

Property Information Form

Full Names of the Seller

Address of Property

Seller's Solicitor – Name of firm

Address

E-mail

Reference

ABOUT THIS FORM

This form is completed by the seller to provide detailed information and documents which may be relied upon for the conveyancing process.

It is important that the sellers and buyers read the notes below.

DEFINITIONS

- 'Seller' means all sellers together where the property is owned by more than one person
- 'Buyer' means all buyers together where the property is being bought by more than one person
- 'Property' includes all buildings and land within its boundaries

INSTRUCTIONS TO THE SELLER

Please complete this form carefully

The answers should be those of the person(s) who are named as the proprietor on the Deeds or Land Registry title or by the owner's legal representative(s) if selling under a power of attorney or grant of probate or representation. If there is more than one seller, you should prepare the answers together or, if only one seller prepares the form, the other(s) should check the answers given and all sellers should sign the form.

It is very important that your answers are accurate because the Buyer will rely on them in deciding whether to go ahead. If you give incorrect or incomplete information to the Buyer (on this form or otherwise, in writing or in conversation, whether through the estate agent or solicitor or directly to the buyer), the Buyer may make a claim for compensation from you or refuse to complete the purchase.

For many of the questions, you need only circle the correct answer. Where necessary give more detailed answers on a separate sheet of paper. You should answer the questions based upon information known to you (or, in the case of legal representatives, you or the owner). You are not expected to have expert knowledge of legal or technical matters, or of matters that occurred prior to your ownership of the property.

It does not matter if you do not know the answer to any question so long as you say so. If you are unsure of the meaning of any questions or answers, please ask your solicitor. This form can be completed in full, in part or not at all. Omissions or delay in providing some information may delay the sale.

If you later become aware of any information which would alter any replies you have given, you must tell your solicitor immediately. This is as important as giving the right answers in the first place. Do not change any arrangements concerning the property with anyone (such as a tenant or neighbor) without consulting your Solicitor first.

Please pass to your Solicitor immediately any notices you have received which affect the property. The same goes for notices that arrive at any time before completion. You should let your Solicitors have any letters, agreements or other documents which help answer the questions. If you know of any which are not supplied with these answers, please tell your Solicitor about them. If documents have been lost you may have to obtain copies at your own expense

Please complete and return the separate Fixtures, Fittings and Contents form. 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 that 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.

If you are not sure about anything ask your Solicitor.

INSTRUCTIONS TO THE BUYER

If the Seller gives you, separately from this form, any information regarding the property (whether in writing or in conversation, through the estate agent, solicitor or directly to you) on which you wish to rely when buying the property, you should tell your solicitor so that it can be recorded in the contract.

You are entitled to rely on the replies given to enquiries but in relation to the physical condition of the property, the replies should not be treated as a substitute for undertaking your own survey or making your own independent enquiries, which you are recommended to do.

The seller is only obliged to give answers based on their own information. They may not have knowledge of legal or technical matters. You should not expect the seller to have knowledge of, or give information about, matters prior to their ownership of the property.

You should carefully check the Fixtures, Fittings and Contents form. This may form part of the contract between you and the seller.

PLEASE CIRCLE YOUR ANSWERS

1. Boundaries

"Boundary" means any fence, wall, hedge or ditch that marks the edge of your property.

If the property is leasehold this section, or parts of it, may not apply.

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

- | | |
|------------------------|--------------------------------------|
| a) Left hand boundary | SELLER/ NEIGHBOUR/ SHARED/ NOT KNOWN |
| b) Right hand boundary | SELLER/ NEIGHBOUR/ SHARED/ NOT KNOWN |
| c) Rear boundary | SELLER/ NEIGHBOUR/ SHARED/ NOT KNOWN |
| d) Front boundary | SELLER/ NEIGHBOUR/ SHARED/ NOT KNOWN |

1.2 If the boundaries are irregular please indicate ownership by written description or by reference to a plan.

1.3 Do you know of any boundary being moved in the past 20 years?

YES (GIVE DETAILS) / NO

1.4 During your ownership, has any land previously forming part of the property been sold or has any adjacent land been purchased by you?

YES (GIVE DETAILS) / NO

1.5 Does any part of the property or any building on the property overhang or project under the boundary of the neighbouring property or road?

YES (GIVE DETAILS) / NO

1.6 Has any notice been received under the Party Wall Act 1996 in respect of any shared/party boundaries? If yes, please supply a copy, and give details of any works carried out or agreed.

YES (GIVE DETAILS) / NO

2. Disputes and complaints

2.1 Have there been any disputes or complaints regarding this property or a property nearby?

YES (GIVE DETAILS) / NO

2.2 Is the seller aware of anything which might lead to a dispute about the property or a property nearby?

YES (GIVE DETAILS) / NO

3. Notices

3.1 Have you either sent or received any notice or letters (e.g. from or to neighbours, the council or a government department), or had any negotiations or discussions that affect your property or the neighbouring property in any way? If so, please supply details.

YES / NO ENCLOSED / TO FOLLOW

3.2 Have you received any Notice or letters regarding proposals for any demolition, development or other building works to any nearby properties, change of use of any nearby properties or any traffic or road schemes? If so, please supply details

YES / NO ENCLOSED / TO FOLLOW

4. Other Charges

Note: If the property is leasehold, details of lease expenses such as ground rent and service charge should be set out on the separate Leasehold Information Form. If the property is freehold, there may still be charges: for example, payments to a management company or for the use of a private drainage system.

4.1 Does the seller have to pay any charges relating to the property (excluding any payments such as council tax, utility charges, etc.), for example payments to a management company?

YES (GIVE DETAILS) / NO

5. Guarantees and warranties

Note to seller: All available guarantees, warranties and supporting paperwork should be supplied before exchange of contracts.

Note to buyer: Some guarantees only act to protect the person who had the work carried out or may not be valid if their terms have been breached. You may wish to contact the company to establish whether it is still trading and if so, whether the terms of the guarantee will apply to you.

5.1 Does the property benefit from any of the following guarantees or warranties?
If YES, please supply a copy:

- | | | |
|--|----------|----------------------|
| a) New home warranty (e.g. NHBC or similar) | YES / NO | ENCLOSED / TO FOLLOW |
| b) Damp Proofing | YES / NO | ENCLOSED / TO FOLLOW |
| c) Window, roof lights, roof windows or glazed doors | YES / NO | ENCLOSED / TO FOLLOW |
| d) Electrical work | YES / NO | ENCLOSED / TO FOLLOW |
| e) Roofing | YES / NO | ENCLOSED / TO FOLLOW |
| f) Timber Treatment | YES / NO | ENCLOSED / TO FOLLOW |
| g) Central Heating | YES / NO | ENCLOSED / TO FOLLOW |
| h) Underpinning | YES / NO | ENCLOSED / TO FOLLOW |
| i) Other (please state): | YES / NO | ENCLOSED / TO FOLLOW |

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

YES (GIVE DETAILS)/ NO

6. Services

Note: If the seller does not have a certificate requested below, this can be obtained from the relevant Competent Persons Scheme. Further information about Competent Persons Schemes can be found at: www.gov.uk.

Electricity

6.1 Has the whole or any part of the electrical installation been tested by a qualified and registered electrician? YES / NO

If YES, please state the year it was tested and provide a copy of the test certificate _____ Year
ENCLOSED / TO FOLLOW

6.2 Has the property been rewired or had any electrical installation work carried out since 1 January 2005? YES / NO / NOT KNOWN

If YES, please supply one of the following:

a) a copy of the signed BS7671 Electrical Safety Certificate ENCLOSED / TO FOLLOW

b) the installer's Building Regulations Compliance Certificate ENCLOSED / TO FOLLOW

c) the Building Control Completion Certificate ENCLOSED / TO FOLLOW

Central heating

6.3 Does the property have a central heating system? YES / NO

If YES:

a) what type of system is it (e.g. mains gas, liquid gas, oil, electricity, etc?) _____

b) when was the heating system installed? _____ date / NOT KNOWN

If on or after 1 April 2005, please supply a copy of the 'completion certificate' (e.g. CORGI or Gas Safe Register) or the 'exceptional circumstances' form. ENCLOSED / TO FOLLOW

c) is the heating system in good working order? YES / NO

d) in what year was the heating system last serviced/maintained? Please supply a copy of the inspection report. _____ year / NOT KNOWN
ENCLOSED / TO FOLLOW
NOT AVAILABLE

Drainage and Sewerage

Note: Further information about drainage and sewerage can be found at: www.environment-agency.gov.uk.

6.4 Is the property connected to the mains:

a) foul water drainage? YES / NO / NOT KNOWN

b) surface water drainage? YES / NO / NOT KNOWN

If YES to both questions in 6.4, please continue to section 7 and do not answer 6.5 – 6.10 below.

6.5 Is sewerage for the property provided by:

a) a septic tank? YES / NO

b) a sewage treatment plant? YES / NO

c) cesspool? YES / NO

6.6 Is the use of the septic tank, sewerage treatment plant or cesspool shared with other properties? YES / NO

If YES, how many properties share the system? _____ Properties share

6.7 When was the system last emptied? _____ Year

6.8 If the property is served by a sewage treatment plant, when was the treatment plant last serviced? _____ Year

6.9 When was the system installed? _____ Year

Note: Some systems installed after 1 January 1991 require Building Regulations approval, environmental permits or registration. Further information about permits and registration can be found at: www.environment-agency.gov.uk.

6.10 Is any part of the septic tank, sewage treatment plant (including any soakaway or outfall) or cesspool, or the access to it, outside the boundary of the property? YES / NO

If YES, please supply a plan showing the location of the system and how access is obtained. ENCLOSED / TO FOLLOW

7. Parking

7.1 What are the parking arrangements at the property?

7.2 Is the property in a controlled parking zone or within a local authority parking scheme?

YES / NO / NOT KNOWN

8. Rights and informal arrangements

Note: Rights and arrangements may relate to access or shared use. They may also include leases of less than seven years, rights to mine and minerals, manorial rights, chancel repair and similar matters. If you are uncertain about whether a right or arrangement is covered by this question, please ask your solicitor.

8.1 Does ownership of the property carry a responsibility to contribute towards the cost of any jointly used services, such as maintenance of a private road, a shared driveway, a boundary or drain?

YES (GIVE DETAILS) / NO

8.2 Does the property benefit from any rights or arrangements over any neighbouring property?

YES (GIVE DETAILS) / NO

8.3 Has anyone taken steps to prevent access to the property, or to complain or demand payment for access to the property?

YES (GIVE DETAILS) / NO

8.4 Does the seller know of any of the following rights or arrangements which affect the property?

a) Rights of light

YES / NO

b) Rights of support from adjoining properties

YES / NO

c) Customary rights (e.g. rights derived from local traditions)

YES / NO

d) Other people's rights to mines and minerals under the land

YES / NO

e) Chancel repair liability

YES / NO

f) Other people's rights to take things from the land (such as timber, hay or fish)

YES / NO

If YES, please give details

8.5 Are there any other rights or arrangements affecting the property?

YES (GIVE DETAILS) / NO

8.6 Do any drains, pipes or wires serving the property cross any neighbour's property?

YES / NO / NOT KNOWN

8.7 Do any drains, pipes or wires leading to any neighbour's property cross the property?

YES / NO / NOT KNOWN

8.8 Is there any agreement or arrangement about drains, pipes or wires?

YES / NO

If YES, please supply a copy or give details.

ENCLOSED / TO FOLLOW

9. Occupiers

9.1 Does the seller live at the property?

YES / NO

9.2 Does anyone else, aged 17 or over, live in the property?

YES / NO

If NO, please continue to section 10 and do not answer 9.3 – 9.5 below.

9.3 Please give the full names of any occupiers (other than the sellers) aged 17 or over?

9.4 Are any of the occupiers (other than the sellers), aged 17 or over tenants or lodgers?

YES / NO

9.5 Is the property being sold with vacant possession?

YES / NO

If YES, have all the occupiers aged 17 or over:

a) agreed to leave prior to completion?

YES / NO

b) agreed to sign the contract? If NO, please supply other evidence that the property will be vacant on completion.

YES / NO

ENCLOSED / TO FOLLOW

10. Alterations, planning and building control

Note to seller: All relevant approvals and supporting paperwork referred to in section 10 of this form, such as listed building consents, planning permissions, Building Regulations consents and completion certificates should be provided. If the seller has had works carried out the seller should produce the documentation authorising the works. Copies may be obtained from the relevant local authority website. Competent Persons Certificates may be obtained from the contractor or the scheme provider (e.g. FENSA or Gas Safe Register). Further information about Competent Persons Certificates can be found at: www.gov.uk.

Note to buyer: If any alterations or improvements have been made since the property was last valued for council tax, the sale of the property may trigger a revaluation. This may mean that following completion of the sale, the property will be put into a higher council tax band. Further information about council tax valuation can be found at: www.voa.gov.uk.

10.1 Have any of the following changes been made to the whole or any part of the property (including the garden)?

a) Building works (e.g. extension, loft or garage conversion, removal of internal walls) If yes, please give details including dates of all work undertaken. YES/ NO (GIVE DETAILS)

b) Change of use (e.g. from office to residence) YES / NO _____ Year

c) Installation of replacement windows, roof windows, roof lights, glazed doors since 1 April 2002 YES / NO _____ Year(s)

d) Addition of a conservatory YES / NO _____ Year

10.2 If YES to any question in 10.1 and if the work was undertaken during the seller's ownership of the property:

a) please supply copies of the planning permissions, Building Regulations approvals and Completion Certificates, OR:

b) if none were required, please explain why these were not required – e.g. permitted development rights applied or the work was exempt from Building Regulations:

Further information about permitted development can be found at: www.planningportal.gov.uk.

10.3 Are any of the works disclosed in 10.1 above unfinished? YES (GIVE DETAILS) / NO

10.4 Is the seller aware of any breaches of planning permission conditions or Building Regulations consent conditions, unfinished work or work that does not have all necessary consents? YES (GIVE DETAILS) / NO

10.5 Are there any planning or building control issue to resolve? YES (GIVE DETAILS) / NO

10.6 Have solar panels been installed? YES / NO

If YES:

a) In what year were the solar panels installed? _____ Year

b) Are the solar panels owned outright? YES / NO

c) Has a long lease of the roof/air space been granted to a solar panel provider? YES / NO

If YES, please supply copies of the relevant documents ENCLOSED / TO FOLLOW

10.7 Is the property or any part of it:

a) a listed building? YES / NO / NOT KNOWN

b) in a conservation area? YES / NO / NOT KNOWN

10.8 Are any of the trees on the property subject to a Tree Preservation Order? YES / NO / NOT KNOWN

If YES, please supply a copy of any relevant documents. ENCLOSED/TO FOLLOW

11. Environmental Matters

Flooding

Note: Flooding may take a variety of forms: it may be seasonal, irregular or a one-time occurrence. The property does not need to be near a sea or a river for flooding to occur. Further information about flooding can be found at: www.defra.gov.uk.

11.1 Has any part of the property (whether buildings or surrounding garden or land) ever been flooded? If YES, please state when the flooding occurred and identify the parts that flooded. YES / NO

If NO to question 11.1, please continue to 11.3 and do not answer 11.2 below.

11.2 What type of flooding occurred?

a) Ground water YES / NO
b) Sewer water YES / NO
c) Surface water YES / NO
d) Coastal flooding YES / NO
e) River flooding YES / NO
f) Other (please state) _____

11.3 Has a Flood Risk Report been prepared? YES / NO

If YES, please supply a copy. ENCLOSED / TO FOLLOW

Further information about the types of flooding and Flood Risk Reports can be found at: www.environment-agency.gov.uk.

Radon

Note: Radon is a naturally occurring inert radioactive gas found in the ground. Some parts of England and Wales are more adversely affected by it than others. Remedial action is advised for properties with a test result above the 'recommended action level'. Further information about Radon can be found at: www.hpa.org.uk.

11.4 Has a Radon Test been carried out on the property? YES / NO / NOT KNOWN

If YES,

a) please provide a copy of the report ENCLOSED / TO FOLLOW

b) was the test result below the 'recommended action level'? YES / NO

11.5 were any remedial measures undertaken on construction to reduce Radon Gas levels in the property? YES / NO / NOT KNOWN

Energy efficiency

Note: An Energy Performance Certificate (EPC) is a document that gives information about a property's energy usage. Further information about EPCs can be found at: www.gov.uk.

11.6 Please provide a copy of the Energy Performance Certificate (EPC) for the property. ENCLOSED / TO FOLLOW
ALREADY SUPPLIED

11.7 Have any installations in the property been financed under the Green Deal scheme? YES / NO

If YES, please give details of all installations and supply a copy of your latest electricity bill. ENCLOSED / TO FOLLOW

Further information about the Green Deal can be found at: www.gov.uk/decc.

Japanese knotweed

Note: Japanese knotweed is an invasive plant that can cause damage to a property. It can take several years to eradicate.

11.8 Is the property affected by Japanese knotweed? YES / NO / NOT KNOWN

If YES, please state whether there is a Japanese knotweed management plan in place and supply a copy. YES / NO / NOT KNOWN

ENCLOSED / TO FOLLOW

12. Insurance

12.1 Does the seller insure the property? YES / NO

12.2 Has any buildings insurance taken out by the seller ever been:

- a) subject to an abnormal rise in premium? YES / NO
b) subject to high excesses? YES / NO
c) subject to unusual conditions? YES / NO
d) refused? YES / NO

If YES, please give details:

12.3 Has the seller made any building insurance claims?

YES (GIVE DETAILS) / NO

13. Connection to utilities and services

Please circle Yes or No to show which of the following utilities are connected to the property and give details of any providers

Mains Electricity Yes No **Mains gas** Yes No

Provider's name

Provider's name

Location of meter

Location of meter

Mains Water Yes No **Mains sewerage** Yes No

Provider's name

Provider's name

Location of stopcock

Location of meter, if any

Telephone Yes No **Cable** Yes No

Provider's name

Provider's name

14. Transaction information

14.1 Is this sale dependent on the seller completing the purchase of another property on the same day? YES / NO

14.2 Does the seller have any special requirements about a moving date? YES (GIVE DETAILS) / NO

14.3 Does the sale price exceed the amount necessary to repay all mortgages and charges secured on the property? YES / NO

14.4 Will the seller ensure that:

a) all rubbish is removed from the property (including from the loft, garden, outbuildings, gardens and sheds) and that the property will be left in a clean and tidy condition? YES / NO

b) if light fittings are removed, the fittings will be replaced with ceiling rose, flex, bulb holder and bulb? YES / NO

c) reasonable care will be taken when removing any other fittings or contents? YES / NO

d) keys to all windows and doors and details of alarm codes will be left at the property or with the estate agents? YES / NO

Signed_____

Dated_____

Signed_____

Dated_____

Each seller should sign this form