Fictitious documentation based on template: produced for teaching and assessment

Law Society Property Information Form (5th edition) (2024)

Note: Please read the ***Explanatory Notes for Sellers and Buyers*** before completing this form

Full names of the seller(s)

Please state full names of the seller(s) of the property.
Individual seller(s) complete (a) and (b). If the seller is a company, complete (c)

(a) Name of seller(s) if individual(s)
These are the person or persons named as the owner on the HM Land Registry title or on the deeds by the owner's legal representative(s) if selling under a power of attorney or grant of probate or representation.

1	2
First name: Peter Middle name(s): Last name: Hawkes	First name: Middle name(s): Last name:
3	**4**
First name: Middle name(s): Last name:	First name: Middle name(s): Last name:

(b) Please provide details of the capacity in which you are providing information for the sale.

Please tick one:
- [x] Seller(s)
- [ ] Seller's personal representative
- [ ] Attorney(s)
- [ ] Trustee(s)

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(c) Name of seller if a company

Company name	
Company number	
Director/authorised person	
Country of incorporation	

When did you become the owner of, or get authority to sell, the property? (DD/MM/YYYY)

Property being sold

Enter the full address

Address line 1	Arben Manor
Address line 2	Country Road
Address line 3	
Town / City	Swansea
Postcode	SA51 9FT

What is the UPRN (Unique Property Reference Number) of the property?
To find the UPRN go to: **https://www.findmyaddress.co.uk/search**

1234567891

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Seller's solicitor

Enter the details of your solicitor's firm:

Name of solicitor's firm	Fire and Good Solicitors Ltd
Address line 1	Emerald Street
Address line 2	
Address line 3	
Town / City	Swansea
Postcode	SA52 8RT
Contact name	Rose Good
Email	r.good@fireandgood.com
Reference number	54321

About this form

This form is completed by the seller to supply the detailed information and documents which may be relied upon for both the marketing of your property and the conveyancing process.

Part 1 provides the material information needed by estate agents to start marketing your property.

Material information is explained in the National Trading Standards Estate and Letting Agency Team's guidance to estate agents, ***Material Information in Property Listings (Sales)***, so that property listings comply with the Consumer Protection from Unfair Trading Regulations 2008.

Some of the information in Part 1 will also be needed by your solicitor for the conveyancing process.

Part 2 asks supplementary questions, providing additional information which may be relevant for your property and is needed for the conveyancing process.

Instructions to the seller

- The answers should be prepared by the person or persons named as owner on the deeds or HM 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 then sign the form.

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- You should answer the questions as accurately as you can from your own knowledge (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 matters that occurred prior to your ownership of the property, or information that can only be obtained by carrying out surveys, local authority searches or other enquiries.
- It is very important that your answers are truthful. If you give incorrect or incomplete information to the buyer (on this form or otherwise in writing or in conversation, whether through your estate agent or solicitor or directly to the buyer), a prospective buyer may make a claim for compensation from you or refuse to complete the purchase.
- If you become aware of any information which would alter any replies you have given, you must inform your solicitor immediately. This is as important as giving the right answers in the first place. You should not change any arrangements concerning the property (such as with a tenant or neighbour) and affecting the information you have given without consulting your solicitor first.
- If you do not know the answer to any question, you must say so. If you are unsure of the meaning of any questions or answers, please ask your solicitor. Completing this form is not mandatory, but omissions or delays in providing information may affect the sale.
- Please give your solicitor any letters, agreements, or other papers which help answer the questions. The buyer will want the originals, where you have them, in due course, for example, guarantees. If you are aware of any material or information which you are unable to supply with the answers, tell your solicitor. If some of the documentation is lost, you may need to obtain copies at your own expense. You should also pass on promptly to your solicitor any notices or other information you have received concerning the property, and any that arrive at any time before completion of the sale. If you are not sure if a notice is relevant to the sale, ask your solicitor.

Instructions to the buyer

- If, separately from this form, you receive any information about the property (in writing or in conversation, whether direct from the seller or through an estate agent or solicitor or directly to you) on which you wish to rely when buying the property, you should tell your solicitor.
- The seller will only be able to tell you about matters they know. They may not have knowledge of legal or technical matters or the contents of reports. You should not expect the seller to have knowledge of, or give information about, matters prior to their ownership of the property. To obtain up-to-date information about these matters you must make your own enquiries and investigations or arrange for them to be carried out for you. Your solicitor will help you decide which searches you need when buying the property to provide you with the most up-to-date information.
- If you are obtaining a mortgage, please remember that the inspection carried out on behalf of your lender is not a survey but only a valuation for the lender's purposes. To satisfy yourself as to the physical and structural condition of the property, you should instruct a surveyor to carry out a survey for you. Even if the seller has guarantees or other documents relating to these aspects of the property, the seller is not giving any warranty of the condition of the property, and this is not included in the conveyancing work by your solicitor.

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Definitions

‘Access roads’ means any private road(s) giving access from the property to a public highway.

‘Alterations’ means work intended to change the function or appearance of a place or property.

‘Building work’ means any work listed in **Regulation 3(1)** of the **Building Regulations 2010** and as amended in Wales since 2014.

‘Buyer’ means all buyers together where the property is being bought by more than one person.

‘Commonhold’ is a form of ownership for multi-occupancy developments. Each unit-holder owns the freehold of their home, and a commonhold or residents’ association owns and manages the common parts of the property.

'Commonhold community statement' means a document which makes provision in relation to specified land for (a) the rights and duties of the commonhold association, and (b) the rights and duties of the unit-holders.

‘Commonhold unit’ means a commonhold unit specified in a commonhold community statement.

‘Consent’ means approval for matters affecting **freehold** title (for example a restrictive covenant) or leasehold title (such as for alterations).

‘Freehold’ means you own the property and the land it sits on.

‘Flooding’ means any case where land not normally covered by water becomes covered by water.

‘Leasehold’ means you do not own the land the property stands on. A lease is an agreement between you and the owner of the freehold or of another lease. The lease sets out what you can and cannot do as a leaseholder.

‘Listed property’ means a property of special architectural or historic interest as “listed” in the **National Heritage List for England** and the **National Historic Assets of Wales**.

‘Planning documents’ means any planning permissions, building regulations approvals and completion certificates or planning orders or documents.

‘Property’ includes all buildings and land within its boundaries.

‘Restrictive covenant’ means clause(s) in deed(s) or lease(s) that limits what the owner of the land or lease can do with the property.

‘Sale contract’ means the legal contract between the buyer and seller for the purchase/sale of the property. It is a legal document and once the contract is exchanged it is legally binding on all parties.

‘Searches’ includes reports in relation to a variety of matters covering topics such as local, planning and environmental.

‘Seller’ means all sellers together where the property is owned by more than one person.

‘Shared ownership’ means you buy a share in a property with an organisation such as a housing association, to whom you will pay rent on the part you don’t own. Most homes purchased through shared ownership are leasehold.

‘Solicitor’ includes, for the purposes of this form, ‘conveyancer’ as defined by HM Land Registry Practice Guide 67.

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TA6 PART 1

PART A MATERIAL INFORMATION

1. Council Tax

What Council Tax band is the property in? Band G

2. Asking price

What is the asking price of the property you are selling? £ 739,000

3. Tenure, ownership and charges

3.1 Is your property freehold, leasehold, shared ownership or commonhold?
Please tick all that apply.
Note: Some freehold properties may have land or property that is also leased.
If you have a combination of tenures, please speak to your solicitor.

- [x] Freehold
- [ ] Leasehold
- [ ] Shared ownership
- [ ] Commonhold

If 'Freehold', please go to question 3.17 and do not answer questions 3.2–3.16.
If 'Leasehold', please go to question 3.4 and do not answer questions 3.2–3.3.
If 'Commonhold', please go to question 3.13 and do not answer questions 3.2–3.12.

Shared ownership

Note: Information about shared ownership is available at: **https://www.gov.uk/shared-ownership-scheme**

3.2 What share of the property do you own? %

3.3 How much rent do you pay each year for the remaining share of the property? £ / year

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Leasehold / Shared ownership

Note: Information about leasehold property is available at: **https://www.gov.uk/leasehold-property**. You will need a copy of your lease to answer these questions. If you do not have a copy of your lease, ask your solicitor for help.

3.4 What is the end date of your lease? (DD/MM/YYYY)

3.5 Have you applied to the landlord:

(a) for an extension of the lease? ☐ Yes ☐ No

(b) to buy the freehold? ☐ Yes ☐ No

(c) to vary the terms of the lease? ☐ Yes ☐ No

If Yes to any question in 3.5(a)–(c), please provide details of when you applied and whether the application has been accepted:

Ground rent

3.6 How much ground rent is due each year? £ / year

3.7 Does your lease say that the ground rent increases? ☐ Yes ☐ No

If Yes, please give details of the next increase (date, frequency, amount):
If you don't have your lease, then your solicitor will be able to obtain a copy.

(a) Date of next increase: (DD/MM/YYYY)

(b) Frequency of increase:

(c) Amount you will pay after the increase (if known): £

(d) How is the increase calculated?

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Service charges

Note: Your lease should set out the way the service charge is organised and what can be charged. Service charges are usually for the maintenance and upkeep of the property, including common areas and gardens. Further information is available at: **https://www.gov.uk/leasehold-property/service-charges-and-other-expenses**

3.8 Does the lease require you to pay service charges? ☐ Yes ☐ No

(a) Have you paid service charges? ☐ Yes ☐ No

If No to both question 3.8 and 3.8(a), please continue to question 3.17 and do not answer questions 3.9–3.16

3.9 Please give the dates of your last annual service charge (DD/MM/YYYY) From: _____ To: _____

3.10 How much was your last annual service charge? £

3.11 Is there a budget or known amount for the service charge this year? ☐ Yes ☐ No

If Yes, please provide any relevant documents, such as a service charge bill. ☐ Attached ☐ To follow

3.12 How frequently are the payments due?
Please tick the appropriate box:

☐ Monthly ☐ Six monthly
☐ Quarterly ☐ Annually

Commonhold

3.13 Please provide a copy of the commonhold community statement. ☐ Attached ☐ To follow

3.14 How many units are there in the commonhold?

3.15 How much does your unit pay annually under the commonhold assessment? £

3.16 Does the commonhold have a reserve fund? ☐ Yes ☐ No

How much does your unit pay annually into the reserve fund? £

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Other charges

Note: Question 3.17 refers to charges other than those payable under a lease. If the property is freehold, there can be additional charges, for example, payments to a management company or other person for the use of a private drainage system.

3.17 Do you have to pay any additional charges relating to the property (apart from council tax, utility charges, etc.), for example, payments to a management company or other person?

☐ Yes ☑ No

If Yes, please give details:

3.18 How much is due annually for these other charges?

£

Access roads and footpaths

3.19 Do you have to pay anything towards the costs of maintaining access roads or footpaths?

☐ Yes ☑ No

If Yes, please give details of who payments are made to:

3.20 How much is due annually towards these costs?

£

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4. Physical characteristics of the property

4.1 Is the property a house, bungalow, flat or maisonette?

- [x] House
- [ ] Bungalow
- [ ] Flat
- [ ] Maisonette

4.2 If a house or bungalow, is it detached, semi-detached, terraced or end of terrace?

- [x] Detached
- [ ] Semi-detached
- [ ] Terraced
- [ ] End of terrace

4.3 What construction type or materials have been used in the property?
Note: This list is not exhaustive but may include, for example, brick and block, steel framed, timber framed, thatched, prefabricated. If you are unsure about the construction type or materials used, please say 'not known'.

Stone and brick

4.4 How many rooms does the property have?

Bedrooms	5
Bathrooms	3
Reception rooms	2
Other	1

If Other, please specify: Kitchen

5. Utilities and services

5.1 Which of the following services are connected to the property?

Electricity: [x] Mains [ ] Solar panels [ ] Wind turbine [ ] Other

If Other, please specify:

Water: [x] Mains (metered) [ ] Mains (unmetered) [ ] Private water supply

If private water supply, please give details:

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Sewerage: ☑ Mains sewerage ☐ Septic tank ☐ Cesspool
☐ Small sewage treatment plant

Heating: ☑ Mains gas ☐ Electric ☐ Oil ☐ LPG ☐ Biofuel
☐ Ground source heat pump ☐ Air source heat pump ☐ Other

If Other, please specify:

5.2 Which of the following services are available at the property?

Broadband: ☑ Yes ☐ No

Broadband type is available here: **https://www.openreach.com/fibre-checker**
Broadband coverage is available here: **https://checker.ofcom.org.uk/en-gb/broadband-coverage**

Mobile signal: ☑ Yes ☐ No

Mobile signal coverage is available here: **https://checker.ofcom.org.uk/en-gb/mobile-coverage**

Are there any known issues or areas of restricted coverage with the mobile signal? ☐ Yes ☑ No

If Yes, please give details:

6. Parking

6.1 Is off-road parking available? ☑ Yes ☐ No
For example, is there a garage, allocated space or driveway?

Please specify the type of parking available: Parking in grounds, stable yeard/garage

6.2 Is a permit required for on-road parking? ☐ Yes ☑ No
For example, is the property in a controlled parking zone or within a local authority residents' parking scheme?

6.3 If a permit is required, what is the current annual charge? £

6.4 Does the property have an electric vehicle (EV) charging point? ☑ Yes ☐ No

If Yes, please specify the make and its location:

Magic Charging

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7. Building Safety

7.1 Are you aware of any defects or hazards at the property that might lead to a fire or a structural failure?

☑ Yes ☐ No

Note: This could include, for example, integrity of building materials used in construction of the property (e.g. asbestos, cladding), structural hazards (damaged roofs, balconies), or non-operative fire/smoke alarm systems.

If Yes, please give details:

Roof repairs required to the southern wing
Weathering to external walls

7.2 If Yes, have urgent or essential works been recommended?

☐ Yes ☑ No

(a) Are there any proposals for these works to be carried out?

☐ Yes ☑ No

(b) Have these works been carried out?

☐ Yes ☑ No

If Yes, please provide further details and/or relevant documents.

☐ Attached ☐ To follow

8. Restrictions

Conservation area

8.1 Is the property (or any part of it) in a conservation area?

☑ Yes ☐ No
☐ Not sure

If Yes, please supply a copy of any relevant documents:

☐ Attached ☑ To follow

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Listed buildings

8.2 Is the property (or any part of it) listed?
To check the list, go to:
England: **https://historicengland.org.uk/listing/the-list/**
Wales: **https://cadw.gov.wales/advice-support/cof-cymru/search-cadw-records**

☐ Yes ☑ No

8.3 If Yes, what grade is the listing?

☐ Grade I ☐ Grade II* ☐ Grade II

If Yes, please provide a copy of any relevant documents, e.g. notice of listing, letter from local authority confirming listing

☐ Attached ☐ To follow

Restrictive covenants

Note: To answer this question, you will need a copy of your registered title document (if your title is registered at HM Land Registry) or your deeds (if it is not registered). If you don't have them, ask your solicitor.

8.4 Does your title contain any restrictive covenants affecting the use of the property?

☑ Yes ☐ No

Please provide a copy of your title and any other relevant documents

☑ Attached ☐ To follow

Tree preservation orders

8.5 Are any trees on your property subject to a Tree Preservation Order?
Information about tree preservation orders is available at:
https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas

☐ Yes ☑ No
☐ Not sure

(a) Have the terms of the order been complied with?

☐ Yes ☐ No
☐ Not sure

(b) Please provide a copy of any relevant documents.

☐ Attached ☐ To follow

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9. Rights and informal arrangements

Note: Rights and arrangements may relate to access or shared use. They may also include rights to mines 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.

9.1 Does the property benefit from any rights or arrangements over any neighbouring property (this includes any rights of way)?

☐ Yes ☑ No
☐ Not known

If Yes, please give details:

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

☐ Yes ☑ No
☐ Not known

If Yes, please give details:

9.3 Has anyone taken steps to prevent access to the property or complained about or demanded payment for access to the property?

☐ Yes ☑ No

If Yes, please give details:

9.4 Do you know if any of the following rights benefit the property:

(a) Rights of light? ☐ Yes ☑ No

(b) Rights of support from adjoining properties? ☐ Yes ☑ No

(c) Customary rights (e.g. rights deriving from local traditions)? ☐ Yes ☑ No

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9.5 Do you know if any of the following arrangements affect the property:

(a) Other people's rights to mines and minerals under the land? ☐ Yes ☑ No

(b) Chancel repair liability? ☐ Yes ☑ No

(c) Other people's rights to take things from the land (such as timber, hay or fish)? ☐ Yes ☑ No

If Yes, please give details:

9.6 Do you know if there are any other rights or arrangements affecting the property? This includes any rights of way. ☑ Yes ☐ No

If Yes, please give details:

Public right of way along the Red Rocky Road along north east boundary

Services crossing the property or neighbouring property

9.7 Do any drains, pipes or wires serving the property cross any neighbour's property? ☐ Yes ☑ No ☐ Not known

9.8 Do any drains, pipes or wires leading to any neighbour's property cross the property? ☐ Yes ☑ No ☐ Not known

9.9 Is there any agreement or arrangement about drains, pipes or wires? ☐ Yes ☑ No ☐ Not known

If Yes, please supply a copy or give details: ☐ Attached ☐ To follow

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10. Flood risk

Note: Flooding may take a variety of forms: it may be seasonal, irregular or simply a one-off event. The property does not need to be near a river or coast for flooding to occur.

10.1 What is the flood risk for the area around the property?
Information about the long-term flood risk for the area around the property is available at**:**
https://www.gov.uk/check-long-term-flood-risk

Very low risk

10.2 Has any part of the property (buildings, surrounding garden or land) ever been flooded?

☐ Yes ☑ No

(a) When did the flooding take place? (MM/YYYY)

(b) Which parts flooded?

(c) What type of flooding took place?

Ground Water	☐ Yes	☐ No
Sewer flooding	☐ Yes	☐ No
Surface water	☐ Yes	☐ No
Coastal flooding	☐ Yes	☐ No
River flooding	☐ Yes	☐ No
Other	☐ Yes	☐ No

If Yes, please give details:

10.3 Are there any defences to prevent flooding installed at the property?

☑ Yes ☐ No

If Yes, please give details:

Property is raised above sea level by surrounding rocks

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Coastal erosion

Note: Information about how coastal erosion is being managed in an area is available at: **https://www.gov.uk/check-coastal-erosion-management-in-your-area**

10.4 If the property is near the coast, is there any known risk of coastal erosion affecting the property?

☑ Yes ☐ No
☐ Not applicable

Please give details:

Property walls show signs of weathering

11. Outstanding building work or approvals

11.1 Are you 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 ☑ No

If Yes, please give details:

11.2 Are there any planning or building control issues to resolve?

☐ Yes ☑ No

If Yes, please give details:

12. Notices and proposals

12.1 Have any notices or correspondence been received or sent (e.g. from or to a neighbour, council or government department), or any negotiations or discussions taken place, which affect the property or a property nearby?

☐ Yes ☑ No

If Yes, please give details:

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12.2 Are you aware of any plans or proposals to develop property or land nearby? ☐ Yes ☑ No

If Yes, please give details:

12.3 Are you aware of any proposals to make alterations to or change the use of buildings nearby? ☐ Yes ☑ No

If Yes, please give details:

13. Accessibility

Does the property have:

(a) Step free access from the street to inside the property (e.g. ramps / lifts)? ☐ Yes ☑ No

(b) Wet room / level access shower? ☐ Yes ☑ No

(c) Lateral living (entrance level living accommodation)? ☐ Yes ☑ No

(d) Other accessibility adaptations? ☐ Yes ☑ No

If Yes to 13(a)–(d) please give details:

14. Coalfield or mining area

Note: Information about finding out if a property is affected by coal mining is available at: **https://www.gov.uk/check-if-property-is-affected-by-coal-mining** Your solicitor will also be able to help you with this information.

Are you aware of the property being on a past or present coalfield or directly impacted by the effect of other mining activity? ☐ Yes ☑ No

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TA6 PART 2

Note: The *Leasehold Information Form (TA7)* has additional questions for leasehold properties that will need to be completed.

15. Boundaries

Note: If the property is leasehold, section 15 or parts of it (questions 15.1 and 15.2) may not apply.

15.1 Looking towards the property from the road, who owns or accepts responsibility to maintain or repair the boundary features:

(a) on the left?	☑ Seller	☐ Neighbour
_____	☐ Shared	☐ Not known
(b) on the right?	☑ Seller	☐ Neighbour
_____	☐ Shared	☐ Not known
(c) at the rear?	☑ Seller	☐ Neighbour
_____	☐ Shared	☐ Not known
(d) at the front?	☑ Seller	☐ Neighbour
_____	☐ Shared	☐ Not known

15.2 If the boundaries are irregular, please indicate ownership by written description or by reference to a plan:

☐ Attached ☐ To follow

15.3 Are you aware of any boundary feature having been moved in the last 10 years or during your period of ownership if longer?

☐ Yes ☑ No

If Yes, please give details:

15.4 During your ownership, has any adjacent land or property been purchased by you?

☐ Yes ☑ No

If Yes, please give details:

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15.5 Does any part of the property or any building on the property overhang or project under the boundary of the neighbouring property or road, for example, cellars under the pavement, overhanging eaves or covered walkways?

☐ Yes ☑ No

If Yes, please give details:

15.6 Has any notice been received under the Party Wall etc. Act 1996 in respect of any shared/party boundaries?

☐ Yes ☑ No

If Yes, please supply a copy and give details of any works carried out or agreed:

☐ Attached ☐ To follow

16. Disputes and complaints

16.1 Have there been any disputes or complaints about your property or a property nearby?

☐ Yes ☑ No

If Yes, please give details such as when this took place and who was involved:

16.2 Are you aware of anything that might lead to a dispute about your property or a property nearby?

☐ Yes ☑ No

If Yes, please give details:

16.3 Do any neighbours or members of the public have the right to enter your property?

☐ Yes ☑ No

If Yes, please give details:

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17. Alterations, planning and building work

Note to seller: All relevant approvals and supporting paperwork referred to in this form, such as listed building consents, planning permissions, building regulations consents, and completion certificates, should be provided. If you have had works carried out, you should produce the documentation authorising this. Copies may be obtained from the relevant local authority website. Competent Person Certificates may be obtained from the contractor or the scheme provider (e.g. FENSA or Gas Safe Register). Further information about Competent Person Certificates can be found at: **https://www.gov.uk/guidance/competent-person-scheme-current-schemes-and-how-schemes-are-authorised**

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: **http://www.gov.uk/government/organisations/valuation-office-agency**

17.1 Have you made or are you aware that any of the following changes have been or are being made to the property (including the garden)?

Please provide plans and details of any consents that were granted. If you are unsure, please ask or consult your solicitor.

(a) Installing replacement windows, roof windows, roof lights, glazed doors since 1 April 2002	☐ Yes	☑ No
(b) Adding an extension	☑ Yes	☐ No
(c) Adding a conservatory	☐ Yes	☑ No
(d) Loft conversion	☐ Yes	☑ No
(e) Garage conversion	☐ Yes	☑ No
(f) Removal of internal walls	☐ Yes	☑ No
(g) Adding insulation	☐ Yes	☑ No
(h) Other building works or changes to the property	☑ Yes	☐ No

17.2 If Yes to any of the questions in 17.1(a)–(h), please give details of the work and the date it was carried out, or state not known:

Extension completed to rear of the property

(a) Is this work completed?	☑ Yes	☐ No

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If No, please give details:

If Yes to any of the questions in 17.1(a)–(h) and if the work was undertaken during your ownership of the property:

(b) Did you get planning permissions, building regulations approvals and completion certificates? ☐ Yes ☑ No

(c) Please supply copies of the planning permissions, building regulations approvals and completion certificates. ☐ Attached ☐ To follow
If you are not sure which documents are relevant, ask your solicitor for help.

(d) If planning permissions, building regulations approvals and completion certificates were not required, explain why:
For instance, if the work was exempt from building regulations or permitted development rights applied.

Information about permitted development is available at:
https://www.gov.uk/guidance/when-is-permission-required

Information about building regulations is available at:
https://www.gov.uk/building-regulations-approval/when-you-dont-need-approval

17.3 Is any part of the property used exclusively for non-residentisal purposes? ☐ Yes ☑ No

If Yes, please give details and supply a copy of any relevant documents: ☐ Attached ☐ To follow

17.4 Have solar panels been installed at the property? ☐ Yes ☑ No
Solar panels include any solar photovoltaic (PV) system

If No to question 17.4, please continue to question 18 and do not answer questions 17.4(a)–(l)

(a) Which year were the solar panels installed? (YYYY)

(b) Do you own the solar panels outright? ☐ Yes ☐ No

(c) Has a long lease of the roof / air space been granted to a solar panel provider? A typical long lease may last 20 to 25 years. ☐ Yes ☐ No

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If Yes, please supply a copy of the lease agreement. ☐ Attached ☐ To follow

(d) Do you have a maintenance agreement in place for the solar panels? ☐ Yes ☐ No

If Yes, please supply a copy of the agreement. ☐ Attached ☐ To follow

(e) Is there a battery for storing solar power? ☐ Yes ☐ No

If Yes, please provide the make, model and storage capacity in kWh of the battery:

(f) Do the solar photovoltaic (PV) cells feed into the National Grid? ☐ Yes ☐ No

(g) Is there a Feed-in Tariff (FIT) or Smart Export Guarantee (SEG) in place? ☐ Yes ☐ No

If Yes, please supply a copy of the agreement. ☐ Attached ☐ To follow

(h) Please provide a copy of the electricity bill showing the credit paid for the generation ☐ Attached ☐ To follow

(i) Please provide details of the procedure for assigning the benefit of the FIT or SEG agreement on completion of the purchase to the purchaser. ☐ Attached ☐ To follow

(j) Are the panels installed so they are not above the highest part of the roof (excluding the chimney) and project no more than 200mm from the roof slope or wall surface? ☐ Yes ☐ No

(k) Please provide a copy of the building regulations completions certificate or compliance certificate for the installation of the panels and generator. ☐ Attached ☐ To follow

(l) Is the roof of the property sufficient to meet the requirements of the additional weight of the PV cells installed? ☐ Yes ☐ No

If Yes, please provide us with the surveyor's calculations showing the structural adequacy of the roof frame. ☐ Attached ☐ To follow

18. Consent

Do you have consent for any matters that need permission in your deeds?
Check with your solicitor that all necessary consents in your deeds have been received. If you are not sure if permission is needed, ask your solicitor as soon as it is practical.

☐ Yes ☐ No
☑ Not sure

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Please give details:

19. 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 operate 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.

19.1 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
	☐ Attached	☐ To follow
(b) Damp proofing	☐ Yes	☑ No
	☐ Attached	☐ To follow
(c) Timber treatment	☐ Yes	☑ No
	☐ Attached	☐ To follow
(d) Windows, roof lights, roof windows or glazed doors	☐ Yes	☑ No
	☐ Attached	☐ To follow
(e) Electrical work	☐ Yes	☑ No
	☐ Attached	☐ To follow
(f) Roofing	☐ Yes	☑ No
	☐ Attached	☐ To follow
(g) Heating system	☐ Yes	☑ No
	☐ Attached	☐ To follow
(h) Underpinning	☐ Yes	☑ No
	☐ Attached	☐ To follow
(i) Insulation	☐ Yes	☑ No
	☐ Attached	☐ To follow

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(j) Other (please state):

☐ Yes ☑ No
☐ Attached ☐ To follow

19.2 Have any claims been made under any of these guarantees or warranties?

☐ Yes ☑ No

If Yes, please give details:

20. Insurance

20.1 Do you insure the property?

☑ Yes ☐ No

If No, who insures the property?

20.2 Have you ever had difficulty obtaining insurance for the property?

☐ Yes ☑ No

If Yes, please give details:

20.3 Has your property insurance ever been subject to special conditions?

☐ Yes ☑ No

If Yes, please give details:

20.4 Have you made any buildings insurance claims?

☐ Yes ☑ No

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If Yes, please give details:

21. Occupiers

21.1 Do you live at the property? ☑ Yes ☐ No

21.2 Does anyone else, aged 17 or over, live at the property? ☐ Yes ☑ No

(a) Please state the full names of any occupiers (other than yourself) aged 17 or over:

1	2
First name	First name
Middle name(s)	Middle name(s)
Last name	Last name
3	**4**
First name	First name
Middle name(s)	Middle name(s)
Last name	Last name

(b) Are any of the occupiers who are aged 17 or over (other than yourself) tenants or lodgers? ☐ Yes ☑ No

21.3 Is the property being sold with vacant possession? ☑ Yes ☐ No

When buying or selling a property, 'vacant possession' means it will be empty of all occupiers and emptied of anything not contracted to remain on the day of completion e.g. all possessions, furniture and rubbish.

21.4 Have all the occupiers aged 17 or over agreed to sign the sale contract? ☑ Yes ☐ No

21.5 If the property is not being sold with vacant possession, please provide details of all occupiers and copies of their tenancy agreements. ☐ Attached ☐ To follow

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22. Connection to services

22.1 Please give details for each of the services that are connected to the property:

Mains electricity

Provider's name	Ozwald energy
Location of meter	Cellar
MPAN number	1234567890

Mains gas

Provider's name	Ozwald energy
Location of meter	Right hand side of property
MPRN number	0987654321

Mains water

Provider's name	Dwr Cymru Welsh Water
Location of stopcock	South entrance
Location of meter (if any)	meter in grounds

Mains sewerage

Provider's name	Dwr Cymru Welsh Water

Small sewage treatment plant

Provider's name	
Make / model	
Service provider's name	

Telephone

Provider's name	

Broadband

Provider's name	Superswitch

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Ground and air source heat pumps

Provider's name	
Make / model	
Service provider's name	

If there are any 'Other' services listed in question 5.1, please give details:

Electricity

Note: If the seller does not have the certificate requested below, this can be obtained from the relevant Competent Person Scheme. Further information about Competent Person Schemes can be found at: **https://www.gov.uk/guidance/competent-person-scheme-current-schemes-and-how-schemes-are-authorised**

22.2 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
☐ Attached ☐ To follow

22.3 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 ☐ Attached ☐ To follow

(b) the installer's Building Regulations Compliance Certificate ☐ Attached ☐ To follow

(c) the Building Control Completion Certificate ☐ Attached ☐ To follow

Heating

22.4 How is the property heated?
Please tick all that apply

☑ Mains gas ☐ Oil ☐ Heat pumps
☐ Liquid gas ☐ Electricity ☐ Underfloor
☐ Woodburning / multi-fuel stove ☐ Other

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(a) When was the boiler installed? (DD/MM/YYYY) [ ] Date [✔] Not known

(b) When was the heating system installed? (DD/MM/YYYY) [ ] Date [✔] Not known

(c) Please supply the installation documentation
e.g. Gas Safe Register or CORGI certificates for gas boilers and compliance certificates (e.g. HETAS) for other appliances.
. [ ] Attached [✔] To follow

(d) Is the boiler/heating system in good working order? [✔] Yes [ ] No

(e) In what year was the boiler/heating system last serviced/maintained? 2024 Year [ ] Not known

(f) Please supply a copy of the inspection report. [ ] Attached [ ] To follow [✔] Not available

(g) If there is more than one heating system, please attach answers to 22.4(a)–(f) separately [ ] Attached [ ] To follow

Drainage and sewerage

Note: General information about discharges to surface water and groundwater and environmental permits can be found at: **https://www.gov.uk/guidance/discharges-to-surface-water-and-groundwater-environmental-permits**

Note: Information about planning permission, building regulations, general binding rules, and permits governing septic tanks, sewage treatment plants, and cesspools can be found at: **www.gov.uk/permits-you-need-for-septic-tanks**

22.5 Is the property connected to mains:

(a) foul water drainage? [✔] Yes [ ] No [ ] Not known

(b) surface water drainage? [✔] Yes [ ] No [ ] Not known

22.6 Is sewerage for any part of the property provided by:

(a) a septic tank? [ ] Yes [✔] No

(b) a sewage treatment plant? [ ] Yes [✔] No

(c) cesspool? [ ] Yes [✔] No

If your answer is Yes to any question in 22.6(a)–(c), please answer questions 22.7–22.14 below. Otherwise continue to question 23.

22.7 When was the system installed? (MM/YYYY) [ ] Month/Year

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22.8 When was the sewerage system last replaced or upgraded? (MM/YYYY)

☐ Month/Year

22.9 If a cesspool, when was the container last emptied? (MM/YYYY)

☐ Month/Year

22.10 If the property is served by a sewage treatment plant, when was the treatment plant last serviced? (MM/YYYY)

☐ Month/Year

22.11 Does the sewerage system discharge to the ground or to surface water?

☐ Ground ☐ Surface water

22.12 If the sewerage system discharges to the ground, does it have an infiltration system?

☐ Yes ☐ No

22.13 Is the use of the sewerage system shared with other properties? If Yes, how many properties share the system?

☐ Yes ☐ No

☐ Properties share

22.14 Is any part of the sewerage system, or the access to it, outside the boundary of the property? If Yes, please supply a plan showing the location of the system and how access is obtained.

☐ Yes ☐ No

☐ Attached ☐ To follow

23. Environmental matters

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: **https://www.gov.uk/buy-sell-your-home/energy-performance-certificates**

23.1 Please supply a copy of the EPC for the property

☑ Attached ☐ To follow

23.2 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 last electricity bill.

☐ Attached ☐ To follow

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Japanese knotweed

Note: Please see the ***Explanatory Notes for Sellers and Buyers*** for further information about Japanese knotweed.

23.3 Is the property, or an area adjacent to or abutting the boundary, affected by Japanese knotweed?

☑ Yes ☐ No
☐ Not known

If Yes, please state whether there is a Japanese knotweed management and treatment plan in place and supply a copy with any insurance cover linked to the plan.

☐ Yes ☐ No
☑ Not known
☐ Attached ☐ To follow

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: **https://www.gov.uk/government/collections/radon**

23.4 Has a Radon test been carried out on the property?

☐ Yes ☑ No

If Yes:

(a) please supply a copy of the report

☐ Attached ☐ To follow

(b) was the test result below the 'recommended action level'?

☐ Yes ☐ No

23.5 Were any remedial measures undertaken on construction to reduce Radon gas levels in the property?

☐ Yes ☐ No
☑ Not known

24. Transaction information

24.1 Is this sale dependent on the seller completing the purchase of another property on the same day?

☐ Yes ☑ No

24.2 Does the seller have any special requirements about a moving date? If Yes, please give details:

☐ Yes ☑ No

24.3 Will the sale price be sufficient to repay all mortgages and charges secured on the property?

☐ Yes ☐ No
☑ No mortgage

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24.4 Will the seller ensure that:

(a) all rubbish is removed from the property (including from the loft, garden, outbuildings, garages 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 agent? ☑ Yes ☐ No

25. Additional information

If there is any further information about any of your answers on this form, please provide them below and/or supply additional documents. ☐ Attached ☐ To follow

Please tick to confirm:

☑ **I/We have considered the answers given on this form carefully and understand they will be relied upon by the buyer.**

Each seller should sign this form.

Signed: Peter Hawkes

Dated: 20 October 2025

Signed:

Dated:

Signed:

Dated:

Signed:

Dated:

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