



## Property Information Questionnaire

**Property address:**

**Vendor names(s):**

**Date form completed:**

**HIP ID (if available):**

# Property Information Questionnaire

## PART 1

### 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.

**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.

**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 - 2 - included in the Home Information Pack.
- The Property Misdescriptions Act 1991 does not apply where the form has been completed solely by the seller.

**If you are the buyer you should be aware that -**

- This 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.

**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.**

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**ALL PROPERTIES**

1. When was the property purchased?

Month :

Year :

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?

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

Band A

Band E

Band B

Band F

Band C

Band G

Band D

Band H

4. What parking arrangements exist at your property?

Garage

Allocated parking space

Driveway

On street

Resident permit

Metered parking

Shared parking

Other (please specify below)

**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?

Yes

No

Don't know

5a. If "yes", please give details.

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6. If you have answered “yes” to question 5, was the damage the subject of an insurance claim?
- Yes  
No  
Don't know
- 6a. If “yes”, please state whether any of these claims are outstanding.
7. Are you aware of any flooding at your property since you have owned it or before?
- Yes  
No
- 7a. If “yes”, please give details.
8. Have you checked the freely available flood risk data at the Environment Agency's website (<http://www.environment-agency.gov.uk/homeandleisure/floods/>)?
- Yes  
No  
Don't know
- 8a. If “yes”, please give details.
- 8b. If “no” the buyer is advised to check the Environment Agency website for an indication of 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?
- Yes  
No  
Don't know
- 9a. If “yes”, please give details of any guarantees relating to the work and who holds the guarantees.

**Utilities and Services**

10. Is there central heating in your property?
- Yes  
No  
Don't know
- 10a. If “yes”, please give details of the type of central heating (examples: gas-fired, oil fired, solid fuel, liquid gas petroleum).

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11. When was your central heating or other primary heating system last serviced? Last serviced is / is not \* available [year] a report \*please specify

Not serviced  
Don't know

12. When was the electrical wiring in your property last checked? Last checked is / is not \* available [year] a report \*please specify

Not checked  
Don't know

13. Please indicate which services are connected to your property:

Electricity  
Gas  
Water mains or private water supply  
Drainage to public sewer (if not connected please indicate whether there is a cesspool or septic tank)  
Please specify below

Telephone  
Cable TV or Satellite  
Broadband

**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

14a. If "yes", please give details of the nature of the work.

14b. Was building regulation approval obtained? Yes  
No  
Don't know

14c. Was planning permission obtained? Yes  
No  
Don't know

14d. Was listed building consent obtained? Yes  
No  
Don't know

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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?

Yes  
No  
Don't know

**15a.** If “yes”, please give details of changes and guarantees, if held.

**Access**

**16.** Do you have right of access through any neighbouring homes, buildings or land?

Yes  
No  
Don't know

**16a.** If “yes”, please give details.

**17.** Does any other person have a right of access through your property?

Yes  
No  
Don't know

**17a.** If “yes”, please give details.

**Leasehold properties**

**18.** Is your property a leasehold property?

Yes  
No

If “yes” complete Part 2 of this questionnaire.  
If “no” there is no need to complete Part 2 of this questionnaire.

## PART 2: LEASEHOLD PROPERTIES

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.

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

19. What is the name of the person or organisation to whom you pay –
- 19a. ground rent; and
- 19b. service charges (if different from (a) above)?
20. How many years does your lease have left to run?
21. How much is your current annual ground rent?
22. How much is your current annual service charge?
23. How much is your current annual buildings insurance premium (if not included in the service charge)?
24. Are you aware of any proposed or ongoing major works to this property? Yes  
No  
Don't know
- 24a. If "yes", what type of works are they and what is the expected cost relating to this property (if known)?
25. Does the lease prevent you from –
- 25a. Sub-letting? Yes  
No  
Don't know
- 25b. Keeping pets? Yes  
No  
Don't know

26. Does the lease allow you to –

26a. Use a car park or space? Yes  
No  
Don't know

26b. Have access to a communal garden (where applicable)? Yes  
No  
Don't know

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? Yes  
No  
Don't know

27a. If "yes", please specify.

### Explanatory Notes to Numbered Items

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 will 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.**