

Property information form



Document date / /

Address of the property

Postcode

This form should be completed and read in conjunction with the explanatory notes available separately

1 Boundaries

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

(a) on the left?	<input type="checkbox"/> the seller <input type="checkbox"/> shared	<input type="checkbox"/> next door <input type="checkbox"/> not known
(b) on the right?	<input type="checkbox"/> the seller <input type="checkbox"/> shared	<input type="checkbox"/> next door <input type="checkbox"/> not known
(c) across the back?	<input type="checkbox"/> the seller <input type="checkbox"/> shared	<input type="checkbox"/> next door <input type="checkbox"/> not known
(d) across the front?	<input type="checkbox"/> the seller <input type="checkbox"/> shared	<input type="checkbox"/> next door <input type="checkbox"/> not known

If the answer is 'not known', please give details of the boundaries that the seller has actually repaired or maintained:

Note: 'boundaries' mean any fence, wall, hedge or ditch which marks the edge of the property.

1.2 Does the seller know of any boundary being moved in the last 20 years?

Yes No

If Yes, please give details:

2 Disputes and complaints

2.1 Does the seller know of any dispute or anything which might lead to a dispute about this property or any neighbouring property?

Yes No

If Yes, please give details:

2.2 Has the seller made any complaint to any neighbour about what the neighbour has or has not done?

Yes No

If Yes, please give details:

2.3 Has the seller received any complaint about anything the seller has, or has not done as owner?

Yes No

If Yes, please give details:

3 Notices

3.1 Has the seller either sent or received any communication or notices which in any way affect the property or the neighbouring property (for example, from or to neighbours, the council or a government department)?

Yes No Enclosed
 To follow Lost

If Yes, please supply a copy.

3.2 Has the seller had any negotiations or discussions with any neighbour or any local or other authority affecting the property in any way?

Yes No

If Yes, please give details:

4 Guarantees

Are there any guarantees, warranties or insurance policies relating to the property?

Yes No

If Yes, please give details:

5 Utilities

Please indicate which of the following services are connected to or at the property:

- Electricity
- Gas
- Mains drainage
- Mains water
- Private drains
- Private water
- Septic tank/Cesspit
- Telephone

6 Council tax

Please state the council tax band and the amount payable.

Band A - H

Amount £ yearly

Note: Improvements that have already been made can increase the amount of council tax payable following a sale. It is the event of the sale in these circumstances that may cause the council tax banding to be increased. For further information please see the Valuation Office Agency website www.voa.gov.uk

7 Sharing with the neighbours

7.1 Is the seller aware of any responsibility to contribute to the cost of anything in joint use, such as the repair of a shared drive, boundary or drain?

Yes No

If Yes, please give details:

7.2 Does the seller contribute to the cost of repair of anything used by the neighbours, such as the maintenance of a private road?

Yes No

If Yes, please give details and state who is responsible for organising the work and collecting contributions:

8 Arrangements

8.1 Are there any formal or informal arrangements which the seller has over any neighbouring property?

Yes No

If Yes, please give details:

8.2 Are there any formal or informal arrangements which someone else has over the property?

Yes No

If Yes, please give details:

9 Alterations, planning and building control

9.1 Have any of the following changes been made to the whole or any part of the property (including the garden)?

If Yes, in what year were they made?

(a) Building works (including loft conversions, extensions and conservatories)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> Year
(b) Change of use	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> Year
(c) Sub-division	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> Year
(d) Conversion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> Year
(e) Installation of replacement windows, roof windows, glazed doors	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> Year
(f) Installation of central heating boiler	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> Year
(g) Installation of solar panels	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> Year

9.2 If any of the changes listed in 9.1 (a) to (g) above have been made, was planning permission, building regulation approval or listed building consent obtained?

If Yes, please supply copies of the relevant permissions and, where appropriate, certificates of completion.

(a) Building works (including loft conversions, extensions and conservatories)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow	<input type="checkbox"/> Lost
(b) Change of use	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow	<input type="checkbox"/> Lost
(c) Sub-division	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow	<input type="checkbox"/> Lost
(d) Conversion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow	<input type="checkbox"/> Lost
(e) Installation of replacement windows, roof windows, glazed doors	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow	<input type="checkbox"/> Lost
(f) Installation of central heating boiler	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow	<input type="checkbox"/> Lost
(g) Installation of solar panels	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow	<input type="checkbox"/> Lost

9.3 What consents were obtained under any restrictions in the title registers or any other documents?

Note: The title registers of some properties include clauses which are called 'restrictive covenants'. These may, for example, forbid the owner of the property from carrying out building work unless someone else (often a builder of the house) gives consent.

9.4 Has the property been used other than as a private home in the last 10 years?

Yes No

If Yes, please give details:

9.5 Has the property been designated as a Listed Building?

Yes No Not known

If Yes, please state the year it was designated as a Listed Building.

In the year

9.6 Is the property located in a Conservation Area?

Yes No Not known

If Yes, please state the year it was included in the Conservation Area.

In the year

10 Expenses

Has the seller ever incurred any expenses for the use of the property or any of its amenities?

Yes No

If Yes, please give details:

Note: Ignore mortgage payments, council tax, water rates, and gas, electricity and telephone bills. Disclose anything else, such as the clearance of cesspit or septic tank or drainage rates.

The information in this form has been given by:

Name



SUPPLEMENTAL INFORMATION AND UTILITIES QUESTIONNAIRE

Ref:

Please note that these replies are given to the best of the seller's knowledge. No further enquiries have been made or searches carried out. Please therefore rely upon your own further enquiries and search results.

Sellers:

Property:

NOTE TO SELLER:

Below are some general questions that buyers' solicitors typically ask. We are sending this questionnaire to you now in an effort to save time on your transaction.

- 1 If there is a central heating system please confirm
 - (a) What type is it?
 - (b) When was the system installed?
 - (c) Has the system been serviced? If recent please supply a copy of the report.

- 2 Please confirm that any damage caused by the removal of any item will be made good to a reasonable standard.

- 3 Please confirm that all rubbish will be removed from the property.

- 4 Please confirm that a complete set of keys to all external doors of the property and garage, and also window lock keys, will be made available to the buyer on completion.

- 5 Is there a burglar alarm at the property? If so please confirm that you will provide the relevant details to the buyer on completion of your sale.

- 6 Please complete the attached utilities details form.

UTILITIES DETAILS

GAS

Name:

Address:

Reference:

Telephone number:

ELECTRICITY

Name:

Address:

Reference:

Telephone number:

WATER COMPANY

Name:

Address:

Reference/Customer No:

Telephone number:

RATING AUTHORITY

Name:

Address:

Reference:

Telephone number:

Signed

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Dated.....