

SELLER'S PROPERTY INFORMATION FORM

Address of the Property:

IMPORTANT NOTE TO SELLERS

- * **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 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 you wish to remove, they will be included in the sale and you will not be able to take them when you move.

Part I - 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:

(a) on the left?

Please tick the right answer

WE DO	NEXT DOOR	SHARED	NOT KNOWN
-------	-----------	--------	-----------

(b) on the right?

WE DO	NEXT DOOR	SHARED	NOT KNOWN
-------	-----------	--------	-----------

(c) at the back?

WE DO	NEXT DOOR	SHARED	NOT KNOWN
-------	-----------	--------	-----------

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 neighbouring 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)
-----------	-----------------------------------

Please tick the right answer

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)
-----------	-----------------------------------

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
-----------	------------	------------------	-----------	------

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)
-----------	-----------------------------------

4 Guarantees

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

(a) NHBC Foundation 15 or Newbuild

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
-----------	------------	--------------------	------------	------

(b) Damp course?

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
-----------	------------	--------------------	------------	------

(c) Double glazing?

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
-----------	------------	--------------------	------------	------

(d) Electrical work?

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
-----------	------------	--------------------	------------	------

(e) Roofing?

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
-----------	------------	--------------------	------------	------

(f) Rot or infestation?

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
-----------	------------	--------------------	------------	------

(g) Central Heating?

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
-----------	------------	--------------------	------------	------

(h) Anything similar? (eg cavity wall insulation)

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
-----------	------------	--------------------	------------	------

(i) Do you have written details of the work done to obtain any of these guarantees?

NO	YES	COPIES ENCLOSED	WITH DEEDS	LOST
-----------	------------	--------------------	------------	------

Please tick the right answer

4.2 Have you made or considered making claims under any of these?

NO	YES: (PLEASE GIVE DETAILS)
-----------	-----------------------------------

5	Services
----------	-----------------

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

5.1 Please tick which services are connected to the property.

GAS	ELEC.	WATER	DRAINS	TEL.	CABLE T.V.
-----	-------	-------	--------	------	---------------

5.2 Do any drains, pipes or wires for these cross any neighbour's property?

NOT KNOWN	YES: (PLEASE GIVE DETAILS)
------------------	-----------------------------------

5.3 Do any drains, pipes or wires leading to any neighbour's 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	Sharing with the 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
-----------------------------------	-----------

Please tick the right answer

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
------------	-----------

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

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?

YES	NO
------------	-----------

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	Arrangements and rights
----------	--------------------------------

Are there any other formal or informal arrangements which give someone else rights over your property?

NO	YES: (PLEASE GIVE DETAILS)
-----------	-----------------------------------

8	Occupiers
----------	------------------

8.1 Does anyone other than you live in the property?

YES	NO
------------	-----------

If "No" go to question 9.1.

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

Please tick the right answer

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 realising. e.g if they have paid for improvements or if they helped you buy the house).

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

NO:	YES: (PLEASE GIVE DETAILS AND A COPY OF ANY TENANCY AGREEMENT)
------------	---

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)
-----------	-----------------------------------

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 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
-----------	------------

(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)
-----------	---

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.

10	Planning
-----------	-----------------

Please tick the right answer

10.1 Is the property used only as a private home?

YES	NO: (PLEASE GIVE DETAILS)
------------	----------------------------------

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	YES	COPIES ENCLOSED	TO FOLLOW	LOST
----	-----------------	-----	--------------------	--------------	------

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

NO	YES	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) in the last four years?

NO	YES: (PLEASE GIVE DETAILS)
-----------	-----------------------------------

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

NO	NOT REQUIRED	YES	COPIES ENCLOSED	TO FOLLOW	LOST
----	-----------------	-----	--------------------	--------------	------

11	Fixtures
-----------	-----------------

Please tick the right answer

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

YES	NO
------------	-----------

If "No" you should instruct the estate agent to write to everyone concerned correcting this error.

11.2 Do you own outright everything included in the sale?

YES	NO: (PLEASE GIVE DETAILS)
------------	----------------------------------

(You must give details of anything which may not be yours to sell, for example, anything rented or on H.P.)

12	Expenses
-----------	-----------------

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

NO	YES: (PLEASE GIVE DETAILS)
-----------	-----------------------------------

(Ignore rates, water rates, community charge and gas, electricity and phone bills. Include anything else: examples are the clearance of cess pool and septic tank, drainage rate, rent charge.)

13	General
-----------	----------------

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

NO	YES: (PLEASE GIVE DETAILS)
-----------	-----------------------------------

.....Signature(s).....

.....

.....Date.....