

Sellers Leasehold Property Information **Questionnaire**

Name of Seller:

Address of Property

FREEHOLDER/LANDLORD

1. Please provide the following:

a) What is the name and address of the Freeholder/Landlord?

b) What is the name and address of the receiver of ground rent (if not paid to the Freeholder/Landlord)?

RECEIPTS

2. Please send with this form the latest Receipts for:-

a) Ground rent

ENCLOSED

YES/ NO

b) Service Charge/Maintenance Charge

ENCLOSED

YES/ NO

INSURANCE

3. Please send with this form copies of the Following:-

a) Buildings Insurance Policy

ENCLOSED

YES/ NO

b) Current Buildings Insurance Schedule

ENCLOSED

YES/ NO

c) Receipt for current annual premium

ENCLOSED

YES/ NO

d) Who arranges the insurance on the Building?

WE DO/ FREEHOLDER

MANAGEMENT COMPANY

4. If there is a Management Company or Residents Association please provide the following:-

a) The name and address of the Secretary _____

b) The name and address of the Managing Agents _____

c) Copies of the last three years accounts ENCLOSED YES/ NO

d) Do you know of any unusual expense likely to show in the maintenance charge accounts in the next year or two? YES (GIVE DETAILS) NO

e) Have you had a notice from the Landlord that he wants to sell his interest in the building? YES (GIVE DETAILS) NO

f) The demand or estimate for the current year for service charge or amount demanded ENCLOSED YES/ NO

g) Have you ever had cause to complain of a breach by the Freeholder of his covenants under the Lease? YES (GIVE DETAILS) NO

h) Has the Freeholder ever complained of any Breach of covenant by you? YES (GIVE DETAILS) NO

i) Have you ever exercised your rights to obtain information from the Freeholder or Management Company as to the amount and breakdown of the service charge payable under the Lease? YES (GIVE DETAILS) NO

j) When was the property last painted?

i) Inside _____

ii) Outside _____

iii) Shared Areas _____

NOTICES

5. A Landlord may serve a notice on a printed form or in the form of a letter and your buyer will wish to know if anything of this sort has been received.

a) Have you had a notice form the Landlord that he/she wants to sell his/her interest in the building? YES (GIVE DETAILS) NO

b) Have you had any other notice or letter about the building, its condition or its repair and maintenance? YES (GIVE DETAILS) NO

ENFRANCHISEMENT

6. Have you served on your immediate or superior Landlord a formal notice under the enfranchisement Legislation stating your desire to buy the Freehold or to be granted an extended Lease? YES (GIVE DETAILS) NO

If so, please supply a copy.

Dated_____

Signed_____

Signed_____

All joint owners to sign