

## Annex 2: Draft Property Information Questionnaire



**HOME INFORMATION PACK**

# Property Information Questionnaire

**Property address:**

**Seller(s):**

**Completion date of Property Information Questionnaire:**

**Title number (if registered and known):**

## Property Information Questionnaire

### 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. under 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.

#### If you are the seller you should be aware:

- Answers given in this form should be truthful and accurate to the best of your knowledge and should help to ensure the smooth sale of your home. You can be held liable for deliberately misleading information provided in this form.
- 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.

#### If you are the estate agent you should be aware:

- 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 does not apply where the form has been completed solely by the seller.

#### If you are the buyer you should be aware:

- This information should have been completed truthfully and accurately by the seller. Please note, however, that this 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, which you may request for clarification.
- This form is not a substitute for the work of your conveyancer. If in doubt and before entering into a binding commitment, you should confirm any details with your conveyancer.

## PART 1: ALL PROPERTIES

### About the property being sold

1. How long have you owned the property?	
2. Is your property a listed building, or contained within one?	<b>Yes</b> <b>No</b> <b>Don't know</b>
3. What Council tax band is the property in?	<b>A B C D E F G H</b>
4. What parking arrangements exist at your property?	<b>Garage</b> <b>Allocated parking space</b> <b>Driveway</b> <b>Shared parking</b> <b>On street</b> <b>Resident permit</b> <b>Metered parking</b> <b>Other (please specify):</b>

<b>Other issues affecting the property</b>	
<p>5. Has there been any damage to your property as a result of storm, flood or fire while you have owned it?</p> <p>5a. If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>
<p>6. If you have answered "Yes" to question 5, was the damage the subject of an insurance claim?</p> <p>6a. If "Yes" please state whether any of these claims are outstanding:</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>
<p>7. Has there been any treatment of or preventative work for dry rot, wet rot, or damp in the property while you have owned the property?</p> <p>7a. If "Yes" please give details:</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>
<p>8. If you have answered "Yes" to question 7, are there any guarantees relating to this work?</p> <p>8a. If "Yes" please indicate who holds these guarantees:</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>
<b>Utilities and Services</b>	
<p>9. Is there a central heating system in your property?</p> <p>9a. If "Yes" please give details of the type of central heating: (examples: gas-fired, solid fuel, electric storage heating)</p>	<p><b>Yes</b></p> <p><b>No</b></p> <p><b>Don't know</b></p>

10. Please indicate which services are connected to your property and give details of the supplier:

Services	Connected	Supplier
Electricity		
Gas or liquid petroleum		
Water mains or private water supply		
Mains drainage		
Telephone		
Cable TV or Satellite		
Broadband		

### Changes to the property

11. 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**

11a. If "Yes" please give details of the nature of the work:

12. If you answered "yes" to question 11:

12a. Did the work comply with Building Regulations?

**Yes**                      **No**                      **Don't know**

12b. Was planning permission obtained?

**Yes**                      **No**                      **Don't know**

12c. Listed building consent obtained?

**Yes**                      **No**                      **Don't know**

If "No" for any of the above, please state why not (e.g. "not required – work completed under approved person scheme")

13. Have you had replacement windows, doors, patio doors or double glazing installed in your property?

**Yes**  
**No**  
**Don't know**

13a. If "Yes" please give details of changes made and any guarantees if held:

<b>Boundaries and Access</b>	
14. Has any boundary of your property been moved while you have owned the property?  14a. If "Yes" please give details:	<b>Yes</b> <b>No</b> <b>Don't know</b>
15. Do you have right of access through any neighbouring homes, building or land?  15a. If "Yes" please give details:	<b>Yes</b> <b>No</b> <b>Don't know</b>
16. Do any neighbouring homes have a right of access through the property?  16a. If "Yes" please give details:	<b>Yes</b> <b>No</b> <b>Don't know</b>
<b>PART 2: ADDITIONAL INFORMATION FOR LEASEHOLD PROPERTIES</b>	
<b>NB: Before 'buyers' enter into a binding commitment they should confirm matters relating to leasehold ownership by reading the lease and checking the position with their conveyancer.</b>	
17. What is the name and address of the person/organisation to whom you pay.  a) the ground rent?  b) the service charge (if different from question a above)?	
18. How many years does your lease have left to run?	
19. How much is your current annual ground rent?	
20. How much is your current annual service charge?	
21. How much is your current annual buildings insurance premium (if not included under question 20)?	
22. Are you aware of any proposed or ongoing major works to this property?  22a. If yes, what type of works are they? What is the expected cost relating to this property?	<b>Yes</b> <b>No</b> <b>Don't know</b>
23. Does the lease prevent you from:  a) sub-letting?  b) keeping pets?	<b>yes/no/don't know</b> <b>yes/no/don't know</b>

<p>24. Does the lease allow you to:</p> <p>a) use a car park or space? (where applicable)</p> <p>b) have access to the gardens (where applicable)?</p>	<p><b>yes/no/don't know</b></p> <p><b>yes/no/don't know</b></p>
<p>25. Are there any other conditions or restrictions in the lease which significantly impact on a person's use of the property.</p> <p>25a.If yes, please specify.</p> <p><b>NB</b> – Leases often permit or prevent certain types of activity with regards to use of a property. Those referred to at “23” &amp; “24” above are common examples.</p>	<p><b>yes/no/don't know</b></p>
<p><b>Explanatory Notes to Numbered Items</b></p> <p>If the lease is a new one which has not yet been granted, please answer the questions based on the draft terms of the lease.</p> <p>17. a) The landlord or head lessor 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 their behalf.</p> <p>b) The person or organisation to whom the service charge is payable may be your landlord or head lessor 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.</p> <p>18. The number of years is calculated by taking the original number of years the lease was granted for and then deducting the number of years that have expired since the lease was first granted.</p> <p>19. This information will be found in the lease.</p> <p>20. This information will be found on the last 12 months of service charge demands.</p> <p>21. Leaseholders should have been notified of this as part of the required consultation process where their contribution towards the work exceeds £250.</p> <p><b>NB</b> – 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 – <a href="http://www.landregisteronline.gov.uk">www.landregisteronline.gov.uk</a>. It is unlikely that the managing agent will be able to provide a copy of the lease.</p>	