

DEAN CONVEYANCING

FILE

ADDRESS OF THE PROPERTY:

SELLER'S PROPERTY INFORMATION FORM

- **Please complete this form carefully. If you are unsure how to answer the questions, ask your solicitor before doing so.**
- **This form in due course will be sent to the buyer's solicitors and will be seen by the buyer who is entitled to rely on the information**
- For many of the questions you need only tick the correct answer. Where necessary, please give more detailed answers on a separate sheet of paper. Then send all the replies to your solicitor. This form will be passed to the buyer's solicitor.
- The answers should be those of the person whose name is on the deeds. If there is more than one of you, you should prepare the answers together.
- It is very important that your answers are correct because the buyer is entitled to rely on them in deciding whether to go ahead. Incorrect or incomplete information given to the buyer direct through your solicitor or selling agent or even mentioned to the buyer in conversation between you, may mean that the buyer can claim compensation from you or even refuse to complete the property transaction.
- If you do not know the answer to any question you must say so. Please do not leave any of the questions unanswered.
- The buyer takes the property in its present physical condition and should, if necessary seek independent advice, e.g. instruct a surveyor. You should not give the buyer your views on the condition of the property
- If anything changes after you fill in this questionnaire but before the sale is completed, tell your solicitor immediately. **THIS IS AS IMPORTANT AS GIVING THE RIGHT ANSWERS IN THE FIRST PLACE.**
- Please pass to your solicitor immediately any notices you have received which affect the property, including any notices which arrive at any time before completion of your sale
- If you have a tenant, tell your solicitor immediately if there is a change in the arrangement but do nothing without asking your solicitor first.
- You should let your solicitor have any letters, agreements or other documents which help answer the questions. If you know of any which you are not supplying with these answers, please tell your solicitor about them.
- Please complete and return the separate fixtures fittings and contents list. It is an important document which will form part of the contract between you and the buyer. Unless you mark clearly on it the items which you wish to remove, they will be included in the sale and you will not be able to take them with you when you move.
- You may wish to delay the completion of the fixtures and fittings and contents list until you have a prospective buyer and have agreed a price.

Dean Conveyancing

1 BOUNDARIES

“Boundaries” means any fence, wall, hedge or ditch which marks the edge of your property

1.1 Looking towards the front of the house from the road, who either owns or accepts responsibility for the boundary

PLEASE MARK THE APPROPRIATE ANSWERS THROUGHOUT

(a) on the left?	WE DO	NEXT DOOR	SHARED	NOT KNOWN
(b) on the right?	WE DO	NEXT DOOR	SHARED	NOT KNOWN
(c) across the back?	WE DO	NEXT DOOR	SHARED	NOT KNOWN
(d) across the front?	WE DO	NEXT DOOR	SHARED	NOT KNOWN

1.2 If you have answered “NOT KNOWN” which boundaries have you actually repaired or maintained? (please give details)

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1.3 Do you know of any boundary being moved in the last 20 years? (please give details)

NO YES (please give details)

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.....

2 DISPUTES

2.1 Do you know of any disputes or anything which might lead to a dispute about this or any neighbouring property?

NO YES (please give details)

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2.2 Have you received any complaints about anything you have, or have not, done as an owner?

NO YES (please give details)

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2.3 Have you made any such complaints to any neighbour about what the neighbour has or has not done?

NO YES (please give details)

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.....

3 NOTICES

3.1 Have you either sent or received any letters or notices which affect your property or the neighbouring property in any way (for example, from or to neighbours, the council or a government department)?

NO	YES	COPY ENCLOSED	TO FOLLOW	LOST
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3.2 Have you had any negotiations or discussions with any neighbour or any local or other authority which affect the property in any way?

NO	YES (please give details)
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3.3 Has any notice been received under The Party Wall Act 1996 in respect of any shared/party boundaries?

NO	YES	COPY ENCLOSED	TO FOLLOW	LOST
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If Yes, please supply a copy and give details of any works carried out or agreed.

4 GUARANTEES

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

(a) NHBC Foundation 15 or Newbuild?	NO	YES	COPY ENCLOSED	ORIGINAL WITH DEEDS	LOST
(b) Damp course	NO	YES	COPY ENCLOSED	ORIGINAL WITH DEEDS	LOST
(c) Double glazing	NO	YES	COPY ENCLOSED	ORIGINAL WITH DEEDS	LOST
(d) Electrical work	NO	YES	COPY ENCLOSED	ORIGINAL WITH DEEDS	LOST
(e) Roofing	NO	YES	COPY ENCLOSED	ORIGINAL WITH DEEDS	LOST
(f) Rot or infestation	NO	YES	COPY ENCLOSED	ORIGINAL WITH DEEDS	LOST
(g) Central heating	NO	YES	COPY ENCLOSED	ORIGINAL WITH DEEDS	LOST
(h) Underpinning	NO	YES	COPY ENCLOSED	ORIGINAL WITH DEEDS	LOST
(i) Anything similar? (e.g. cavity wall insulation, underpinning, indemnity policy)	NO	YES	COPY ENCLOSED	ORIGINAL WITH DEEDS	LOST

4.2 Have you made or considered making claims under any of these?

NO	YES (please give details)
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5 UTILITIES

5.1 Please tick which services are connected to the property

GAS	ELECTRICITY	MAINS WATER	MAINS DRAINS	TELEPHONE	CABLE TV	SEPTIC TANK/CESSPIT (Provide details of any payments in Section 11)
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5.2 Please supply a copy of the latest water charge account and the sewerage account (if any).

ENCLOSED	TO FOLLOW
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5.3 Is the water supply on a meter?

YES	NO
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5.4 Do any drains, pipes or wires for these cross any neighbour's property?

NOT KNOWN	YES (please give details)	NO
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5.5 Do any drains, pipes or wires leading to any neighbour's property cross your property?

NOT KNOWN	YES (please give details)	NO
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5.6 Are you aware of any agreement or arrangement about any of these services?

NO	YES (please give details)
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5.7 Are you aware of any defects in any of the services?

NO	YES (please give details)
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5.8 Is there at the property an oil or lpg tank?

YES	NO
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If "YES",

(a) When was it installed and by whom?

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(b) Was the installer registered with OFTEC, if so, please provide evidence

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(c) If the installer was not so registered, please provide evidence of Building Regulation Approval

.....

6 SHARING WITH THE NEIGHBOURS

6.1 Are you aware of any responsibility to contribute to the costs of anything used jointly such as the repair of a shared drive at the side or rear of the premises, or shared boundary or drain?

NO	YES (please give details)
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6.2 Do you contribute to the cost of repair of anything used by the neighbourhood, such as the maintenance of a private road?

NO	YES (please give details)
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6.3 If so, who is responsible for organising the work and collecting the contributions?

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6.4 Please give details of all such sums paid or owing, or explain if they are paid on a regular basis or only as and when work is required

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6.5 Do you need to go on to any neighbouring property if you have to repair or decorate your building or maintain any of the boundaries or any of the drains, pipes or wires?

NO	YES
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6.6 If "YES" have you always been able to do so without objection from the neighbours?

YES	NO (please give details)
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6.7 Do any of your neighbours need to come onto your land (and have they ever done so) to repair or decorate their building or maintain their boundaries or any drains, pipes or wires?

NO	YES
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6.8 If so, have you ever objected?

NO	YES (please give details)
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7 ARRANGEMENTS AND RIGHTS

7.1 Is access obtained to any part of the property over private land, common land or a neighbour's land?

NO	YES (please give details)
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7.2 Has anyone taken steps to stop, complain about or demand payment for such access being exercised?

NO	YES (please give details)
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7.3 Are there any other formal or informal arrangements which you have over any of your neighbours' property? (examples are for access or shared use)

NO	YES (please give details)
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8 OCCUPIERS

8.1 Does anyone other than you live in the property?

NO	YES
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If "NO" go to question 9

If "YES" please give their full names and (if under 18) their ages, and their relationship to you.

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8.2 (a)(i) Do any of them have a right to stay on the property without your permission? (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 you make your mortgage payments).

NO	YES (please give details)
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8.2 (a)(ii) Are any of them tenants or lodgers?

NO	YES (please give details and a copy of any Tenancy Agreement)
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8.2 (b) Have they all agreed to sign the Contract for Sale agreeing to leave with you (or earlier)?

YES	NO (please give details)
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9 CHANGES TO THE PROPERTY

9.1 Have any of the following taken place to the whole or any part of the property (including the garden) and if so, when?

	YES	NO	DATE
(a) Building works (including loft conversions and conservatories)			
(b) Change of use			
(c) Sub-division			
(d) Conversion			
(e) Business activities			
(f) Double glazing replacement			
(g) Replacement Central Heating Boiler or hot water tank			
(h) Installation of Solar Panels			

9.2 If "YES" was planning permission, building regulation approval or listed building consent obtained for each of the changes mentioned in 9.1 above? In respect of the double glazing replacement, if this was after the 1st April 2002 and Building Regulation Approval was not obtained, please provide a copy of the FENSA Certificate.

NO	YES	COPY ENCLOSED	TO FOLLOW	LOST
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(Please list separately and supply copies of the relevant planning permissions, building regulation approvals and, where appropriate, certificates of completion)

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10 PLANNING AND BUILDING CONTROL

10.1 Has the property been used other than as a private home in the last 10 years?

NO	YES (please give details)
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10.2 Has the property been designated as a listed building, or the area designated as a conservation area? If so, when did this happen?

YES - IN THE YEAR	NO	NOT KNOWN
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10.3 Are you aware of any proposed development visible or audible from the property likely to affect the property, including the widening or alteration of any adjacent road?

NO	YES (please give details)
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11 EXPENSES

Have you ever had to pay for the use of the property?

NO	YES (please give details)
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(Note: Ignore council tax, water rates, gas, electricity and telephone bills. Disclose anything else: examples are the clearance of a cesspool or septic tank, drainage rates, rent charge)

(If you are selling a leasehold property, details of the lease’s expenses should be included on the Seller’s Leasehold Information Form and not on this form)

12 MECHANICS OF SALE

12.1 Is this sale dependent on you buying another property?

YES	NO
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12.2 If “YES” what stage have the negotiations reached?

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13 CONDITION OF PROPERTY

13.1 Please provide details of any of the following matters which may have affected the property at any time to the seller’s knowledge:

(a) Flooding	YES	NO	NOT KNOWN
(b) Structural defects	YES	NO	NOT KNOWN
(c) Drainage system repairs or defects	YES	NO	NOT KNOWN
(d) Plumbing defects	YES	NO	NOT KNOWN
(e) Subsidence	YES	NO	NOT KNOWN

- (f) Woodworm, rising damp, dry or other rot
- (g)(i) Fire, storm or other damage giving rise to an insurance claim
- (ii) If the answer to (g)(i) above is “YES”, have the insurers imposed any special conditions or refused cover in whole or in part?
- (h) Burglary, housebreaking or any attempted theft
- (i) The property has had the benefit of a Local Authority Grant

YES	NO	NOT KNOWN
YES	NO	NOT KNOWN
YES	NO	NOT KNOWN
YES	NO	NOT KNOWN
YES	NO	NOT KNOWN

13.2 Are you aware of any properties in the immediate vicinity of your property having been affected by flooding

<input type="checkbox"/> NO	<input type="checkbox"/> YES (please give details)
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13.3 Please supply detail of any subsisting warranties, guarantees or insurance covering the incident of any of the above matters, the benefit of which can be transferred to the buyer.

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13.4 Please confirm that on completion you will remove all rubbish from the property, leave the property in a clean and tidy condition and will make good any damage caused to the property in the removal of any fixtures and fittings.

<input type="checkbox"/> YES

Please tick box to confirm

14 ELECTRICS

14.1 When was the property last rewired and/or tested?

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14.2 Has any electrical work been carried out to the Property since 1 January 2005 which requires notification under Part P (Electrical Safety) of the Building Regulations?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If Yes, please supply the following:

Copy signed BS7671 Electrical Safety Certificate for all those types of electrical work that have been carried out	<input type="checkbox"/> ENCLOSED	<input type="checkbox"/> TO FOLLOW
	<input type="checkbox"/> WITH DEEDS	<input type="checkbox"/> LOST

AND

The Building Regulation Compliance Certificate/Completion Certificate	<input type="checkbox"/> ENCLOSED	<input type="checkbox"/> TO FOLLOW
	<input type="checkbox"/> WITH DEEDS	<input type="checkbox"/> LOST

14.3 Has the seller cause to suspect that any part of the wiring needs renewing or that the existing system is liable to be overloaded?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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(Note: In the event that the seller has answered “NO” to any of the enquiries in this section (or section 13) no warranty is given to the buyer and the buyers must rely on their own survey and inspection of the property in this respect).

15 SERVICES

Please confirm name of the service provider for the following facilities:

- (a) Gas
- (b) Electricity
- (c) Water
- (d) Drainage
- (e) Telephone
- (f) Broadband
- (g) Cable/Satellite

16 CENTRAL HEATING

Is there central heating at the property?

NO	YES (please give details)
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- (a) What type of system is it?
- (b) When was it installed?.....
- (c) When was it last serviced and by whom?.....
- (d) Is there a maintenance Contract which can be assigned to the buyer?

NO	YES (please give details)
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- (e) Is the system in full working condition?

NO	YES
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- (f) Has the central heating boiler or hot water tank been replaced since the 1 April 2002?

NO	YES
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If "YES" please supply the following:

The Installation Date

AND

A copy of the appropriate certificate of compliance	ENCLOSED	TO FOLLOW
	WITH DEEDS	LOST

Copies of the appropriate building regulations approvals and building regulations completion certificate	ENCLOSED	TO FOLLOW
	WITH DEEDS	LOST

Note: the appropriate compliance certificate from the installer must confirm that the installer is a member of OFTEC, or HETAS or CORGI. It must also state that the works comply with the building regulations and must include the installer’s confirmation that the original certificate has been lodged with the local authority.

17 RADON GAS

Have any test been carried out to determine the level of radon gas?

NO	YES (please give details)
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18 CONTAMINATED LAND/LANDFILL

Do you know if any part of the land on which the property is constructed is part of a landfill site, or has the land been used for the disposal of any materials which could, in any way, contaminate or pollute the site?

NO	YES (please give details)
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19 COUNCIL TAX

In which band is the property and how much is currently paid by way of Council Tax?

Council Tax Band A-H	Band	Amount	£.....per annum
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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

20. TELEPHONES

20.1 Do you intend to transfer the telephone number to your new property?

YES	NO
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20.2 If “NO”, please state the number

20.3 Do you have a broadband internet connection via a BT telephone line?

YES	NO
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21. KEYS

21 Is the seller in possession of keys for all lockable doors and windows?

YES	NO
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22. OVERRIDING INTERESTS

It is necessary to provide the buyers with details of any matters that might affect your property which might not necessarily be apparent from the Title Deeds, for example a right in favour of a neighbour to cross your land or the fact that the neighbour's drain or other services pass under your land. Please tick as appropriate the following list.

	NO	YES	(if Yes, please provide details)
Rights of way – pedestrian and/or vehicular			
Rights in connection with services (drainage, gas, electricity, telephone etc)			
Water Courses			
Rights relating to common land			
Rights to minerals or soil			
Rights to timber or crops			
Rights of shooting and/or fishing			
Liability to pay the chancel of any Church			
Liability in respect of embankments, sea and river walls			
Squatters rights affecting the Property			
Rights of persons in occupation			
Local Land Charges			
Manorial Rights (e.g. the Lords rights of sporting mines and minerals, holding fairs and markets liability for construction and maintenance of dykes and ditches, canals and other works			
Lease for 21 years or less			
Any other rights or liabilities			

SIGNED BY THE SELLERS

Signatures

Date

23. OTHER RELEVANT INFORMATION

In the event that there are any other matters which should be disclosed to the buyers which have not been raised by the previous enquiries, please provide further details in this regard using a separate sheet.