please give details)

.....

2 DISPUTES

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

NO YES (please give details)

.....

2.2 Have you received any complaints about anything you have, or have not, done as owners?

NO YES (please give details)

.....

2.3 Have you made any such complaints to any neighbour about what the neighbour has or has not done?NO

NO YES (please give details)

.....

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

NO YES COPY ENCLOSED WITH DEEDS LOST

3.2 Have you had any negotiations or discussions with any neighbours or any local or other authority which affect the property in any way?

NO YES (please give details)

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

(a) NHBC Foundation 15 or New build?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	COPY ENCLOSED	<input type="checkbox"/>	WITH DEEDS	<input type="checkbox"/>	LOST	<input type="checkbox"/>
b) Damp course?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	COPY ENCLOSED	<input type="checkbox"/>	WITH DEEDS	<input type="checkbox"/>	LOST	<input type="checkbox"/>
(c) Double glazing?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	COPY ENCLOSED	<input type="checkbox"/>	WITH DEEDS	<input type="checkbox"/>	LOST	<input type="checkbox"/>
(d) Electrical work?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	COPY ENCLOSED	<input type="checkbox"/>	WITH DEEDS	<input type="checkbox"/>	LOST	<input type="checkbox"/>
(e) Roofing?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	COPY ENCLOSED	<input type="checkbox"/>	WITH DEEDS	<input type="checkbox"/>	LOST	<input type="checkbox"/>
(f) Rot or infestation?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	COPY ENCLOSED	<input type="checkbox"/>	WITH DEEDS	<input type="checkbox"/>	LOST	<input type="checkbox"/>
(g) Central heating?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	COPY ENCLOSED	<input type="checkbox"/>	WITH DEEDS	<input type="checkbox"/>	LOST	<input type="checkbox"/>
h) Anything similar? (e.g. cavity wall insulation)	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	COPY ENCLOSED	<input type="checkbox"/>	WITH DEEDS	<input type="checkbox"/>	LOST	<input type="checkbox"/>
(i) Do you have written details of the work done to obtain any of these guarantees?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	COPY ENCLOSED	<input type="checkbox"/>	WITH DEEDS	<input type="checkbox"/>	LOST	<input type="checkbox"/>

4.2 Have you made or considered making claims under any of these? NO YES (please give details)

(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 ELECTRICITY MAINS WATER MAIN DRAINS TELEPHONE CABLE TV SEPTIC TANK/CESPIT

5.2 Do any drains, pipes or wires for these cross any neighbours property?

NOT KNOWN YES (please give details)

5.3 Do any drains, pipes or wires leading to any neighbours property cross your property?

NOT KNOWN YES (please give details)

5.4 Are you aware of any agreement which is not with the deeds about any of these services?

NOT KNOWN YES (please give details)

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?

NO YES (please give details)

6.2 Do you contribute to the cost of repair of anything used by the neighbourhood such as the maintenance of a private road?

NO YES

6.3 If so, who is responsible for organising the work and collecting the contribution?

.....

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.

.....

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

NO YES

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)

6.7 Do any of your neighbours need to come onto your land to repair or decorate their building or maintain the boundaries?

YES NO

6.8 If so, have you ever objected ?

NO YES : please give details of any objection under the answer to question 2 (disputes)

7 ARRANGEMENT AND RIGHTS

7.1 Is access obtained to any part of the property over private land, common land or neighbour's land? If s, please specify

NO YES (please give details).....

.....

Has anyone taken steps to stop, complain about or demand payment for such access being exercised?

7.2 NO YES (please give details).....

.....

7.3 Are there any other formal or informal arrangements which you have over any of your neighbours?

NO YES (please give details).....

.....

7.4 Are there any other formal or informal arrangements which someone else has over your property? (e.g. access or shared use?)

NO YES (please give details).....

.....

8 OCCUPIERS

8.1 Does anyone other than you live in the property? If "No" go to question 9.1. If "Yes" please give their full names and (if under 18) their ages.

NO YES (please give details).....

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

NO YES (please give details).....

(These rights may have arisen without you realizing, e.g. if they have paid towards the cost of buying the house, paid for improvements or helped you make your mortgage payments)

(ii) Are any of them tenants or lodgers?

NO YES (please give details).....

(please give details and a copy of any tenancy agreement)

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

NO YES (please give details).....

9

ALTERATIONS TO THE PROPERTY

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 on to **Question 10**.

Note: The title deeds of some properties include clauses which 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 (please give details).....

(b) If "Yes", did you ask for consent for the work or change of use?

NO YES (please give details and a copy of the consent).....

9.2 If consent was needed but not obtained, please explain why not.....

9.3 If the reply to 9.1(a) is "Yes", please give the name and address of the person from whom consent has to be obtained.....

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PLANNING AND BUILDING CONTROL

10.1 Is the property used only as a private home?

YES NO (please give details and a copy of the consent).....

10.2 (a) Is the property a listed building or in a conservation area?

YES NO NOT KNOWN

(b) If "Yes", what work has been carried out since it was listed or the area became a conservation area?.....

10.3 (a) Has there been any building work on the property in the last four years?

NO YES (please give details).....

(b) If "Yes", was planning permission, building regulation approval or listed building consent obtained?

NO NOT REQUIRED COPIES ENCLOSED TO FOLLOW LOST

10.4 Have you applied for planning permission building regulation approval or listed building consent at any time?

NO NOT REQUIRED COPIES ENCLOSED TO FOLLOW LOST

10.5 If "Yes", has any of the work been carried out?

NO YES (please give details).....

10.6 (a) Has there been any change of use of the property in the last ten years? (e.g dividing into flats, combining flats or using part for business use)?

NO YES (please give details).....

(b) If "Yes", was planning permission obtained?

NO NOT REQUIRED COPIES ENCLOSED TO FOLLOW LOST

11

ITEMS INCLUDED IN SALE

11.1 If you have sold through an estate agent, are all items listed in its particulars included in the sale?

YES NO

11.2 If "No" you should instruct the estate agent to write to everyone concerned correcting this error. Do you own outright everything included in the sale? (You must give details of everything which may not be yours to sell, for example, anything rented or on H.P.)

YES NO (please give details).....

12

EXPENSES

Have you ever had to pay for the use of the property? (Ignore rates, water rates, community charge and gas, electricity and phone bills. Disclose anything else: examples are the clearance of cess pool or septic tank, drainage rate, rent charge.)

NO YES (please give details).....

13

MORTGAGE/LOAN INFORMATION

13.1 Do you have an existing Mortgage against your property? YES NO

If 'Yes' please specify details below:

Existing Mortgage Lender

Account Number

Approximate amount outstanding £.....

13.2 Do you have any other loans charged to your property? YES NO

If 'Yes' please specify details below:

Lender

Account Number

14

GENERAL

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

NO YES (please give details).....

.....

Signature

Date

Signature

Date

Please return the completed form to:

Fridays Property Lawyers Ltd
8-16 Cromer Street
London WC1H 8LH