To be completed by the seller

## PROPERTY INFORMATION QUESTIONNAIRE

#### **ABOUT THIS FORM**

### Part A: Disclosure of material facts. Getting the property 'Market Ready'

The information which you provide must be accurate. Whether you are the owner of the property or represent someone who has died or is unable or unavailable to complete the form, the form should be completed as though the questions are being answered by the owner.

This form is required to ensure that the Consumer Protection from Unfair Trading Regulations 2008 are complied with during the marketing of the property and must be completed as accurately as possible. Under the Consumer Protection from Unfair Trading Regulations 2008 it is important to disclose anything that would materially affect the transactional decision of the average consumer.

If you do not know an answer to a question then that is fine but please provide as much information as possible and do not omit information.

The information will be used by the conveyancers representing yourself and the buyer during the conveyancing process and will form part of the contract for the sale of the property. If any of the information changes before you complete the sale then you should let your conveyancer know as soon as you become aware of the new information.

Instructing your conveyancer now will mean that they can review the information which you have provided and help you resolve any title defects or replacing missing documents will significantly speed up the sale.

#### Part B: Getting the property 'Sale Ready'

Whilst you only need complete the information in Section A to enable the property to be marketed, by completing Section B now you may save both time and money during the conveyancing process. Therefore we recommend that you complete all sections now.



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## Part A: Disclosure of material facts

## 1. PROPERTY TO BE SOLD

Throughout this form this property may be referred to as 'the property', 'this property' or 'your property'.

<b>1.1</b> Property address									
Address 1									
Address 2									
Town									
County					Postcod	e			
<b>1.2</b> What is the title to	the prope	rty?							
Freehold	Mar	nage	d freehold	Leaseho	old		Unknowr	1	
<b>1.3</b> If leasehold, comp	lete the fol	lowi	ng						
Length of lease		Y	ears remaining		Ground r	ent			
Does the ground rent	increase? I	f yes	s, provide details be	low.				Yes No	
<b>1.4</b> If leasehold or a m	anaged fre	ehol	ld, complete the foll	lowing					
The name of the man	aging agen	t							
Annual service charge	<u>.</u>								
Additional fees payab	le on sale o	r let	tting						
The name of the Free	holder or R	entc	charge owner						
Details of sinking fund	d								
Are there restrictions	imposed b	y a le	ease or otherwise?	If yes, pr	ovide deta	ails.		Yes No	) [
1.5 What parking arra	ngements a	are tl	here?						
Garage	[		Allocated parking	space		Drive	eway		
On street	[		Resident permit			Mete	ered parking		
Shared parking	[		None			Othe	er:		

<b>1.6</b> L	isting and Conservation				
1.6.3	L Is your property a listed building?	Yes	No	Don't know	
	If yes, provide details of the listing and any relevant documents.				
1.6.2		Yes	No	Don't know	
1.6.3	Are any trees on the property subject to a tree preservation order? If yes, answer 1.6.4.	Yes	No	Don't know	
1.6.4	Have the terms of the order been complied with? Attach a copy of any relevant documentation to this form.	Yes	No	Don't know	
2. D	SPUTES AND COMPLAINTS				
2.1	Have there been any disputes or complaints regarding this property or a property nearby? If yes, provide details.	Yes	No	Don't know	
2.2	Is there anything which might lead to a dispute about the property or a property nearby? If yes, provide details.	Yes	No	Don't know	
3. A	LTERATIONS AND CHANGES TO THE PROPERTY				
3.1	Has there been any structural alterations, extensions, significant repairs or renewals to the property? E.g. loft or garage conversion, removal of internal walls/chimneys or change of use. If yes, outline the nature of the work for each and confirm the year it was completed.	Yes	No	Don't know	
3.2	Has there been installation of replacement windows, roof windows, roof lights or glazed doors since 1 April 2002? If yes, outline the nature of the work for each and confirm the year it was completed.	Yes	No	Don't know	

3.3	Does the property have cladding? If yes, what type of cladding is in place?	Yes 📙	No 📙	Don't kn	ow 📙
3.4	Has a conservatory been added? If yes, confirm the year the installation was completed and whether any walls were removed.	Yes 🗌	No 🗌	Don't kn	ow 🗌
3.5 F	for each of the changes and installation, please confirm:				
3.5.	Was a building regulation approval and completion certificate obtained or an equivalent Competent Person Scheme Certificate?	Yes	No 🗌	Not requ	uired 🗌
3.5.	Was planning permission obtained?	Yes 🗌	No 🗌	Not requ	uired 🗌
3.5.		Yes	No 🗌	Not requ	
3.5.	Was any consent under a restriction in the title obtained?	Yes	No 🗌	Not requ	uired 🗌
	a answered yes to one or more of the 3.5 questions, outline the reason(s			ired by th	
-	rs. Send copies of all documentation with this form.	ileitts wii	i be requ	med by th	
3.6	Are any of the works listed above unfinished? If yes, provide details and	l explain v	vhy.	Yes 🗌	No 🗌
3.7	Are you aware of any breaches of planning permission conditions or Buconsent conditions or work not having the necessary consents? If yes, p			Yes 🗌	No 🗌

3.8	Yes 🗌	No				
4. N	OTICES WHICH AFFECT THE PROPERTY					
Are y	ou aware of, or have you received any of the following notices?					
4.1	The owner of a neighbouring property is proposing to develop property or land nearby or make alterations to nearby buildings?	Yes 🗌	No 🗌	Don't l	know	
4.2	Any planning application that could affect the property, the enjoyment of it or the views from it?	Yes	No 🗌	Don't l	know	
4.3	Notice informing you that maintenance, repairs or improvements are required to your property?	Yes 🗌	No 🗌	Don't l	know	
4.4	Listed building application.	Yes 🗌	No 🗌	Don't l	know	
4.5	Infrastructure project, proposed or in progress, i.e. wind turbine, railway or fracking etc.	Yes 🗌	No 🗌	Don't l	know	
4.6	Any other relevant or legal notice.	Yes 🗌	No 🗌	Don't l	know	
4.7	Other:	Yes 🗌	No 🗌	Don't l	know	
5. SI	Has there ever been any preventative work for dry rot, wet rot or	Yes 🗌	No 🗌	Don't l	know	
	damp carried out at your property? If yes, provide details below.					
5.2	Has there ever been any treatment of dry rot, wet rot or damp carried out at your property? If yes, provide details below.	Yes	No 📙	Don't l	know	
5.3	To your knowledge is the property affected by Japanese Knotweed or other invasive species? If yes, state whether there is a management plan in place and supply a copy with this form below.	Yes	No 🗌	Don't l	know	
5.4	Has the property ever been subject to subsidence or structural fault? If yes, provide details below.	Yes 🗌	No 🗌	Don't l	know	
Add	any comments or explanations to questions 5.1–5.5 here.					

4	FI	Y	ГП	DI	<b>-</b> C	Δ	N	D	TI	TIN	10	$\mathcal{L}^{C}$	:
Ο.	ГΙ	$\wedge$	ı U		_	$\neg$	IN	u		HI)	٧V	J.	כ

	List any items that you intend to take fittings and fitted cupboards etc.	which would be consider	red a fixture or fitting, e.g. ca	arpets, curtains,					
	<u> </u>								
6.2	What additional furniture or possession	ons are you likely to inclu	ude in the sale, irrespective o	of price?					
	·		· · · · · · · · · · · · · · · · · · ·	•					
A fin	al list will need to be completed after	the sale is agreed with	your legal representative.						
7. U	TILITIES/SERVICES								
Indic	ate which services are connected to the	ne property.							
71	Sarvica	Connected (yes/no or	Supplier						
7.1	Service	Connected (yes/no or date to be connected)	Supplier						
7.1	Service  Electricity		Supplier						
7.1			Supplier						
7.1	Electricity		Supplier						
7.1	Electricity Gas		Supplier						
7.1	Electricity Gas Liquid Petroleum Gas (LPG)		Supplier						
7.1	Electricity Gas Liquid Petroleum Gas (LPG) Water main or private water supply		Supplier						
7.1	Electricity Gas Liquid Petroleum Gas (LPG) Water main or private water supply Drainage to public sewer		Supplier						
7.1	Electricity Gas Liquid Petroleum Gas (LPG) Water main or private water supply Drainage to public sewer Telephone		Supplier						
7.1	Electricity Gas Liquid Petroleum Gas (LPG) Water main or private water supply Drainage to public sewer Telephone Cable TV or Satellite		Supplier						
7.1	Electricity Gas Liquid Petroleum Gas (LPG) Water main or private water supply Drainage to public sewer Telephone Cable TV or Satellite Broadband		Supplier						
7.1	Electricity Gas Liquid Petroleum Gas (LPG) Water main or private water supply Drainage to public sewer Telephone Cable TV or Satellite Broadband Solar panels		Supplier						
7.1	Electricity Gas Liquid Petroleum Gas (LPG) Water main or private water supply Drainage to public sewer Telephone Cable TV or Satellite Broadband Solar panels Other: **		Supplier  Date last emptied:						
7.1	Electricity Gas Liquid Petroleum Gas (LPG) Water main or private water supply Drainage to public sewer Telephone Cable TV or Satellite Broadband Solar panels Other: * Other: *								
7.1	Electricity Gas Liquid Petroleum Gas (LPG) Water main or private water supply Drainage to public sewer Telephone Cable TV or Satellite Broadband Solar panels Other: * Other: * Septic tank		Date last emptied:						
7.1	Electricity Gas Liquid Petroleum Gas (LPG) Water main or private water supply Drainage to public sewer Telephone Cable TV or Satellite Broadband Solar panels Other: * Other: * Septic tank Cesspool		Date last emptied: Date last emptied:						
	Electricity Gas Liquid Petroleum Gas (LPG) Water main or private water supply Drainage to public sewer Telephone Cable TV or Satellite Broadband Solar panels Other: * Other: * Septic tank Cesspool	date to be connected)	Date last emptied: Date last emptied: Date last serviced:	Yes No					
Is th	Electricity Gas Liquid Petroleum Gas (LPG) Water main or private water supply Drainage to public sewer Telephone Cable TV or Satellite Broadband Solar panels Other: * Other: * Septic tank Cesspool Sewerage treatment plant	erage treatment plant sh	Date last emptied: Date last emptied: Date last serviced:  ared with other properties? located on someone else's	Yes No Yes No No					

\*Other services include renewable technologies.

7.2		icences, maintenance agreements, contract yes, provide details.	s or service agreements in	Yes  No
7.3		artial central heating in your property? If yeating. If no, continue to section 8 'Insurance	-	Yes No
7.4		ating system installed? If after 1 April opy of the CORGI or Gas Safe installation	Month:	
	completion certifi		Year:	
7.5		ating system last serviced/maintained?	Month:	
	Provide a copy of	the last inspection report.	Year:	
7.6	Is the heating syst	em in good working order? If no, provide de	etails.	Yes No
8. IN	ISURANCE			
8.1	Has any buildings	insurance ever been:		
		abnormal rise in premium?		Yes No
	b Subject to hig	gh excesses?		Yes No
	c Subject to un		Yes No	
	,		103	
	d Refused?			Yes No
	d Refused?			
If yo	d Refused?	any of the 8.1 questions, provide details he	re.	
If yo	d Refused?		re.	
If yo	d Refused?		re.	
If yo	d Refused?		re.	
If yo	d Refused?		re.	
If yo	d Refused?		re.	
If yo	d Refused?		re.	
If yo	d Refused?		re.	

8.2	Do you insure the property? If yes, provide details.			Yes 💹 No	
				·	
9. BC	DUNDARIES/ACCESS				
9.1	Is any part of the property not within the seller's legal ownership? If yes, provide details.	Yes	No 🗌	Don't know	
9.2	Is there a current application to alter the boundaries of your property? If yes, provide details.	Yes 🗌	No 🗌	Don't know	
10. R	IGHTS AND INFORMAL ARRANGEMENTS				
10.1	Do you have to contribute towards the shared cost of a jointly used service such as the maintenance of a private road, driveway, boundary or drain? If yes, provide details.	Yes 🗌	No 🗌	Don't know	
10.2	Does the property benefit from any rights or arrangements over any neighbouring property? E.g. rights to go onto neighbouring land to maintain the property or right to park or drive over neighbours land etc. If yes, provide details.	Yes 🗌	No 🗌	Don't know	

10.3	abo	anyone taken steps to prevent access to the property, complain ut or demand payment for access to the property? If yes, vide details.	Yes 📙	No L	Don't know				
10.4		nere a public right of way through and/or across your house,	Yes 🗌	No 🗆	Don't know				
buildings or land? If yes, provide details.									
10.5	Do	you know of any of the following rights or arrangements affecting t	he prope	erty?	I				
	а	Right of light.	Yes	No 🗌	Don't know	Щ			
	b	Right of support from adjoining properties.	Yes	No 🗌	Don't know	ᆜ			
	С	Customary rights, e.g. rights deriving from local traditions.	Yes	No 📙	Don't know	믝			
	d	Other people's rights to mines and minerals under the land.	Yes	No 🗌	Don't know	믝			
	е	Chancel repair liability.	Yes	No 🗌	Don't know	믝			
	f	Other people's rights to take things from the land (such as timber, hay or fish).	Yes	No L	Don't know				
	g	Any other rights or arrangements affecting the property?	Yes	No 🗌	Don't know				
If you	ansı	wered yes to any of the 10.5 questions, provide details here.							
,									
11. 07	ГНЕ	R ISSUES AFFECTING THE PROPERTY							
11.1	gas, you surf	e there been any environmental issues (including flooding, radon mining, quarrying or fracking) that affect the property since 've owned it? For example the type of flooding (e.g. coastal, river, face water, sewer etc), level of radon, location of fracking and either any action has been taken to prevent harm.	Yes	No 🗌	Don't know				
11.2		nis property subject to any excessive noise or disturbance that a ential purchaser should be aware of?	Yes	No 🗌	Don't know				
11.3		the property been subject to any crime or burglary that the ential purchaser should be aware of?	Yes	No 🗌	Don't know				
11.4		nis property subject to a Green Deal loan or another financed ne improvement scheme?	Yes	No 🗌	Don't know				

11.5	Are there any air pollution issues affecting the property?	Yes 🔲	No 📙	Don't kn	ow 📙
11.6	Have there been any failed purchase transactions on the property within the last 12 months?	Yes 🗌	No 🗌	Don't kn	ow 🗌
11.7	Are there any maintenance charges/service charges/Rentcharge or costs relating to the property other than in relation to a lease.	Yes	No 🗌	Don't kn	ow 🗌
	answered yes to any of questions 11.1–11.7, provide details below. If you include any outstanding payments for the renewable devices and any			o question	11.4,
	DDITIONAL INFORMATION				
12.1	Are there any restrictions on use or alteration of the property which have not been complied with? If yes, provide details.	Yes	No 🗔	Don't kn	ow
12.2	Are you aware of any other material issues or information which relate property or has anything occurred which may affect the average persot to proceed? If yes, describe this issue and any action that has been tak required under the Consumer Protection from Unfair Trading Regulation	n's decisi en. Disclo	sure	Yes	No

# CONSUMER PROTECTION REGULATIONS — DECLARATION

By signing this form I confirm the answers to be truthful and accurate and to the best of my knowledge. The questions have been designed to assist with the smooth selling of the property. Any misleading or incorrect answers are likely to be exposed later in the conveyancing process and may hinder the sale.

I will provide additional documentation in support of the information supplied on this form. I understand that this does not replace any official or legal information required for the sale of the property.

If there are any changes which alter the information provided, I will update the form immediately and notify the party marketing the property as well as my conveyancer.

Signature		
Print name	Date	
Signature		
Print name	Date	

Need help signing this document electronically?

Click here to see our guide for step-by-step instructions

## Part B: Additional information required for the conveyancing process

## 1. LEGAL OWNERSHIP

1.1	Full	name	and	adc	Iress	of	legal	owner	(s	)
-----	------	------	-----	-----	-------	----	-------	-------	----	---

Full name			
Address 1			
Address 2			
Town			
County	Postcode		
Full name			
Address 1			
Address 2			
Town			
County	Postcode		
Full name			
Address 1			
Address 2			
Town			
County	Postcode		
1.2 Seller's Conveyancer			
Full name			
Address 1			
Address 2			
Town			
County	Postcode		
Email			
Reference			
<b>1.3</b> Capacity in which the	Seller sells		
Legal owner	Mortgage in possession		
Personal representative for a deceased owner Other:			
Under power of attorney			
2. ABOUT THE PRO	PERTY		
	does this property fall within?		

## 3. BOUNDARIES

3.1	Looking towards the property from the road, who owns or accepts responsibility to maintain or repair the boundary feature?							he			
	а	On the left	Seller		Shared		Neighbour	No	t knov	wn	
	b	On the right	Seller		Shared		Neighbour	No	t knov	wn	
	С	At the rear	Seller		Shared		Neighbour _	No	t knov	wn	
	d	At the front	Seller		Shared		Neighbour	No	t knov	wn	
3.2	If th	e boundaries are irregular, indicate	e ownership b	y w	ritten descrip	tion	or reference to	a plar	١.		
2.2	Ic +b	a coller aware of any houndary for	atura havina h		n mayad in th	o loca	+ 20 years2 If	Voc		N.a	
3.3		e seller aware of any boundary fea provide details.	ature naving b	eer	i moved in th	e iasi	t 20 years? If	Yes	Ш	No	Ш
3.4	Dur	ing the coller's ownership, has any	land ar huildi	n a c	proviously fo	rmin	a nart of the	Voc		N.o.	
3.4		ing the seller's ownership, has any perty been sold or any adjacent lar		_				Yes	Ш	No	Ш
	prop	servy seem sold on any disjucement	ia or sumam <sub>s</sub>	J pc	inchased. If y	c3, p1	ovide details.				
3.5	Doe	s any part of the property or any b	ouilding on the	nr	operty overh	ang	or project	Yes		No	
J.J		er, the boundary of the neighbour									
		· J	,								

3.6	Has any notice been received under the Party Wall Act 1996 in respect of party boundaries? If yes, supply a copy of the notice and give details of a out or agreed.	•	-	Yes	N	lo 🗌
4. SI	ERVICES CROSSING THE PROPERTY OR NEIGHBOURI	NG PRO	OPERT	Υ		
4.1	Do any drains, pipes or wires serving the property cross any neighbour's property?	Yes	No _	Don	't knov	w
4.2	Do any drains, pipes or wires leading to any neighbour's property cross the property?	Yes 🗌	No _	Don	't knov	w 🗌
4.3	Is there any agreement or arrangement about drains, pipes or wires?	Yes	No _	Don	't knov	w 🔲
If ye	s, supply a copy or provide details:					
	Have calculated an installed life on an angular at higher			Vas		
4.4	Have solar panels been installed? If yes, answer a, b and c below.  a In what year were they installed?			Yes		lo 🔲
	b Are the solar panels owned outright?			Yes		lo 🗍
	c Has a long lease of the roof/air space been granted to a solar panel	provider	?	Yes	=	lo 🔲
	If yes, please supply copies of the relevant documents.	Enclose	d $\Box$	Lost	t	
	SUARANTEES  Are there any guarantees or warranties relating to this property?					
Gua	rantee					
	onal House Building Council (NHBC) or similar warranty	Yes	□ N	<u> </u>	Lost	
	fing work	Yes		_=	Lost	
_	np proofing	Yes			Lost	$- \parallel$
	ber treatment	Yes			Lost	-H
	tral heating and/or plumbing work	Yes			Lost	井
	ble glazing (windows, doors, roof lights/windows/conservatory)	Yes			Lost	井
	trical work ventative work/remedial action relating to subsidence	Yes			Lost	井
	r panels	Yes			Lost	ᅢ
Othe		Yes			Lost	ᆲ

	se confirm that you will leave all paperwork relating to any guarantees at n you move out.	the prop	erty	Yes 🗌	No	
5.2	Are there any outstanding claims or current applications relating to any of the above? If yes, provide details.	Yes	No 🗌	Don't kn	iow	
6. El	NERGY PERFORMANCE CERTIFICATE (EPC)					
6.1	Does your property have an EPC undertaken within the last ten years? You retrieve a copy from: epcregister.com	ou can	Yes encl	osed 🗌	No	
	h an EPC to this form. If you do not have an EPC, you will need to get on	e for yo	ur propei	rty.		
7.1	Has the whole or any part of the electrical installation been tested by a qualified and registered electrician?		Yes Year:		No	
7.2	Has the property been rewired or had any electrical installation work can out since 1 January 2005? If yes, provide details below and supply the Bu Regulations Compliance and Completion Certificate (or equivalent) with form.	uilding	Yes Year:		No	
8. 0	CCUPIERS  Does anyone aged over 17 (other than the owner) live at the property? If provide their full name and age.	f yes, ple	ase	Yes 🗌	No	

8.2	Have all occupiers aged over 17 agreed to sign the contract to convacate the property prior to completion of the sale? If no, provide	Yes 🗌	No 🗌			
	property is sold let to tenants and supply a copy of the tenancy agreement).					
9. T	RANSACTIONAL INFORMATION					
9.1	Is the sale dependent on the seller completing the purchase of and same day?	other property on the	Yes 🗌	No 🗌		
9.2	Does the seller have any special requirements about a Completion/moving date? If yes, provide details of dates on which the seller cannot Complete/move.					
9.3	Will all rubbish be removed from the property (including from the	loft, shed, garden,	Yes	No 🗌		
	outbuilding, garages and sheds) and the property left clean and tic	ly on completion?				
9.4	Will any light fittings that are removed be replaced with ceiling rose, flex, bulb holder and bulb?					
9.5	Will all keys for the windows and doors and details of alarm codes or with the estate agent?	be left at the propert	y Yes	No 🗌		
9.6	Will reasonable care be taken when removing any fittings or contemade good?	nts and any damage	Yes 🗌	No 🗌		
	.=					
DEC	LARATION					
	onfirm that all information provided is accurate to the best of our k	=				
	e of any change to the information supplied prior to exchange of co pdate our conveyancer.	ntracts for the sale of	tne prope	rty we		
C:	atuus	All sellers s	hould sign	this form		
Sign	nature		J			
Prin	t name	Date				
Sign	pature					
Prin	t name	Date				
	Need help signing this document electronically?  Click here to see our guide for step-by-step instructions					
•	ener here to see our guide for step-by-step ilistructions					