

SELLERS PROPERTY QUESTIONNAIRE

Property:

Seller:

Matter:

Please complete and return this questionnaire to us as soon as possible. Please circle the correct answers and provide any extra information, as requested.

If anything changes after you fill in this questionnaire, but before the sale is completed, you must tell us IMMEDIATELY. This is as important as giving the right answers in the first place.

You must disclose all matters affecting your property to avoid misrepresentation. If you do not, you may have to pay compensation to the buyer. Please note that giving false or misleading information could also constitute a criminal offence. Tell us if any of the information you have given changes.

If your property has the benefit of a Home Information Pack you may already have been asked to complete a Property Information Questionnaire. The following questions, although similar, do differ from those questions in the PIQ and should be answered as fully as possible as this information will be needed by your buyer and their lawyer.

1. Boundaries

"Boundaries" mean any fence, wall, hedge or ditch which marks the edge of your property. Looking towards the house from the road, who owns the boundary:

(i) on the left?	We do	Next door	Shared	Don't know
(ii) on the right?	We do	Next door	Shared	Don't know
(iii) at the back?	We do	Next door	Shared	Don't know

If the answer is 'Don't know', 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

Does the seller know of any boundary being moved in the last 20 years?	No	Yes: Please give details
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2. Disputes

(i) Are you aware of any past or current disputes, or anything which might lead to a dispute with neighbours or others regarding boundaries, rights of access or any other matters relating to your property?	No	Yes: please give details
(ii) During the last three years have you complained or had cause to complain about the condition or the use of any adjoining or neighbouring property?	No	Yes: please give details

3. Notices

Have you sent or received any letters or notices, which affect your property in any way (e.g. To or from neighbours, the council or a government department)?	No	Yes	Copy Enclosed	To Follow	Lost
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4. Guarantees etc.

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

(i) NHBC (houses less than 10 years old)	No	Yes	Copies Enclosed	With Deeds	Lost
(ii) Damp Course?	No	Yes	Copies Enclosed	With Deeds	Lost
(iii) Double Glazing?	No	Yes	Copies Enclosed	With Deeds	Lost
(iv) Electrical Work?	No	Yes	Copies Enclosed	With Deeds	Lost
(v) Roofing?	No	Yes	Copies Enclosed	With Deeds	Lost
(vi) Timber Treatment?	No	Yes	Copies Enclosed	With Deeds	Lost
(vii) Legal Indemnity Policies (e.g. missing rights of way, or lost deeds)?	No	Yes	Copies Enclosed	With Deeds	Lost

(viii) Central Heating?	No	Yes	Copies Enclosed	With Deeds	Lost
(ix) Underpinning?	No	Yes	Copies Enclosed	With Deeds	Lost
(x) Anything Similar?	No	Yes	Copies Enclosed	With Deeds	Lost

B. Have you made or considered making claims under any of these?	No	Yes: Please give details of any claim already made or notified.
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5. Services

A. Which of the following are connected to the mains:

(i) Gas?	Yes	No	There is none
(ii) Electricity?	Yes	No	There is none
(iii) Water?	Yes	No	There is none
(iv) Drains?	Yes	No	There is none

B. Is the property connected to the telephone?	Yes	No
C. Is the water supply metered?	Yes	Not as far as we know
D. Please supply original or copy water bill for your property.	Enclosed	Lost
E. Have you ever paid towards the maintenance of any shared pipes or drains?	No	Yes: Please give details
F. Do any pipes or wires for any services to your property cross any neighbour's property?	Not as far as we know	Yes: Please give details
G. Do you know of any written documents relating to the use of the drains to your property?	Not as far as we know	Yes: Please give details
H. Please confirm that all the domestic services (including any central heating) function adequately in your opinion	Confirmed But no warranty as to condition is	Not confirmed: Please give details But no warranty as to

	given. The buyer must rely on his own inspection and test.	condition is given. The buyer must rely on his own inspection and test.
I. Have you spent any money on the maintenance or repair of the domestic services other than in connection with the normal day to day use?	No	Yes: Please give details
J. 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 prior reference to the buyer.	No	Yes: Please give details
K. Have there been any difficulties regarding connection of any services and/or any recurrent difficulties with the provision of services to the property? If so please provide details	Yes	No

Service suppliers

Broadband	
Supplier Name	
Address	
Phone Number	
Email Address	
Reference	
Telephone	
Supplier Name	
Address	

Phone Number	
Email Address	
Reference	
Cable/Satellite	
Supplier Name	
Address	
Phone Number	
Email Address	
Reference	
Council Tax	
Supplier Name	
Address	
Phone Number	

Email Address	
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Reference	
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Electricity	
Supplier Name	

Address	
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Phone Number	
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Email Address	
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Reference	
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Gas	
Supplier Name	

Address	
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Phone Number	
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Email Address	
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Reference	
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Sewerage	
Supplier Name	

Address	
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Phone Number	
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Email Address	
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Reference	
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Water and drainage charge	
Supplier Name	

Address	
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Phone Number	
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Email Address	
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Reference	
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6. Facilities

A. Access rights

(i) Are you aware of any rights (eg. access to the property, or to carry out repairs) which exist over your property for the benefit of other people?	No	Yes: Please give details
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(ii) If so, have you taken any steps to stop, complain about or demand payment for such rights being exercised?	No	Yes: Please give details
(iii) Do you need to cross over private land, common land or a neighbour's land to gain access to any part of your property?	No	Yes: Please give details
(iv) If so, has any person taken steps to stop, complain about or demand payment for such access being exercised?	No	Yes: Please give details

B. Arrangements

Are there any other formal or informal arrangements which you have with your neighbour's? (e.g. Shared driveway)	No	Yes: Please give details
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C. Costs, contributions and carrying out repairs

(i) Do you contribute to the cost of anything used <u>jointly</u> , such as the repair of a shared drive, boundary or drain?	No	Yes: Please give details
(ii) Do you contribute to the cost of repair of anything used by the <u>neighbourhood</u> , such as the maintenance of a private road?	No	Yes: Please give details
(iii) Have you, or any previous owner of the property carried out repair works on any shared drive, boundary, drain or private road?	No	Yes: Please give details
(iv) What work have you been asked to do which has not yet been done?	Please give details below:	
(v) How much money have you contributed to the cost of work done by others and when?	Please give details below:	

(vi) Is a demand for your contribution to the cost of work done by others still outstanding?	No	Yes: Please give details
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7. Occupiers

A.(i) Does anyone other than yourself live at the property?	No	Yes
(ii) Please give their full names and (if under 18 years old) their ages.	Name	Age
(iii) Do you believe any of them have any interest in the property or any right to stay on the property without your permission? (These rights may have arisen without you realising. e.g. If they have paid for improvements or if they helped you buy the house or they have no tenancy agreement.)	No	Yes: If so, who?
B. Do you know of any squatters on the property, or occupiers without a tenancy agreement, or anyone claiming informal rights over the property for more than twenty years?	No	Yes: Please supply tenancy details

8. Changes to the Property

A. Have any of the following changes taken place to any part of the property (including the garden)? If yes, please give details and tell us when the changes happened.

(i) Building works (Eg. Conservatory, garage or extension etc.)	No	Yes: Please give details
(ii) Change of use	No	Yes: Please give details
(iii) Sub-division into two or more properties or flats	No	Yes: Please give details
(iv) Conversion into a residential property	No	Yes: Please give details
(v) Use for business purposes	No	Yes: Please give details

(vi) Installation of a central heating boiler	No	Yes: Please give details
(vii) Installation of solar panels	No	Yes: Please give details
(viii) Window replacement	No	Yes: Please give details
(ix) Electrical works	No	Yes: Please give details
(x) Any other building, engineering, mining or other operations carried out in, on, over or under the property?	No	Yes: Please give details

B. Planning and Building Regulation

Local authorities maintain the character of an area by regulating development. They do this by either granting or refusing planning consent for building work.

Local authorities control the quality of the building work to ensure a minimum safety standard of construction is met. They do this by either granting or refusing building regulation approval. The Building Regulation Completion Certificate is issued after inspecting the finished building work.

If you answered “Yes” to any of the questions in **8A**, please supply copies of all:-

(i) Planning consent(s)	Attached	Not Available
(ii) Building Regulation Approval(s)	Attached	Not Available
(iii) Building Regulation Completion Certificate(s)	Attached	Not Available
(iv) Electrical Safety Certificate	Attached	Not Available
(v) Corgi Certificate	Attached	Not Available
(vi) Fensa Certificate	Attached	Not Available

If you have answered “Yes” to any of the questions in **8A** or are sending us any copies referred to in **8B**, please confirm whether:-

(i) Has any condition on any planning consent not been complied with?	No	Yes: Please give details
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(ii) Has any Planning Consents or Building Regulation Approvals been applied for and refused?	No	Yes: Please give details	
(iii) Is the property a Listed Building?	Yes	No	Not known
(iv) Is the property in a Conservation Area?	Yes	No	Not known

C. Restrictions

The title deeds of some properties contain “restrictive covenants” which limit what you can or cannot do as owner of the property. They may forbid the owner from carrying out building work or using the property for business purposes – unless someone else (often the builder of the property) gives consent.

Please note that consent required under a restrictive covenant is totally separate from any Planning consent or Building Regulation Approval and should be treated separately. (*Planning Consents are dealt with in Section 8B above*).

If you have answered “Yes” to any of the questions in **8A** above:-

(i) Do you know of any breach of restrictive covenant which affects the property?	No	Yes: Please give details
(ii) Please supply a copy of the Consent required under any restrictive covenant	Attached	Not Applicable
(iii) If No, and consent was required, please give details and answer questions (a)-(c) below:		
(a) Why was consent not obtained?		
(b) From whom should consent have been obtained?		
(c) Is there an indemnity policy in place of any missing consent?		

Note: If consent should have been obtained under the restrictions and there is no evidence that it was obtained or there has been some problem with the title to the property or its rights, or a missing planning permission, building regulations approval or completion certificate, it is sometimes necessary to take out an indemnity policy to protect the owner of the property and the lender against a future claim.

9. Other indemnities

Is there an indemnity policy for the property in relation to any matter, other than a policy for missing consents? (For example, defective title, chancel repair, maisonette indemnity policy).

Yes No Enclosed To follow

If yes please give details and supply a copy of each policy

10. Party walls

Has any notice been received under the Party Wall Act 1996 in respect of any shared/party boundaries?

Yes No Enclosed To follow

If yes please supply a copy and give details of any works carried out or agreed.

11. Outgoings

A. What is the current annual water charge? £ _____

B. Have you ever had to pay for the clearance of a cess pool or septic tank, drainage charge, rent charge, cable TV, Management Service Charge or anything else for the use of the property? (Ignore rates, water rates, Council Tax and gas, electricity and phone bills).

No

Yes: Please give details

12. Completion

Please confirm the sale proceeds will be sufficient to pay off all mortgages, and other debt(s) secured on the property (eg. business loan, car loan, Legal Aid charge etc).

Yes

No: Please give details

13. Development on adjoining land

Do you know of any proposed development on adjoining or neighbouring property or land?	<p>No</p> <p>But the buyer should reply on own enquires at Council in any event</p>	<p>Yes: Please give details</p> <p>But the buyer should rely on own enquiries at Council in any event</p>
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14. Radon Gas

Radon Gas is naturally present in the ground in some parts of the country. Have you ever had any report carried out for the presence of Radon Gas in your property?	No	Yes: Report attached
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15. Interests and Rights affecting the property

The Land Registry now require all new buyers to give details of any rights or interests for the benefits of other people which in reality affect the property they are buying, but are not revealed in the title documents.

If you are aware of any rights or interests affecting the property, or that are evident from an inspection of the property, then you must provide details.

Please read the following. If you believe that any of the rights and interests listed affect the property then tell us and let us have as much information as possible.

The more common types of rights or interests that may affect property	Please supply details. If none affect the property please leave blank
Lease(s) of part(s) of the property granted to others?	
Will anyone who is currently in occupation of the whole or any part of the property remain in occupation following completion?	
Rights to walk and/or drive across any part of the property?	

Services, i.e. pipes, wires or drains, that cross the property and are for the benefit of, or shared with, neighbouring properties?	
Rights of Light – Have the neighbours ever complained that a building or tree on the property blocks the light to their property?	
Are there any squatters (i.e. neither the legal owners or authorised by them) in possession of any part of the property or exercising rights over the property?	
Are there any retaining walls or structures giving support to adjoining properties?	

The more unusual types of rights or interests that may affect property	Please supply details. If none affect the property please leave blank
The right to take timber, crops, hay or anything similar from the property?	
Where the property bounds a river or stream does anyone have fishing rights or any other rights relating to the bank or the water?	
Shooting rights?	
Grazing of sheep or cattle on the property?	
Rights to mines or minerals that may lie under the property?	

Liability to pay a rent charge or a chancel repair liability?	
Any right or interest in the property that is not covered by any of the above?	

All legal owners must sign:

Signed: _____

Date: _____

Signed: _____

Date: _____

Signed: _____

Date: _____

Signed: _____

Date: _____