



# Buyer and Seller's Property Information

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## Buyer and Seller's Property Information

### **IF YOU ARE COMPLETING THIS QUESTIONNAIRE AS, OR ON BEHALF OF, THE SELLER**

The questionnaire will take a little time to complete but contains information which will speed up the legal process. You should already have a lot of information which will have been provided to you when you bought the property. Check whether your conveyancer provided you with a real or virtual deeds packet or, if you have a Property Logbook, whether the Property Logbook company has a service to populate the Buying and Selling Property Information from your Property Logbook. You will need to update the information if it has changed during your ownership of the property.

#### **PART A – Getting the property 'Market Ready' (Disclosure of material facts)**

Whether you are the legal owner of the property or representing them you should complete this questionnaire as though the questions are being answered by the legal owner and based, as far as possible, on their personal knowledge of the property.

The information you provide must be accurate. You must complete this questionnaire to comply with the Consumer Protection from Unfair Trading Regulations 2008 during the marketing of the property. Under these regulations it is a legal requirement to disclose anything that would materially affect the 'average person's' decision to buy the property.

#### **How will the information be used?**

To comply with the regulations, the information will be displayed by the person marketing the property for anyone to view, this might include their own website or via the property portals.

#### **PART B – Getting the property 'Sale Ready'**

You need to complete the information in Section A to market your home and both Part A and Part B will be used during the legal process. Anyone making an offer to buy or lend money on the property is entitled to see Part A and Part B.

#### **How will the information be used?**

Your conveyancer and your buyer's conveyancer and valuer will use this information as part of the legal process for selling your home and it will form part of the contract for sale.

You must answer all questions or it will delay the legal process. You must not leave out information which could affect a buyer's decision to proceed.

If any of the information changes before you complete the sale then you should let your estate agent and your conveyancer know about the changes, in writing, as soon as possible.

If the property is leasehold, commonhold or a managed freehold, additional information forms will need to be completed by you and the person who manages the shared amenities. Your conveyancer will deal with this, but you can help by asking the property manager for details of their costs to provide the information and who your lawyer should contact to get the information.

**Whilst you do not need a conveyancer to help you complete the questionnaire, instructing your conveyancer now will mean they can help you collate the information, review the answers which you have provided and may help you answer questions you aren't sure about. This can significantly speed up the legal process.**

**Make sure you give all of the documents which you have referred to in your answers to your conveyancer. As a reminder, where additional documents are required, the text is highlighted like this.**

**THINKING OF BUYING THIS PROPERTY?**

The information contained in this questionnaire is intended to help you decide whether the property is suitable for you. However, if there is a particular reason you are buying the property (e.g. to let it, extend it, run a business from it, etc) you should double check with your conveyancer and surveyor whether there is anything which might affect that.

The information given by the seller is based on their own knowledge and opinion. You should assume that the seller is not a legal expert, surveyor or building maintenance expert and that any information is given as a home owner, or their representative, and can only be relied upon to that extent.

**You should verify any answers which are important to you with your conveyancer or surveyor or ask for quotes from the appropriate trade experts e.g. builder, plumber, electrician, damp and timber expert, etc.**

**PART A – Disclosure of material facts at the point of marketing****1. PROPERTY TO BE SOLD**

Throughout this questionnaire this property may be referred to as ‘the property’, ‘this property’ or ‘your property’.

**1.1 Property Address**

Address 1			
Address 2			
Town			
County		Postcode	
1.1.1 *Unique Property Reference Number:			

You can find your Unique Property Reference Number (UPRN) here

**1.2 Potential delays**

Are you aware of any factors which might delay or complicate the sale? E.g. family split, pending application for grant of probate, absent seller or unregistered title	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If ‘Yes’, provide details and likely timescale for delay (if known)		

**1.3 What type of ownership is the property**

Freehold <input type="checkbox"/>	Managed Freehold* <input type="checkbox"/>	Leasehold <input type="checkbox"/>	Commonhold <input type="checkbox"/>	Shared Ownership <input type="checkbox"/>	Other <input type="checkbox"/> Please describe
If Shared Ownership confirm:-					
1.3.1	the percentage of the share being sold				
1.3.2	the shared ownership rent				
1.3.3	frequency of payment of the shared ownership rent				

\*A Managed Freehold is any freehold where there are shared amenities, the maintenance of which you pay for through an estate rentcharge, service charge, informal or formal contribution.

1.4 If the property is leasehold please complete the following:

Length of the lease and start date	Length of lease: From: _____ Year	Current ground rent	£
Does the ground rent increase?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', please provide details of the ground rent increase E.g. how often and by how much and when the next increase is due. (If you do not have a copy of your lease to hand your Conveyancer can obtain a copy from HM Land Registry here for a small fee)			
1.4.1	Is a share of the freehold included in the sale?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*Thinking of buying this property? Advice about buying a leasehold property is available here*

1.5 If leasehold, shared ownership, a managed freehold or commonhold please provide the following:

1.5.1	Amount of current annual service charge/estate rentcharge/maintenance contribution	£
1.5.2	Is there a reserve fund (also known as sinking fund or replacement fund)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, is the annual contribution included in the figure in 1.5.1	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.5.3	Have you received notice of any large expense in addition to the annual payment in 1.5.1?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details and confirm whether there is a sufficient amount in the reserve fund to cover the cost of the works.		
1.5.4	Additional fees payable on sale or letting, if known	
1.5.5	The name, address and email of the freeholder or rentcharge owner	
1.5.6	The name, address and email of the managing agent	
1.5.7	Is the owner of the Property required to become a director in a management company for the maintenance of shared amenities?	Yes <input type="checkbox"/> No <input type="checkbox"/>

1.6 What parking arrangements are there?

Garage <input type="checkbox"/>	Allocated parking space <input type="checkbox"/>	Driveway <input type="checkbox"/>
On street <input type="checkbox"/>	Resident permit <input type="checkbox"/> Cost of permit (if any): £	Metered parking <input type="checkbox"/>
Unallocated communal parking <input type="checkbox"/>	Controlled Parking Zone <input type="checkbox"/>	None <input type="checkbox"/>
Other (Please state):		
If there is a restriction by vehicle type describe the types of vehicle restricted.		

1.6.1	Is there an Electric Vehicle Charge point belonging to the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.6.2	If no, are there electric charging points nearby?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.6.3	Is the property and/or parking located in an Ultra Low Emission Zone (ULEZ)? <i>NOTE: You can check for ULEZ here</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### 1.7 Listing and Conservation

1.7.1	Is your property a listed building in England or Wales?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', please provide details of the listing and any relevant documents		
1.7.2	Is your property in a designated conservation area? [NOTE: You can check here for England and here for Wales]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.7.3	To your knowledge, does a tree preservation order apply to any trees within the boundaries of the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.7.4	If 'Yes', if work has been carried out to any trees which are protected by the order, were the relevant consents obtained? <b>Provide any relevant documentation</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	No <input type="checkbox"/>

#### 1.8 Type of Construction and Energy Efficiency

1.8.1	Is the property built in a standard form of construction? E.g. brick and/or block with timber-supported roof comprising tile or slate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'No', please provide details		
1.8.2	Is there a flat roof anywhere at the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.8.2.1	If yes, what is the approximate percentage of the roof which is flat roof?  What year was the flat roof last renewed?	%	
1.8.3	Are you aware of any remediation required to the property due to building safety. <i>Note: This could be due to the property being high risk because of the building height or because of works completed without buildings regulations.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', please provide details.		
1.8.4	What is the energy efficiency rating of the property according to the latest Energy Performance Certificate (EPC)? You can see the date and retrieve a copy of the EPC here and check whether the property is an exempt type of property here	A <input type="checkbox"/>	B <input type="checkbox"/>
		C <input type="checkbox"/>	D <input type="checkbox"/>
		E <input type="checkbox"/>	F <input type="checkbox"/>
		G <input type="checkbox"/>	Exempt property <input type="checkbox"/>

1.8.5	Has the property been retrofitted to improve its energy efficiency, for example, cavity wall, spray foam, roof void, internal or external insulation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If "Yes", please provide details.		
1.8.6	Has spray foam insulation been installed at the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', please provide details <b>together with the handover pack for the work carried out including the material compliance/agreement certificate.</b>		
1.8.7	Is the property being sold located above 2 storeys (excluding any storeys below ground level)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, how many storeys are in the entire building above the ground and on which storey(s) is the property located?		
	If more than 4 storeys or 11 metres in the building, please <b>provide any documentation you have confirming the fire and structural safety of the building.</b>		
1.8.8	Is the property located in a building which includes commercial property E.g. shops, offices etc?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', please provide details		

1.9 Council Tax

1.9	Which Council Tax band does this property fall within?	Band A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> (Wales Only)		
1.9.1	Have you altered the property in any way to the extent that it might change the Council Tax band (E.g. added a bedroom or substantially extended the property), or left the property vacant for long enough for the Council Tax Empty Property Premium to apply?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If 'Yes', please give details			

NOTE: Leaving a property uninhabited for at least one year can result in a Council Tax Empty Property Premium being applied.

## 2. DISPUTES AND COMPLAINTS

2.1	Have any disputes or complaints occurred, or any actions taken place which might lead to a dispute, regarding this property, a property nearby, or their use? E.g. boundary disagreement, noise, trespass etc	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes' please provide details		

## 3. ALTERATIONS AND CHANGES TO THE PROPERTY

3.1	Have there been any structural alterations, extensions, significant repairs or renewals to the property? (E.g. extensions, loft or garage conversion, removal of internal walls or chimneys or change of use)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', for each change, outline the nature of the work and confirm the year the change was completed		
3.2	Has there been any change of use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', for each change, outline the nature of the work and confirm the year the change was completed		
3.3	Since 1 <sup>st</sup> April 2002 has replacement of any windows, roof windows, roof lights, glazed doors taken place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', for each installation, outline the nature of the work and confirm the year the installation was completed. If you are not sure you may be able to find further details here		
3.4	Has a conservatory been added?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', confirm the year the installation was completed and whether any walls were removed, an exterior quality door separates the conservatory from the main building and, since the conservatory was added, has any replacement or refurbishment of the roof been undertaken that reduces the glazed area of the roof?		
3.5	For each of the alterations and installation referred to in 3.1 - 3.4, please confirm in the following sections what consents were obtained. Details of home owner responsibilities are set out here		
3.5.1	Was building regulation approval and a completion certificate obtained or an equivalent Competent Person Scheme Certificate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Not required <input type="checkbox"/>	
3.5.2	Was planning permission obtained?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Not required <input type="checkbox"/>	
3.5.3	Was listed building or Conservation Area consent obtained?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Not required <input type="checkbox"/>	

3.5.4	Was any consent under a restriction in the deeds obtained? E.g. if your deeds require consent from someone else to alter or extend the property	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Not required <input type="checkbox"/>	
If you answered 'No' or 'Not Required' to one or more of the questions in 3.5 please outline the reason(s) why			
<b>If you answered 'Yes' to one or more of the questions in 3.5 the relevant documents will be required by the buyers. Please send copies of all documentation with this questionnaire.</b>			
3.6	Are any of the works listed above unfinished?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes', please provide details and explain why			
3.7	Are you aware of any breaches of planning permission conditions or building regulations consent conditions or work not having the necessary consents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes', please provide details			
3.8	Are you aware of any unresolved planning or building control issues?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes', please provide details			
3.9	Do you have any title defect insurance policies E.g. for breach of planning permission, buildings regulations, restrictions, chancel repair etc	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(If 'Yes', please provide details and give the policy to your conveyancer.)			
3.10	If answered 'Yes' to question 3.7 or 3.8 but do not have a title defect policy, confirm whether you will pay for an insurance policy if the *Local Authority still have power to enforce the breach. Your conveyancer can obtain a quote for you.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

[\*Note: It will be a term of the insurance policy that the Local Authority is not contacted so if you have contacted the Local Authority the option of indemnity insurance will not be available.]

#### 4. NOTICES WHICH AFFECT THE PROPERTY

Are you aware of, or have you received any of the following notices?

Notice			
4.1	The owner of a neighbouring property is proposing to develop property or land nearby, make alterations to nearby buildings or change the use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2	Any planning application that could affect the property, the enjoyment of it or the views from it?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



4.3	Notice informing you that maintenance, repairs or improvements are required to your property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4	Listed building application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5	Infrastructure project, proposed or in progress (i.e. wind turbine, railway, fracking, etc)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.6	Notice under the Party Wall etc. Act 1996 in respect of any shared or party boundaries?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7	Any other type of notice?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**You will need to provide details of any notices you are aware of to your conveyancer and estate agent.**

## 5. SPECIALIST ISSUES

5.1	To your knowledge, has there been any preventative work for, or treatment of dry rot, wet rot or damp carried out at the property? If 'Yes', please provide details below	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.2	To your knowledge, does any part of your property contain Asbestos? If 'Yes', <b>please state whether there is a management plan in place and supply a copy with this questionnaire</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.3	To your knowledge, is the property or neighbouring land, affected by Japanese knotweed or other invasive species? <b>If 'Yes', please state whether there is a management plan in place and supply a copy with questionnaire</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.4	To your knowledge, has the property ever been subject to subsidence or structural fault? If 'Yes', please provide details below	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.5	Have you been notified by a relevant authority or qualified expert of an on-going health or safety issue with the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please add any comments or explanations to questions 5.1-5.5 in this box

## 6. FIXTURES AND FITTINGS

6.1	List any items, which would be considered a fixture or fitting, that you intend to take. E.g. Carpets, curtains, light fittings, fitted cupboards, electric vehicle charger etc
6.2	What additional furniture or possessions are you very likely to include in the sale, irrespective of sale price?

NOTE: This is so a buyer's offer can take into account whether you are taking something of value or leaving extra items. A full list will need to be completed after the sale is agreed.

## 7. UTILITIES AND SERVICES

Please indicate which services are connected to the property.

7.1	<b>Service</b>	<b>Connected (yes, no or date to be connected)</b>	<b>Supplier (If known)</b>
	Electricity		
	Gas		
	Liquid Petroleum Gas (LPG)		
	Oil		
	Telephone		
	Cable TV or satellite		
	Broadband	Yes <input type="checkbox"/>	No <input type="checkbox"/> Date to be connected  *Type (Copper, cable or fibre)
	* The broadband installation type may be available from Fibre broadband Openreach. <a href="https://www.openreach.com/fibre-broadband">https://www.openreach.com/fibre-broadband</a>		
	Is the property in an area of unrestricted mobile phone coverage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	[NOTE: You can check coverage here: <a href="https://checker.ofcom.org.uk/">https://checker.ofcom.org.uk/</a> ] <i>Thinking of buying this property? Search online for broadband speed and mobile phone coverage.</i>		
	Solar or photovoltaic panels		
	Air/water or ground source heat pump		Date installed: If after 2013, <b>provide Building Regulations approval/MCS Certificate or equivalent.</b>
	**Other		
	**Other services include renewable technologies, for example wind turbines, biomass, if you receive Renewable Heat Incentives please provide details and note that you will need to advise Ofgem when you complete the sale.		
	Mains water		
	Mains foul drainage		
Mains surface water drainage			
[NOTE: Check your water bill if you are not sure if you are connected for foul and surface water drainage.] If the property is connected to mains drainage for foul and surface water skip to question 7.2			
Sustainable Drainage System			
Septic tank		Date replaced or upgraded:  Date last emptied:	

	Cesspit		Date last emptied:
	Sewerage treatment plant		Date installed: (If installed after Jan 1991 supply the Building Regulations approval or equivalent) Date last serviced:
7.1.1	Do other properties connect to the septic tank, cesspit or sewerage treatment plant?	Yes <input type="checkbox"/> (please provide details of the properties sharing the system and explain how maintenance of the system is arranged and paid for)	No <input type="checkbox"/>
7.1.2	Is any part of the septic tank, cesspit or sewerage treatment plant located on someone else's land?	Yes <input type="checkbox"/> (supply a plan showing the location of the system and how access is obtained)	No <input type="checkbox"/>
7.1.3	Is the septic tank, cesspit or sewerage treatment plant registered with the Environment Agency or exempted?	Yes <input type="checkbox"/> (supply the appropriate permit to discharge or exemption certificate)	No <input type="checkbox"/>
7.1.4	Does the septic tank, cesspit or sewerage treatment plant drain into a waterway (lake, river, stream etc)?	Yes <input type="checkbox"/>	No <input type="checkbox"/> the effluent is discharged through a soakaway system.
7.1.4.1	If Yes, does it comply with the General Binding Rules for discharge into a waterway. [NOTE: you can see the rules here.]	Yes <input type="checkbox"/>	No <input type="checkbox"/> it does not comply with the rules for discharge into a waterway.
7.2	Do you have any licences, maintenance agreements, contracts or service agreements in relation to 7.1 above? Please give details here and pass the originals to your conveyancer.		
7.3	Is this property subject to a Green Deal loan or other financed home improvement scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If 'Yes', please provide details below including any outstanding payments for the renewable devices and any feed-in tariffs and a copy of your fuel bills		
7.4	Is there full/partial central heating in your property?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Skip to Q 8)	
	If 'Yes', please provide details of the type of fuel which the system runs on.		

7.4.1	When was the heating system installed? <b>Supply a copy of the installation completion certificate from a competent person qualified under the relevant self-certification scheme if</b> <b>a) a gas boiler was installed after 1st April 2005, or</b> <b>b) a solid fuel or oil boiler was installed after 1 October 2010, or</b> <b>c) an Air Source Heat Pump was installed after 2013</b>	Month:	Year:
7.4.2	When was the heating system last serviced or maintained? <b>Please provide a copy of the service or maintenance works report</b>	Month:	Year:
7.4.3	Is the heating system in good working order to your satisfaction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If No, provide details:		

## 8. INSURANCE

8.1	Do you insure the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.1.1	If No:- Why not? Provide details:		
8.1.2	If Yes:- Have you had any difficulty obtaining competitively priced building insurance due to the structure or location of the property or had insurance refused (E.g. high premiums, excess over £1,500, special conditions etc)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.1.2.1	If 'Yes', provide details:-		
8.2	Have you ever made a claim against your building insurance in relation to the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', provide details:-		

## 9. BOUNDARIES

You will need to check your title to answer these questions. If you do not have a copy, for a small fee to HM Land Registry, you can download both the title register and the title plan of the property here.

9.1	Is any part of the property outside the seller's legal ownership?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', please provide details. E.g. parking, garden, outbuilding, accessway, etc		
9.2	Is any part of the property on a separate site or separate title number E.g. garden, outbuilding, parking, garage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', please provide details		

9.3	Do the boundaries differ from those shown on the title plan? (If you do not have a copy of the plan you can download it here)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes' please provide details of how they differ and why they changed and provide a <b>plan showing where you believe the boundaries are</b>		
9.4	Is there a current proposal with anyone to alter the boundaries of your property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', please provide details		

## 10. RIGHTS AND INFORMAL ARRANGEMENTS

10.1	Other than referred to in Question 1.5 (which deals with service charges and estate rentcharges), do you have to contribute towards the shared cost of a jointly-used service such as a shared driveway, road, parking area, garden or drain?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', please give details including who collects payments and organises the work, the amount of the payments in the last year and whether they are regular payments or only when maintenance work is required		
10.2	Do any rights and arrangements exist over neighbouring land from which the property benefits? (E.g. taking wheelie bins along an accessway through a neighbour's back garden, parking, access to maintain the boundaries from the neighbour's side etc)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes' please give details and <b>provide a plan showing the route of the access, parking etc</b>		
10.3	Has anyone tried to stop you using an access way to the property or asked you to pay to use the access?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', please give details		
10.4	Do you know if any of the following rights or arrangements affect the property?		
10.4.1	A public right of way through and/or across your property, buildings or land (if 'Yes', <b>please mark the route on a plan of the property</b> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.4.2	Rights of light or support for other properties	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.4.3	Rights created through custom or use (E.g. rights to graze on other land or forage, rights of the lord of the manor or others to take things from your property etc)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.4.4	Mines and minerals under the property	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.4.5	Liability to contribute to the maintenance of a church chancel	Yes <input type="checkbox"/>	No <input type="checkbox"/>

10.4.6	Any other rights or arrangements affecting the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', please provide details		

**11. OTHER ISSUES AFFECTING THE PROPERTY**

11.1	To your knowledge, in the last 5 years, has there been any environmental or geological issues that affect the property or garden (for example, these could include flooding, radon gas, mining, sink holes, quarrying or fracking)? If 'Yes', please provide details below. For example the type of flooding (E.g. coastal, river, surface water, sewer, etc), level of radon, <b>a copy of any radon report</b> , location of fracking and whether any action has been taken to prevent harm	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.2	Is there any known risk of coastal erosion affecting the property and its boundary? If Yes, please provide details including any impact on building insurance availability and requirement for payment of remediation and sea defence costs [NOTES: Details of shoreline management plans can be found here]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.3	To your knowledge, has anyone occupying the property been disturbed by excessive noise which is likely to reoccur at the property? If 'Yes', please provide details below	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.4	To your knowledge, has the property been subject to any crime, burglary or violent death? If 'Yes', please provide details below	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.5	Have there been any failed purchase transactions on the property within the last 12 months? If 'Yes', please provide details below	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please add any comments to questions 11.1-11.5 in this box and provide any relevant documentation e.g. flood risk report, radon report and confirmation of any remedial measures on construction to reduce risk etc			

**12. ADDITIONAL INFORMATION**

12.1	Are you aware of any restrictions on the use or alteration of the property which have not been complied with?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', please provide details.		
12.2	Is there step free access from the street and throughout the property, providing lateral living (E.g. accommodation is all on the entrance level including wet room or walk in shower)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12.3	Are you aware of any other material issue or information which relates to the property or has anything occurred which may affect the average person's decision to proceed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, please describe this issue and any action that has been taken, if applicable. <i>(This disclosure is required under the Consumer Protection from Unfair Trading Regulations 2008)</i>		

Consumer Protection Regulations - Declaration

By signing Part A I/we confirm the answers to be truthful and accurate and to the best of my/our knowledge. The questions have been designed to assist with the disclosure of material information and any misleading or incorrect answers are likely to be exposed later in the legal process which may hinder my/our sale.

I/we will provide my conveyancer with **the additional documentation** in support of the information supplied on this questionnaire.

If there are any changes which alter the information provided, I/we will immediately notify the person marketing the property as well as my/our conveyancer.

.....  
Print Name

.....  
Print Name

.....  
Signed

.....  
Signed

.....  
Dated

.....  
Dated



## Buyer and Seller's Property Information

### Property Address:

Address 1			
Address 2			
Town			
County		Postcode	

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

#### 1. LEGAL OWNERSHIP

##### 1.1 Full name of all legal owner(s)

First name	Middle name(s)	Surname

##### 1.2 Seller's conveyancer (if known)

Name	
Address	
Email	
Reference	

##### 1.3 Capacity in which the Seller sells

Legal Owner <input type="checkbox"/>	*Personal Representative for a Deceased Owner <input type="checkbox"/>	*Under Power of Attorney <input type="checkbox"/>
Mortgagee In Possession <input type="checkbox"/>	Other (please give details) <input type="checkbox"/>	

**[NOTE: \*Please provide your conveyancer with the probate, grant of representation or power of attorney.]**



## 2. LEGAL BOUNDARIES

2.1	Please indicate who has repaired, or treated as belonging to them, each of the boundaries. Identify each boundary as if you were looking at the property from the road	
	A. On the left	<input type="checkbox"/> Seller <input type="checkbox"/> Shared <input type="checkbox"/> Next door neighbour
	B. On the right	<input type="checkbox"/> Seller <input type="checkbox"/> Shared <input type="checkbox"/> Next door neighbour
	C. At the rear	<input type="checkbox"/> Seller <input type="checkbox"/> Shared <input type="checkbox"/> Next door neighbour
	D. At the front	<input type="checkbox"/> Seller <input type="checkbox"/> Shared <input type="checkbox"/> Next door neighbour

**NOTE: If the boundaries are not uniform please indicate ownership or those you have repaired by written description or marking them on a plan of the property**

2.2	Has any boundary feature been moved during your ownership or in the last 10 years, to your knowledge?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If 'Yes', please provide details	
2.3	Has any adjacent land or property been purchased by you that will be included in the sale?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If 'Yes', please provide details	
2.4	Does the title plan for the property accurately show the extent of the land and property which you are selling? [Note: If you are not sure, you can download, for a small fee to HM Land Registry, a copy of the plan from HM Land Registry here]	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If 'No', please provide details	
2.5	<i>If the property is leasehold skip to Question 3</i> Is there a flying freehold? [NOTE: a flying freehold is when part of the property overhangs a neighbour's property or an accessway – E.g. a terrace house where part of the upstairs is over an accessway which belongs to someone else].	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If 'Yes', please provide details	

### 3. SERVICES CROSSING OTHER PROPERTY

3.1	Are you aware of any pipes, wires, cables or drains bringing services to the property which cross any neighbouring land or property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2	Are you aware of any pipes, wires, cables or drains taking services to neighbouring property which cross this property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.3	Are you aware of any formal or informal agreements or arrangements for pipes, wires, cables or drains to cross either your property or neighbouring property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes', <b>please supply a copy or provide details</b>			

### 4. ENERGY AND METERS

4.1	State the year the electrics at the property were last tested by a qualified electrician and <b>upload the test certificate</b> . [NOTE: If you have not had them tested then select N/A]	Year:	N/A <input type="checkbox"/>
4.2	Since 1 <sup>st</sup> January 2005, has any electrical work been carried out to the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Year:			
If 'Yes', please provide details and <b>supply the signed Electrical Safety Certificate (BS7671) and Building Regulations Compliance Certificate (or equivalent)</b>			
4.3	Are there solar or photovoltaic panels installed at the property? If 'Yes':-	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Skip to Q4.4	
4.3.1	When were they installed?	Year:	
4.3.2	Do you own the panels, and all equipment related to them, outright?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No, provide details of who owns them and <b>the relevant documentation</b>			
4.3.3	Is there an existing long lease of the roof/air space granted to a panel provider?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes', <b>please supply copies of the relevant documents</b> and the name of the provider		Enclosed <input type="checkbox"/>	Lost <input type="checkbox"/>
4.3.4	When was the system last maintained or serviced?	Month:	Year:
4.3.5	Is the system in good working order to your satisfaction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.6	Is the system connected to the National Grid E.g. for feed-in tariffs (FIT) or Smart Export Guarantee (SEG)?	Yes FIT <input type="checkbox"/>	No <input type="checkbox"/>
		Yes SEG <input type="checkbox"/>	
4.4	Please describe, or <b>provide a photograph of, the location of any electricity meter (if any):</b>		

4.5	Please describe, or <b>provide a photograph of, the location of any gas meter (if any):</b>
4.6	Please describe, or <b>provide a photograph of, the location of the stop cock and water meter (if any):</b>
4.7	Please describe, or <b>provide a photograph of, the location of any photovoltaic panel meter (if any):</b>
4.8	Please describe, or <b>provide a photograph of, the location of any photovoltaic batteries (if any):</b>

## 5. GUARANTEES, WARRANTIES AND INDEMNITY INSURANCES

5.1	Are there any valid guarantees or warranties relating to this property?	Yes <input type="checkbox"/>	No <input type="checkbox"/> skip to question 6
	<b>Guarantee</b>		
	New Home Warranty	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', please confirm the name of the warranty provider and the date of the warranty:	Month:	Year:
	Roofing work	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Damp proofing treatment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Timber rot or infestation treatment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Central heating and/or plumbing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Double glazing (windows, doors, roof lights, conservatory etc)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Electrical repair or installation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Preventative work and/or remedial action relating to subsidence	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Solar panels	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Other:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Please confirm that you will leave all information relating to any guarantee or warranty at the property when you move out, or add it into your digital Property Logbook to be passed to your buyer on completion of the sale.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.2	Are there any outstanding claims or current applications relating to any of the above?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', please provide details		

## 6. OCCUPIERS

6.1	Does the seller live at the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.2	Does anyone aged over 17, other than the owner(s), live at the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.2.1	If 'Yes', please provide their full names and ages, If "No" skip to question 6.3		
6.2.2	Are they tenants or lodgers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.3	Have all occupiers, aged over 17, agreed to sign the contract to confirm that they will vacate the property prior to completion of the sale?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.4	If 'No', please provide details (E.g. the property is sold let to tenants) and <b>supply a copy of the tenancy agreement together with a copy of any notice to quit which has been served upon them.</b>		

## 7. COMPLETION AND MOVING

7.1	Please confirm that on completion you will remove all rubbish and items not included in the sale from the property including its garden, loft and any sheds or outbuildings.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.2	Will you need the purchase, sale or remortgage of another property to co-ordinate with the sale of this property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.3	Are there any dates on which you cannot move? [Note: The moving date will not be fixed until contracts are exchanged i.e. have become binding. Until then you should only make provisional removal arrangements.]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', please give details of dates on which the seller cannot complete/move [Note: you do not need to be physically present on the day of Completion so long as the property is cleared].		
7.4	Are there smart home systems at the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes tick those which are included in the sale.		
	<b>Heating and power</b> E.g. remote boiler control, solar panels, EV charging point, power storage, indoor or outdoor lighting systems	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<b>Security</b> E.g. CCTV, alarms, barriers, doors or gates	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<b>Entertainment</b> E.g. integrated audio system	Yes <input type="checkbox"/>	No <input type="checkbox"/>

7.4.1	For each system provide the name of the service and name of system.	Service	System
7.4.1.1	Confirm the app or web address, passcode and link to user instructions will be handed over on the day of completion.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.4.2	Confirm that on completion you will provide the buyer with the login, password and link to user instructions for the relevant system. [NOTE: It is recommended that you reset the password before handing it over to avoid security issues by passing on your own password.]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.5	Do you have a digital Property Logbook <a href="https://www.rlba.org.uk/what-is-a-property-logbook?">https://www.rlba.org.uk/what-is-a-property-logbook?</a> [NOTE: If you do not, check if you have documents from when you bought your property provided by your conveyancer at the time. It is recommended that you provide your conveyancer with access to avoid duplication and delays]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.5.1	If 'Yes', please confirm that on completion you will provide the buyer with the login and password to the Property Logbook. [NOTE: It is recommended that you reset the password before handing it over to avoid security issues by passing on your own password.] If 'No', skip to question 7.6.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.5.2	Confirm the name of the existing logbook provider:		
7.6	Confirm the sales proceeds are sufficient to repay any mortgages	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Note: Timescales to completion vary depending on the complexity of the transaction, length of the chain and requirements of the people involved.</p> <p>When the property is cleared out you will be expected to take reasonable care when clearing the property, leaving it clean and tidy and repairing any damage caused when removing items from the property and making safe any light or electrical fittings which are being removed.</p> <p>Keys for all door and window locks, along with any alarm codes, should be available for the buyer on the day of completion. If there is any reason why you cannot do this you should let the estate agent and your conveyancer know.</p>			

**[I/we] will provide my conveyancer with the additional documentation in support of the information supplied on this questionnaire.**

**[I/We] confirm that all information provided is accurate to the best of our knowledge and if we become aware of any changes which alter the information provided prior to exchange of contracts for the sale of the property, [I/we] will immediately notify the person marketing the property as well as my/our conveyancer.**

*All sellers should sign*

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Print Name

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Print Name

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Signed

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Signed

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Dated

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Dated