

# Property information Questionnaire

## Part 1

TA00

Date completed

Address of the Property

Name of the seller

### About this form

This form should be completed by the seller. The seller may be the owner or owners; a representative with the necessary authority to sell the property for an owner who has died; a representative with the necessary authority to sell the property for a living owner (e.g. a power of attorney) or be selling in some other capacity. The form should be completed and read as though the questions were being answered by the owner.

### [Instructions to the seller]

If you are the seller, you should be aware that:

Answers given in this form should be truthful and accurate to the best of your knowledge. The questions have been designed to help the smooth sale of your home. Misleading or incorrect answers are likely to be exposed later in the Conveyancing process and may endanger the sale.

Information included in this form does not replace official documents or legal information. You should be prepared to provide such documents on request in support of the answers given in this form.

If you hold any guarantees for work on your property, your buyer's conveyancer is likely to ask for evidence, which it is in your interests to make available as soon as possible.

If anything changes to affect the information given in this form prior to the sale of your home, you should inform your conveyancer or estate agent immediately.

**[Instructions to the estate agent]**

If you are an estate agent, you should be aware that:

This form should be completed by the seller but it is your responsibility to ensure that it is included in the Home Information Pack.

The Property Misdescriptions Act 1991 does not apply where the form has been completed solely by the seller.

**[Instructions to the buyer]**

If you are the buyer, you should be aware that:

The information contained in this document should have been completed truthfully and accurately by the seller. However, the information only relates to the period during which the seller has owned the property (see question 1) and does not replace official documents or legal information and you should confirm any information with your conveyancer.

**[Directions to the seller]**

The seller must provide the information set out in Part 1 of this questionnaire.

Where the property being sold is a leasehold property, the seller must also complete Part 2 of this questionnaire.

## All properties

1 When was the property purchased?

2 Is your property a listed building or contained in a listed building?

Yes No  
Don't know

3 What council tax band is the property in?

(A-H)

**Note:** Buyers should be aware that improvements carried out by the seller may affect the property's council tax banding following a sale.

4 What parking arrangements exist at your property?

Garage  
Allocated parking space  
Driveway  
On street  
Resident permit  
Metered parking  
Shared parking  
Other (specify)

## Other issues affecting the property

5 Has there been any damage to your property as a result of storm or fire since you have owned it? If Yes, please give details:

Yes No  
Don't know

6 If you have answered Yes to question 5, was the damage the subject of an insurance claim? If Yes, please state whether any of these claims are outstanding:

Yes No  
Don't know

7 Are you aware of any flooding at your property since you have owned it or before? If Yes, please give details:

Yes	No
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8 Have you checked the freely available flood risk data at the Environment Agency's website (<http://www.environment-agency.gov.uk>)? If Yes, please give details:

Yes	No
Don't know	

If No, the buyer is advised to check the Environment Agency website for an indication of the flood risk in the area.

9 Has there been any treatment of or preventative work for dry rot, wet rot or damp in the property since you have owned the property? If Yes, please give details of any guarantees relating to the work and who holds the guarantees:

Yes	No
Don't know	

**Utilities and services**

10 Is there central heating in your property? If Yes, please give details of the type of central heating (examples: gas fired, oil fired, solid fuel, liquid gas petroleum):

Yes	No
Don't know	

11 When was your central heating or other primary heating system last serviced [and is a report of the service available]?

	Year
Not serviced	Don't know
A report is available	
A report is not available	

12 When was the electrical wiring in your property last checked [and is a report of the check available]?

	Year
Not serviced	Don't know
A report is available	
A report is not available	

13 Please indicate which services are connected to your property:

	Connected	
[a] Electricity	Yes	No
[b] Gas	Yes	No
[c] Water mains or private supply	Yes	No
[d] Drainage to a public sewer	Yes	No
If not connected, please indicate whether there is a:		
[i] cesspool	Yes	No
[ii] septic tank	Yes	No
[e] Telephone	Yes	No
[f] Cable TV or satellite	Yes	No
[g] Broadband	Yes	No

**Changes to the property**

14 Have you carried out any structural alterations, additions or extensions (e.g. provision of an extra bedroom or bathroom) to the property?	Yes	No
	Don't know	

(a) If Yes, please give details of the nature of the work:

(b) Was building regulation approval obtained?	Yes	No
	Don't know	
(c) Was planning permission obtained?	Yes	No
	Don't know	
(d) Was listed building consent obtained?	Yes	No
	Don't know	

If the response was No for any of (b) to (d), please state why not (e.g. 'Not required' or 'Work completed under approved person scheme'):

15 Have you had replacement windows, doors, patio doors or double glazing installed in your property? If Yes, please give details of changes and guarantees, if held:

Yes	No
Don't know	

**Access**

16 Do you have right of access through any neighbouring homes, buildings or land? If Yes, please give details:

Yes	No
Don't know	

17 Does any other person have a right of access through your property? If Yes, please give details:

Yes	No
Don't know	

**Leasehold properties**

18 Is your property a leasehold property?

Yes	No
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If Yes, please complete Part 2 of this questionnaire. If No, there is no need to complete Part 2 of this questionnaire.

# Property information Questionnaire

## Part 2

**[Instructions to the seller]**

Only complete this Part if the property is a leasehold property.

If the lease is a new one and has not yet been granted, please answer the questions based on the draft terms of the lease.

**[Instructions to the buyer]**

Before entering into a binding commitment, buyers should confirm any matter relating to the leasehold ownership by reading the lease and checking the position with their conveyancer.

**Additional information for leasehold properties**

**[Note:** See the explanatory notes to questions 19–24 on page 8]

**19** What is the name of the person or organisation to whom you pay:

(a) ground rent, and	
(b) service charges (if different from (a) above)	

**20** How many years does your lease have left to run?

[ Years ]
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**21** How much is your current annual ground rent?

[ £ ]
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**22** How much is your current annual service charge?

[ £ ]
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**23** How much is your current annual buildings insurance premium (if not included in the service charge)?

[ £ ]
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**24** Are you aware of any proposed or ongoing major works to this property? If Yes, what type of works are they and what is the expected cost relating to this property (if known)?

Yes	No
Don't know	

**25** Does the lease prevent you from:

(a) subletting?	Yes	No
	Don't know	
(b) keeping pets?	Yes	No
	Don't know	

26 Does the lease allow you to:

(a) use a car park or space?

Yes	No
Don't know	

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Yes	No
Don't know	

(b) have access to a communal garden (where applicable)?

27 Leases often permit or prevent certain types of activity relating to the use of the property, those referred to in question 25 are examples. Are there any other conditions or restrictions in the lease which could significantly impact on a person's use of the property? If Yes, please specify:

Yes	No
Don't know	

**Explanatory notes to numbered items  
[on page 7]**

**19:** The landlord will normally be the person to whom the ground rent is payable, although it is possible that an agent may be employed to collect this on the landlord's behalf. The person or the organisation to whom the service charge is payable may be your landlord or head landlord or a residents' management company – you should find the landlord's details on your latest service charge demand. It is also possible that an agent has been employed to collect service charges on their behalf.

**20:** The number of years is calculated by taking the original number of years the lease was granted for and deducting the number of years that have expired since the lease was first granted.

**21:** This information will be found in the lease.

**22:** This information should be found on the previous year's service charge demands.

**24:** Leaseholders should have been notified of this as part of the required consultation process where their contribution towards the work exceeds £250.

**Please note:**

All leaseholders should have their own copy of the lease although sometimes this is held by the mortgage lender or the conveyancer who handled the purchase. A copy can normally be obtained from the Land Registry – [www.landregisteronline.gov.uk](http://www.landregisteronline.gov.uk). It is unlikely that the managing agent will be able to provide a copy of the lease.