

PROPERTY INFORMATION FORM

Property: _____

Client Name: _____

File Reference: _____

1. BOUNDARIES

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

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

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

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

Does the seller know of any boundary being moved in the last 20 years? If yes, please give details. Yes No

2. GUARANTEES

Are there any guarantees, warranties or insurance policies for the property? Yes No

If yes, please provide copies and confirm that you hold the original policy document and it will be handed over on completion Yes No

3. ELECTRICITY

Have you undertaken any electrical works since January 2005? If so please provide details and provide the appropriate certificate. Yes No

4. CENTRAL HEATING

Have you installed a new boiler/central heating system since March 2002? If so please provide the appropriate certificate. Yes No

Please confirm that it is in good working order. Yes No

How old is the boiler/central heating system? Please provide a copy of any guarantee which can be assigned, if not, when was the boiler last serviced? Please provide a copy of the latest service record. _____

5. NOTICES

Have you sent or received any letters or notices which affect the property or neighbouring property in any way (for example, from or to neighbours, the council or government department)? Yes No

Have you had any negotiations or discussions with any neighbour or any local or other authority which affect the property in any way? Yes No

If yes, please give details.

6. SERVICES

Please tick which services are connected to the property.
Gas Electricity Mains Water Mains Drainage

Please confirm the following:-

- i) The Electricity Provider _____
- ii) The Gas Provider _____
- iii) The Water provider _____

Please confirm that all meters will be read upon completion and that the seller will not apply for any of the services to be disconnected up to or on completion without reference to the buyer.

Yes No

If no, please give details.

Do any drains, pipes, wires for these cross any neighbours property? Yes No

Please state the Council Tax band and the amount payable. Band _____

Amount £_____

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. SEPTIC TANK/CESSPIT (if applicable)

If there is a septic tank/cesspit at the property please provide the following information:-

- i) Details of the location of the tank
- ii) Details of the capacity of the tank
- iii) Details of any other properties that connect into the tank
- iv) The type of construction of the tank
- v) The outfall distribution from the tank
- vi) The location of the ultimate outfall pipe
- vii) Details of when the tank was last emptied and the cost of doing so
- viii) Details as to whether the property or any neighbouring property uses the tank for discharge of surface water
- ix) How often does the septic tank need to be emptied
- x) Please provide the consent of the Environment Agency for the outflow
- xi) Please provide any other relevant information in relation to the drainage

8. CONTAMINATED LAND

Have you or any previous owners had cause to request an inspection by the Environment Agency in respect of Contaminated Land issues affecting the property or adjoining land?

Yes No

If so, please provide details

9. DISPUTES & COMPLAINTS

Do you know of any disputes or anything which might lead to a dispute about this or any neighbouring property? Yes No

If so, please provide details.

Has the seller made any complaint to any neighbour about what the neighbour has or has not done? Yes No

If so, please provide details.

Has the seller received any complaint about anything the seller has, or has not done as owner? Yes No

If so, please provide details.

10. ALTERATIONS, PLANNING & BUILDING CONTROL

Have any of the following changes been made to the whole or any part of the property at any time (including garden)? If yes, in what year were they made?

- a) Building works (including loft conversions, extensions and conservatories) Yes No Year: _____
- b) Change of use Yes No Year: _____
- c) Sub - division Yes No Year: _____
- d) Conversion Yes No Year: _____
- e) Installation of replacement windows, roof windows, glazed doors Yes No Year: _____
- f) Installation of central heating boiler Yes No Year: _____
- g) Installation of solar panels Yes No Year: _____
- h) Underpinning Yes No Year: _____

If any of the changes listed 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)
Yes NA Enclosed To follow Lost
- b) Change of use
Yes NA Enclosed To follow Lost
- c) Sub - division
Yes NA Enclosed To follow Lost
- d) Conversion
Yes NA Enclosed To follow Lost
- e) Installation of replacement windows, roof windows, roof windows, glazed doors (if installed since 1st April 2002)
Yes NA Enclosed To follow Lost
- f) Installation of central heating boiler
Yes NA Enclosed To follow Lost
- g) Installation of solar panels
Yes NA Enclosed To follow Lost
- g) Underpinning
Yes NA Enclosed To follow Lost

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

NOTE: The title registers of some properties include clauses 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.

Has the property been used other than as a private home in the last 10 years? Yes No

If yes, please give details:-

Has the property been designated as a Listed Building or the area designated as a Conservation Area? Yes No

If yes, please provide details:-

Are you aware whether the provisions of the Town and Country Planning (General Permitted Development) Order 1995 being revoked in connection with this property? Yes No

Has a driveway/hardstanding been constructed from non-porous material since 1st October 2008? Yes No

11. GARAGE/ADDITIONAL PARCELS OF LAND

Does the property have the benefit of a garage, parking space or a separate parcel of land that is **registered under a separate title/lease?** Yes No

12. OVERRIDING INTERESTS

Are you aware of any of the following which would not ordinarily be set out in your title deeds?

Leases affecting the property	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Rights claimed by people in actual occupation of the property	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Rights of way across the property	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Rights of light	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Rights of support from adjoining properties	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other peoples rights to take things from the land (e.g fish/timber)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Customary rights (e.g rights deriving from local traditions)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other people rights to mines and minerals from the land	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Franchises	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Manorial rights	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Right to rent which is reserved to the Crown	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Rights relating to embankments, sea or river walls	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Any rights to payments in lieu of tithe	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you have answered "yes" to any of the above please provide further details:-

13. CONSERVATORY (if applicable)

If there is a conservatory at the property and it did not require planning permission and building regulation approval please confirm the following conditions are met:-

The floor area must not exceed 30 square metres.

Glazing and any fixed electrical installations comply with the applicable building regulations.

The conservatory must be separated from the existing property by a wall/door or a glazed screen.

The inter communicating door between the conservatory and the main house remains in place and a window has not been made into a door or any new opening made.

The conservatory is at the rear of the house and is not located between the house and a highway.

No part of the conservatory is of greater height than 4 metres within 2 metres of the site boundary.

No more than half the land around the "original house" is covered by additions or other buildings.

The maximum depth is no more than 3 metres for an attached house and 4 metres

for a detached house.
No higher than 4 metres.
There should be an independent heating system with separate temperature and on/off controls

If applicable

The garage is an integral part of the house and therefore should not be considered as an addition (notwithstanding that it may have been built at the same time as the house).

The garage is not within 5 metres of the property (unless integral).

When was the conservatory built? _____

Did you obtain (if necessary) the consent of the original landowner/developer?

If yes, please provide a copy. Yes No

14. SHARING WITH NEIGHBOURS

Are you aware of any responsibility to contribute to the cost of anything used jointly, such as the repair of a shared boundary or drain? Yes No

Do you contribute to the cost of repair of anything used by the neighbourhood, such as the maintenance of a private road? Yes No

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

Has any notice been received under The Party Wall Act 1996 in respect of any shared/party boundaries? Yes No

If yes, please supply full details.

Does any part of your property project under or over any adjoining property? Yes No

If yes, please give full details.

15. EXPENSES

Have you ever incurred any expenses for the use of the property and any of its amenities? Yes No

If yes, please give details.

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

16. NHBC

Is the property less than ten years old? Yes No

Please let us have all NHBC documents held by you.

17. CONSTRUCTION RELATED ACTIVITIES

Please confirm if any of the following works have been carried out to the property or part thereof since 1st April 2002:-

- a) erection or extension of a building or conversion or a roof space Yes No
- b) alteration or adaption of a building by affecting the structural elements, fire safety precautions or the provision of access and facilities for disabled people Yes No
- c) renovation, refurbishment, repair or bringing into re-use of an existing chimney or flue Yes No
- d) replacement boilers, heating systems, hot water systems, pipes and vessels Yes No
- e) the provision for liquid fuel storage facilities Yes No
- f) work involving the underpinning of a building Yes No
- g) the insertion of insulating material into the cavity wall of a building Yes No
- h) the adaption of an existing building to create one or more dwellings (houses or flats) or the adaption of an existing building, containing a dwelling, to create more or fewer dwellings Yes No
- i) when the use of the building is changed so that in future, the building will include sleeping accommodation or become a building that is open to the public Yes No
- j) the conversion, extension or change of circumstances of agricultural buildings, greenhouses, temporary buildings, garages or outbuildings to allow their use as more general building types Yes No

18. FLOODING

Has the property ever suffered from flooding? Yes No

If yes please provide details:-

19. COVENANTS ON TITLE

Please confirm that any covenants affecting the title of the property have been strictly complied with. (Please ensure that you have read the covenants - please ask your Conveyancer for a copy). Yes No

Please supply details of any breach thereof and supply copies of any relevant indemnity policy (if any).

20. ERECTION OF THE PROPERTY

Please supply copies of any relevant planning permission, building regulation approvals and certificate of completion for the erection of the property.

Enclosed Already provided NA

Please confirm that any conditions have been complied with Yes No

If no, please give full details:-

21. THE PROPERTY AND BOUNDARIES

Please confirm that the boundaries are well defined on the ground and that they conform to the lines revealed by the deeds. Yes No

Please supply a copy of the Energy Performance Certificate Enclosed

22. ARRANGEMENTS & RIGHTS

Is access obtained to any part of the property over private land, common land or neighbours land? Yes No
If so, please specify.

Has anyone taken steps to stop, complain about or demand payment for such access being exercised? Yes No

Are there any other formal or informal arrangements which someone else has over your property? Yes No

23. MANAGEMENT COMPANY (if applicable)

If there is a management company relating to the property limited by shares, please provide a copy of your share certificate. Enclosed NA

24. BURGLAR ALARMS & SECURITY

Is there a burglar alarm at the property? Yes No

If yes, please ensure that you will leave the operating instructions and any maintenance agreement

Has the property ever been burgled? Yes No

25. RADON GAS

Has the property ever been tested for radon gas? Yes No
If yes, please provide further details.

26. CONTAMINATED LAND

Have you or any previous owners had cause to request an inspection by the Environment Agency in respect of Contaminated Land issues affecting the property or adjoining land? Yes No

If yes, please provide full details.

27. RUBBISH

Please confirm that all items which are not included in the sale, including rubbish, will be removed from all parts of the property (including lofts, gardens and garages) before completion. Yes No

Please confirm that any damage done by the removal of items will be made good. Yes No

28. KEYS

Please confirm that upon completion all keys to all doors and windows including the garage and security locks will be handed over. Yes No

29. SEARCHES

Are you aware of any searches required in this area other than local searches? Yes No

If so, please provide details:-

30. OCCUPIERS

Does anyone other than you live in the property? Yes No

If yes, please give full details including names and (if under 18) their ages:-

Do any of them have a right to stay on at the property without your permission. Yes No

If yes, please give details.

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

Are any of the above tenants or lodgers? Yes No

Have they all agreed to sign the contract for sale agreeing to leave with you (or earlier)? Yes No

31. MECHANICS OF THE SALE

Is this sale dependent on your buying another property? Yes No

Please indicate if you have any special requirement about a moving date.

NOTE: This will not be fixed until contracts are exchanged. Until then you should only make provisional removal arrangements.

Is this transaction a sale at full market value and not a distressed sale? Yes No

Please confirm that the property is adequately insured and that you will keep the policy in place until completion. Yes No

Has insurance cover for the property ever been refused or subject to loading or abnormal excesses? Yes No

If yes, please give details:-

32. CHANCEL REPAIR LIABILITY

Are you aware of the property being subject to Chancel Repair Liability. Yes No

If yes, please provide details:-

34. FIXTURES, FITTINGS & CONTENTS FORM

If you have sold through an Estate Agent, are all items listed in the particulars included in the sale? Yes No

If no, please give full details:-

Do you own outright everything included in the sale? Yes No

If no, please give details:-

Have you agreed a separate price with the buyer for any items? Yes No

If yes, please give full details:-

NOTE: The price agreed must be a just and reasonable value for the items. To agree a figure which is not a just and reasonable valuation for the purposes of saving Stamp Duty Land Tax is a criminal offence. If in doubt about the correct amount you should consult a valuer.

Signed

PRINT NAME ('S)

Dated
