

# Property information form



Document date

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Address of the property

Postcode

This form should be completed and read in conjunction with the explanatory notes available separately

## 1 Boundaries

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

(a) on the left?

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> the seller | <input type="checkbox"/> next door |
| <input type="checkbox"/> shared     | <input type="checkbox"/> not known |

(b) on the right?

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> the seller | <input type="checkbox"/> next door |
| <input type="checkbox"/> shared     | <input type="checkbox"/> not known |

(c) across the back?

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> the seller | <input type="checkbox"/> next door |
| <input type="checkbox"/> shared     | <input type="checkbox"/> not known |

(d) across the front?

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> the seller | <input type="checkbox"/> next door |
| <input type="checkbox"/> shared     | <input type="checkbox"/> not known |

If the answer is 'not known', please give details of the boundaries that the seller has actually repaired or maintained:

**Note:** 'boundaries' mean any fence, wall, hedge or ditch which marks the edge of the property.



1.2 Does the seller know of any boundary being moved in the last 20 years?

Yes  No

If Yes, please give details:

## 2 Disputes and complaints

2.1 Does the seller know of any dispute or anything which might lead to a dispute about this property or any neighbouring property?

Yes  No

If Yes, please give details:

2.2 Has the seller made any complaint to any neighbour about what the neighbour has or has not done?

Yes  No

If Yes, please give details:

2.3 Has the seller received any complaint about anything the seller has, or has not done as owner?

Yes  No

If Yes, please give details:

## 3 Notices

3.1 Has the seller either sent or received any communication or notices which in any way affect the property or the neighbouring property (for example, from or to neighbours, the council or a government department)?

Yes  No  Enclosed  
 To follow  Lost

If Yes, please supply a copy.

**3.2** Has the seller had any negotiations or discussions with any neighbour or any local or other authority affecting the property in any way?

Yes  No

If Yes, please give details:

#### 4 Guarantees

Are there any guarantees, warranties or insurance policies relating to the property?

Yes  No

If Yes, please give details:

#### 5 Utilities

Please indicate which of the following services are connected to or at the property:

- Electricity
- Gas
- Mains drainage
- Mains water
- Private drains
- Private water
- Septic tank/Cesspit
- Telephone

#### 6 Council tax

Please state the council tax band and the amount payable.

Band A - H   
Amount £  yearly

**Note:** Improvements that have already been made can increase the amount of council tax payable following a sale. It is the event of the sale in these circumstances that may cause the council tax banding to be increased. For further information please see the Valuation Office Agency website [www.voa.gov.uk](http://www.voa.gov.uk)

## 7 Sharing with the neighbours

7.1 Is the seller aware of any responsibility to contribute to the cost of anything in joint use, such as the repair of a shared drive, boundary or drain?

Yes  No

If Yes, please give details:

7.2 Does the seller contribute to the cost of repair of anything used by the neighbours, such as the maintenance of a private road?

Yes  No

If Yes, please give details and state who is responsible for organising the work and collecting contributions:

## 8 Arrangements

8.1 Are there any formal or informal arrangements which the seller has over any neighbouring property?

Yes  No

If Yes, please give details:

8.2 Are there any formal or informal arrangements which someone else has over the property?

Yes  No

If Yes, please give details:

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

If Yes, in what year were they made?

(a) Building works (including loft conversions, extensions and conservatories)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> Year
(b) Change of use	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> Year
(c) Sub-division	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> Year
(d) Conversion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> Year
(e) Installation of replacement windows, roof windows, glazed doors	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> Year
(f) Installation of central heating boiler	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> Year
(g) Installation of solar panels	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> Year

**9.2** If any of the changes listed in 9.1 (a) to (g) above have been made, was planning permission, building regulation approval or listed building consent obtained?

If Yes, please supply copies of the relevant permissions and, where appropriate, certificates of completion.

(a) Building works (including loft conversions, extensions and conservatories)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow	<input type="checkbox"/> Lost
(b) Change of use	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow	<input type="checkbox"/> Lost
(c) Sub-division	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow	<input type="checkbox"/> Lost
(d) Conversion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow	<input type="checkbox"/> Lost
(e) Installation of replacement windows, roof windows, glazed doors	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow	<input type="checkbox"/> Lost
(f) Installation of central heating boiler	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow	<input type="checkbox"/> Lost
(g) Installation of solar panels	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow	<input type="checkbox"/> Lost

9.3 What consents were obtained under any restrictions in the title registers or any other documents?

**Note:** The title registers of some properties include clauses which are called 'restrictive covenants'. These may, for example, forbid the owner of the property from carrying out building work unless someone else (often a builder of the house) gives consent.

9.4 Has the property been used other than as a private home in the last 10 years?

Yes  No

If Yes, please give details:

9.5 Has the property been designated as a Listed Building?

Yes  No  Not known

If Yes, please state the year it was designated as a Listed Building.

In the year

9.6 Is the property located in a Conservation Area?

Yes  No  Not known

If Yes, please state the year it was included in the Conservation Area.

In the year

## 10 Expenses

Has the seller ever incurred any expenses for the use of the property or any of its amenities?

Yes  No

If Yes, please give details:

**Note:** Ignore mortgage payments, council tax, water rates, and gas, electricity and telephone bills. Disclose anything else, such as the clearance of cesspit or septic tank or drainage rates.

The information in this form has been given by:

Name



The Law Society

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