

**1. ABOUT THE BUILDING**

Property address

Postcode

How old is the property?

Is the property a listed building?

☐

Yes

☐

No

If yes, give details.

Is the property in a conservation area?

☐

Yes

☐

No

If yes, give details.

Does the property have any construction or material types that may affect a buyers enjoyment of the property, availability to get a mortgage or insurance products ?

For example a thatched roof, prefabricated building, timber framed windows etc

What is the council tax banding?

If there is an exemption, or a council tax premium then disclose the reason here.

Have you carried out any work or improvements to the property?

☐

Yes

☐

No

Give details of any improvements carried out since April 2010 that may lead to it moving to a higher or lower council tax band.

Were necessary consents obtained from the local authority (i.e. planning permission, building regulations, conservation area)?

☐

Yes

☐

No

If yes, give details.

Were necessary consents obtained from the freeholders (if necessary)?

☐

Yes

☐

No

If yes, give details.

**1a. BUILDING SAFETY – Please only complete if applicable**

Does the property have any known building safety issues? Are there any planned or required works needed to rectify any defect / hazard?

For example unsafe cladding, asbestos (in property or garages), risk of collapse.

Where issues were noted above, please answer the below:

What is the defect / hazard?

What work needs to be done? Has any work already been done?

Will there be any potential costs to the new purchaser?

Will it affect the buyers ability to reside in the property?

What are the financial implications of purchasing the property? (i.e. ongoing work, wakening costs)

**1b. PLANNING PERMISSION / PROPOSED DEVELOPMENT – Please only complete if applicable**

Is there existing planning permission? If so, please provide details

Are there any article 4 directions restricting permitted development rights?

Are there any known building works to surrounding structures (that may impact privacy or light)?

Are there any obstructions (or planned obstructions) to a view due to an ongoing or proposed development?

Give details of anyone who lives at the property.

Name	Age (if under 18)	Status (i.e. yourself, partner, child, lodger, in-law)	Do they pay rent?

**2. TENURE AND OUTGOINGS**

If the property is freehold, go to section 4. If leasehold (or share of freehold), complete this section first.

Is your property commonhold?	Yes	No	If yes, please mark N/A where relevant below.
What are the commonhold arrangements?			
When did the leasehold commence?			
How many years remain on the lease?			
Are there any lease restrictions?	Yes	No	If yes, please provide details, i.e. pets, holiday letting, restrictive covenants, resale restrictions.
Are there any private rights of way?	Yes	No	If yes, please provide details of any easements, servitudes or wayleaves if applicable.
Are there any public rights of way across the property or its boundary?	Yes	No	If yes, please provide details.
Who owns the freehold?			
If you own a share of the freehold, what proportion do you own? How is it set up?			
If you own share of the freehold, please list any shared responsibilities for the communal areas.			
Give the name and address of the managing agents			
Are you aware of any ongoing disputes?	Yes	No	If yes, give details.
What is the ground rent?			
When will the ground rent be reviewed?			

Do you pay any other service charges?	Yes	No	If yes, give details of charges and provide copies of related documents for the last three years.
Do the service charges cover insurance?	Yes	No	
Do the service charges cover heating?	Yes	No	
Do the service charges cover electricity?	Yes	No	
What else do the service charges cover?			
Do you pay contributions to a reserve or sinking fund? If so, how much?			
What is the annual maintenance charge?			

What does the maintenance charge cover?			
Are you aware of any impending maintenance charge increases?	Yes	No	If yes, give details.
Is there a porter?	Yes	No	If yes, when is he/she available?
Is there a sinking fund?	Yes	No	If yes, how much is in the fund and who manages it?
Have you received any Section 20 notifications of works?	Yes	No	If yes, give details.
Does the lease allow pets?	Yes	No	
Where can we obtain a copy of the lease?			
Have you given your solicitor/conveyancer authority to answer any further questions from us?	Yes	No	

### 3. SHARED OWNERSHIP

If this section is not applicable then please cross out .			
What % share do you own?			
What % share are you selling?			
How much rent is payable?			
Give the name and address of the managing agents			
Are you aware of any ongoing disputes?	Yes	No	If yes, give details.
What is the ground rent?			
When will the ground rent be reviewed?			
Do you pay any other service charges?	If yes, give details of charges, what they cover and provide copies of related documents for the last <b>three</b> years.		
Are there any additional liabilities or obligations?	If yes, give details.		

### 4. THE IMMEDIATE VICINITY

If your answer to any of the questions in this section is yes, give full details as we will be legally required to disclose this information.			
What type of Freehold do you have? (I.e. Freehold with managed areas, flying freehold etc.)			
Are you aware of any proposals or disputes with any individual or public body that may directly affect this property?	Yes	No	
Are there any rights of way affecting this property?	Yes	No	
Are there any shared or communal areas? (If so, who is responsible for maintaining them)?	Yes	No	
Are there any current planning applications affecting the property?	Yes	No	
Have any planning applications been refused within the last 12 months?	Yes	No	
Is your property on a private road?	Yes	No	
Is there a tree within five metres of the property?	Yes	No	
Have you ever had to report evidence of Japanese knotweed?	Yes	No	
Have you ever had a dispute with anyone about any fences or boundaries?	Yes	No	
Is there any shared access to the property, e.g. via a driveway or footpath?	Yes	No	
Have you ever had a dispute with anyone about any shared access or driveways?	Yes	No	
What are the car parking arrangements for your property?	I.e. driveway, garage, communal, allocated / unallocated and distance from the property (if applicable).		

If a residents parking permit is required, is there any reason why one could not be available to a new occupier?	Yes	No	Also include the cost for permits if applicable.
Which boundary walls do you own?			
Which boundary walls have you maintained during your ownership of the property?			
Please attach a copy of any official letters or notices you have received relating to the property and/or its immediate vicinity.			

## 5. SERVICES

Are the following services are connected to your property?			
Mains electricity	Yes	No	If no, clarify how electricity is supplied and if there is any additional cost involved (i.e. solar panels, generator)
Mains gas	Yes	No	
Mains water	Yes	No	If no, clarify how water is supplied and if there is any additional cost involved (i.e. wells, spring)
Mains sewerage	Yes	No	If no, clarify how sewerage is supplied and if there is any additional cost involved (i.e. septic tank, cesspit)
Cesspit / individual septic tank / shared septic tank (circle relevant option)	Yes	No	
Are any of these services shared with another property?	Yes	No	
If a septic tank or cesspit, do contractors empty the system ?	Yes	No	If yes, please provide details of the contractors.
Have you had any problems with the drainage?	Yes	No	
When were the drains last inspected?	Yes	No	
How much are the water rates this year?			
Is there broadband at the property?	Yes	No	If yes, Is it supplied by ADSL copper wire, Cable, FTTC?
Is there mobile coverage at the property?	Yes	No	Please advise of any known issues with mobile coverage or restrictions.

## 6. HEATING

NOTE: Full central heating relates to the ability of the system to maintain certain temperature levels in all rooms simultaneously. It does not refer to the number of radiators. Night storage heaters or individual gas or solid fuel room heaters are not central heating. If these heaters, ceiling or underfloor heating cover all parts of the house, it is generally known as whole-house heating. A communal system is one that serves all flats or apartments in the block.

What heating system, if any, do you have?	I.e. Gas central heating, communal, wood burner, solar panels		
When was it installed?			
If it is a communal boiler does it provide domestic hot water?	Yes	No	
What fuel does the heating system use?			
Which fuel supplier do you use?			
How is the heating distributed?			
How is the heating charged?			
How is the system controlled?			
Is the system in good working order?	Yes	No	If yes, give details.
Is the system regularly serviced?	Yes	No	If yes, by whom?
When does the present warranty or agreement expire?			
Do you have any control over the energy provider?			
Do you have any control over the heating temperature / timings?			

Please attach copies of service agreements.

## 7. ENVIRONMENTAL ISSUES

If your answer to any of the questions in this section is yes, give full details.

Is the loft insulated?	Yes	No	
Is there cavity wall insulation?	Yes	No	
Is the property double-glazed?	Yes	No	
Have you carried out any other works to improve the energy-efficiency of your property?	Yes	No	

Have you or (to your knowledge) the previous owners of the property had any problems with any of the following?  
If yes, give details.

Flooding	Yes	No	If yes, please go to section 4a below
Costal erosion risk	Yes	No	If yes, please provide details
Subsidence	Yes	No	If yes, please provide details
Woodworm	Yes	No	If yes, please provide details
Damp	Yes	No	If yes, please provide details
Rot	Yes	No	If yes, please provide details
Coalfield or mining area	Yes	No	Is the property on a coalfield or impacted by mining activity?
Other (please specify)			
<b>7a Flooding</b>	<p>If you answered yes, please provide the below information :</p> <ul style="list-style-type: none"> <li>• When did the property flood?</li> <li>• Is this frequent? If so, how often?</li> <li>• What was the cause / source of the flood?</li> <li>• What adaptations have been made to the property? (i.e. flood defences)</li> <li>• Are there known issues obtaining insurance?</li> </ul>		

## 8. GUARANTEES AND INSURANCE

Do you have any guarantees, warranties or insurance relating to the following?  
NOTE: Without written evidence of the terms of the guarantees, warranties or insurance we cannot mention them when marketing your property.

NHBC or Foundation 15 (applicable to houses under 15 years old)	Yes	No	
Architect's or engineer's certificate	Yes	No	
The heating system	Yes	No	
Electrical circuits	Yes	No	
Electrical equipment	Yes	No	
The roof	Yes	No	
Plumbing services	Yes	No	
Double glazing	Yes	No	
Damp-proofing	Yes	No	
Timber treatment	Yes	No	
Any extension work	Yes	No	

Please attach copies of any related documentation.

## 9. FIXTURES AND FITTINGS

List any fixtures, fittings and equipment to be included in the sale.	In full working order?		Owned outright? (If not, give details)		
Kitchen	Yes	No	Yes	No	
Bedroom 1	Yes	No	Yes	No	
Bedroom 2	Yes	No	Yes	No	
Bedroom 3	Yes	No	Yes	No	
Bathroom 1	Yes	No	Yes	No	
Bathroom 2	Yes	No	Yes	No	
Sitting room	Yes	No	Yes	No	
Dining room	Yes	No	Yes	No	
Garden / balcony	Yes	No	Yes	No	
Other (please specify)	Yes	No	Yes	No	
Other (please specify)	Yes	No	Yes	No	

Are any of the items below excluded from the sale? If yes, give details.

Trees or plants	Yes	No	
Greenhouse	Yes	No	
Garden shed	Yes	No	
Garden ornaments	Yes	No	
External aerials or satellite dishes	Yes	No	
Fitted cupboards or shelves	Yes	No	
Electric switches or light fittings	Yes	No	

## 10. MARKETING THE PROPERTY

Are you aware of any relationship that you or your family have with our agency or parent group? NOTE: We are required by law to disclose any personal interest to any prospective buyer.	Yes	No	If yes, give full details.
Is the property already on the market?	Yes	No	If yes, answer the rest of the questions in this section. If no, sign and date the form.
When did you start marketing the property?			
Have you had any serious interest? Give details of any offers you have had.			
Give details of which (if any) estate agents are marketing the property.			

Is there any other information which you feel we should be made aware of?

I hereby confirm that to the best of my knowledge and belief these statements are fair and accurate and confirm that the information may be used in connection with the proposed sale of my property and, at your discretion, released to any prospective buyer and hereby indemnify you accordingly.

Signature

a. L. R. M.

Date

Print name