

# Property Information Form

Address of the property

Full names of the seller

## **Seller's conveyancer**

Name of firm

Address

Email

Reference

**This form is completed by the seller to supply detailed information and documents which may be relied upon for the conveyancing process. It is important that sellers and buyers read the notes below.**

### **Definitions**

“Seller” means all sellers together if the property is owned by more than one person

“Buyer” means all buyers together if the property is being bought by more than one person.

“Property” includes all the buildings and land within the boundaries

### **Instructions to the Seller**

- Answers should be prepared by the person or persons who are named as owner on the deeds or Land Registry title or by the owner's legal representative(s) if selling under a power of attorney or grant of 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 sign the form.

- 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 conveyancer. Completing this form is not mandatory, but omissions or delay in providing some information may delay the sale.
- If you later become aware of any information which would alter any replies you have given, you must inform your conveyancer immediately. This is as important as giving the right answers in the first place. Do not change any arrangements concerning the property with anyone (such as a tenant or a neighbour) without first consulting your conveyancer.
- It is very important that your answers are accurate. 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 conveyancer or directly to the buyer), the buyer may make a claim for compensation from you or refuse to complete the purchase.
- You should answer the questions based upon information known to you (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.
- Please give your conveyancer any letters, agreements or other papers which help answer the questions. If you are aware of any which you are not supplying with the answers, tell your conveyancer. If you do not have any documentation you may need to obtain copies at your own expense. Also pass to your conveyancer any notices you have received concerning the property and any which arrive at any time before completion of the sale.

**Instructions to the buyer**

- If the seller gives you, separately from this form, any information concerning the property (in writing or in conversation, whether through an estate agent or solicitor or directly to you) on which you wish to rely when buying the property, you should tell your conveyancer.
- You are entitled to rely on the replies given to enquiries but in relation to the physical condition of the property, the replies should not be treated as a substitute for undertaking your own survey or making your own independent enquiries, which you are recommended to do.
- The seller is only obliged to give answers based on their own information. They may not have knowledge of legal or technical matters. You should not expect the seller to have knowledge of, or give information about, matters prior to their ownership of the property.

## 1 Boundaries

1.1 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

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

1.3 Is the seller aware of any boundary feature having been moved in the last 20 years? If Yes, please give details:

Yes

No

1.4 During the seller's ownership, has any land previously forming part of the property been sold or any adjacent property purchased? If Yes, please give details:

Yes

No

1.5 Does any part of the property or any building on the property overhang, or project under, the boundary of the neighbouring property or road? If Yes, please give details:

Yes

No

1.6 Has any notice been received under the Party Wall Act 1996 in respect of any shared/party boundaries? If Yes, please supply a copy, and give details of any works carried out or agreed:

Yes

No

Enclosed

To follow

## 2 Disputes and complaints

2.1 Have there been any disputes or complaints regarding this property or a property nearby? If Yes, please give details:

Yes

No

2.2 Is the seller aware of anything which might lead to a dispute about the property or a property nearby? If Yes, please give details:

Yes

No

## 3. Notices and proposals

3.1 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? If Yes, please give details:

Yes

No

3.2 Is the seller aware of any proposals to develop property or land nearby, or of any proposals to make alterations to buildings nearby? If Yes, please give details:

Yes

No

## 4. Alterations, planning and building control

**Note to seller:** Please provide copies of all relevant approvals and supporting paperwork referred to in section 4 of this form, such as listed building consents, planning permissions, Building Regulations consents and completion certificates. 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 Persons Certificates may be obtained from the contractor or the scheme provider (eg FENSA or Gas Safe Register). *For further information about Competent Persons Certificates go to: [www.gov.uk](http://www.gov.uk).*

**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. *For further information about council tax valuation go to: [www.voa.gov.uk](http://www.voa.gov.uk).*

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

- (a) Building works (eg extension, loft or garage conversion, removal of internal walls). If Yes, please give details including dates of all work undertaken

Yes No

- (b) Change of use (eg from an office to a residence)

Yes No  
Year

- (c) Installation of replacement windows, roof windows, roof lights, glazed doors since 1 April 2002

Yes No  
Year(s)

- (d) Addition of a conservatory

Yes No  
Year

4.2 If Yes to any of the questions in 4.1 and if the work was undertaken during the seller's ownership of the property:

- (a) please supply copies of the planning permissions, Building Regulations approvals and Completion Certificates, OR:  
(b) if none were required, please explain why these were not required – e.g. permitted development rights applied or the work was exempt from Building Regulations:

For further information about permitted development go to: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

4.3 Are any of the works disclosed in 4.1 above unfinished? If Yes, please give details

Yes No

4.4 Is the seller aware of any breach of planning permission conditions or Building Regulations consent conditions, unfinished work or work that does not have all necessary consents? If Yes, please give details:

Yes No

4.5 Are there any planning or building control issues to resolve? If Yes, please give details:

Yes No

- 4.6 Have solar panels been installed? If Yes:
- (a) in what year were the solar panels installed?
  - (b) are the solar panels owned outright?
  - (c) has a long lease of the roof/air space been granted to a solar panel provider? If Yes, please supply copies of the relevant documents

Yes	No
	Year
Yes	No
Yes	No
Enclosed	To follow

4.7 Is the property or any part of it:

- (a) A listed building?
- (b) In a conservation area?

If Yes, please supply copies of any relevant documents.

Yes	No
Not known	
Yes	No
Not known	
Enclosed	To follow
Yes	No
Not known	

4.8 Are any of the trees on the property subject to a Tree Preservation Order?

If Yes:

- (a) Have the terms of the Order been complied with?
- (b) Please supply a copy of any relevant documents.

Yes	No
Not known	
Enclosed	To follow

## 5. Guarantees and warranties

**Note to seller:** Please supply all available guarantees, warranties and supporting paperwork 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.

5.1 Does the property benefit from any of the following guarantees or warranties? If Yes, please supply a copy.

- (a) New home warranty (eg NHBC or similar)
- (b) Damp proofing
- (c) Timber treatment
- (d) Windows, roof lights, roof windows or glazed doors

Yes	No
Enclosed	To follow
Yes	No
Enclosed	To follow
Yes	No
Enclosed	To follow
Yes	No
Enclosed	To follow

(e) Electrical work	Yes	No
	Enclosed	To follow
(f) Roofing	Yes	No
	Enclosed	To follow
(g) Central heating	Yes	No
	Enclosed	To follow
(h) underpinning	Yes	No
	Enclosed	To follow
(i) Other (please state)	Enclosed	To follow

5.2 Have any claims been made under any of these guarantees or warranties? If Yes, please give details

Yes	No
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## 6 Insurance

6.1 Does the seller insure the property?

Yes	No
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6.2 Has any buildings insurance taken out by the seller ever been:

(a) Subject to an abnormal rise in premiums?	Yes	No
(b) Subject to high excesses?	Yes	No
(c) Subject to unusual conditions?	Yes	No
(d) Refused?	Yes	No

If Yes, please give details:

6.3 Has the seller made any buildings insurance claims? If Yes, please give details:

Yes	No
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## 7 Environmental matters

### Flooding

**Note:** Flooding may take a variety of forms: it may be seasonal or irregular or simply a one-off occurrence. The property does not need to be near a sea or river for flooding to occur. *For further information about flooding go to: [www.defra.gov.uk](http://www.defra.gov.uk).*

- 7.1 Has any part of the property (whether buildings or surrounding garden or land) ever been flooded? If Yes, please state when the flooding occurred and identify the parts that flooded:

Yes	No (go to 7.3)
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- 7.2 What type of flooding occurred?

- (a) Ground water
- (b) Sewer flooding
- (c) Surface water
- (d) Coastal flooding
- (e) River flooding
- (f) Other (please state):

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

- 7.3 Has a Flood Risk Report been prepared? If Yes, please supply a copy.

Yes	No
Enclosed	To follow

*For further information about the types of flooding and Flood Risk Reports go to: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk).*

### 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”. *For further information about Radon go to: [www.hpa.org.uk](http://www.hpa.org.uk).*

- 7.4 Has a Radon test been carried out on the property? If Yes:

- (a) Please supply a copy of the report
- (b) Was the test result below the “recommended action level”?

Yes	No
Enclosed	To follow
Yes	No
Yes	No
Not Known	

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

### Energy Efficiency

**Note:** An Energy Performance Certificate (EPC) is a document that gives information about a property's energy usage. For further information about EPCs go to [www.gov.uk](http://www.gov.uk).

- |     |   |                  |           |
|-----|---|------------------|-----------|
| 7.6 | Please supply a copy of the EPC for the property  | Enclosed         | To follow |
|     |   | Already supplied |           |
| 7.7 | Have any installations in the property been financed under the Green Deal scheme? If Yes, please give details of all installations and supply a copy of your last electricity bill. | Yes              | No        |
|     |   | Enclosed         | To follow |

For further information about the Green Deal go to: [www.gov.uk/decc](http://www.gov.uk/decc).

### Japanese knotweed

**Note:** Japanese knotweed is an invasive plant that can cause damage to property. It can take several years to eradicate.

- |     |  |           |           |
|-----|--|-----------|-----------|
| 7.8 | Is the property affected by Japanese knotweed?   | Yes       | No        |
|     |  | Not known |           |
|     | If Yes, please state whether there is a Japanese knotweed management plan in place and supply a copy | Yes       | No        |
|     |  | Not known |           |
|     |  | Enclosed  | To follow |

## 8 Rights and informal arrangements

**Note:** Rights and arrangements may relate to access or shared use. They may also include leases of less than seven years, 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 conveyancer.

- |     |  |     |    |
|-----|--|-----|----|
| 8.1 | Does ownership of the property carry a responsibility to contribute towards the cost of any jointly used services, such as maintenance of a private road, a shared driveway, a boundary or drain? If Yes, please give details: | Yes | No |
|-----|--|-----|----|

- |     |  |     |    |
|-----|--|-----|----|
| 8.2 | Does the property benefit from any rights or arrangements over any neighbouring property? If Yes, please give details: | Yes | No |
|-----|--|-----|----|

8.3 Has anyone taken steps to prevent access to the property, or to complain about or demand payment for access to the property? If Yes, please give details:

Yes	No
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8.4 Does the seller know of any of the following rights or arrangements affecting the property:

- (a) Rights of light
- (b) Rights of support from adjoining properties
- (c) Customary rights (eg rights deriving from local traditions)
- (d) Other people's rights to mines and minerals under the land
- (e) Chancel repair liability
- (f) Other people's rights to take things from the land (such as timber, hay or fish)

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

If Yes, please give details:

8.5 Are there any other rights or arrangements affecting the property? If Yes, please give details:

Yes	No
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**Services crossing the property or neighbouring property**

8.6 Do any drains, pipes or wires serving the property cross any neighbour's property?

Yes	No
Not known	

8.7 Do any drains, pipes or wires leading to any neighbour's property cross the property?

Yes	No
Not known	

8.8 Is there any agreement or arrangement about drains, pipes or wires?

Yes	No
Not known	

If Yes, please supply a copy or give details:

Enclosed	To follow
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## 9 Parking

9.1 What are the parking arrangements at the property?

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9.2 Is the property in a controlled parking zone or within a local authority parking scheme?

Yes	No
Not known	

## 10 Other charges

**Note:** If the property is leasehold, details of lease expenses such as service charges and ground rent should be set out on the separate Leasehold Information Form. If the property is freehold, there may still be charges; for example, payments to a management company or for the use of a private drainage system.

10.1 Does the seller have to pay any charges relating to the property (excluding any payments such as council tax, utility charges etc). If Yes, please give details

Yes	No
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## 11 Occupiers

11.1 Does the seller live at the property?

Yes	No
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11.2 Does anyone else, aged 17 or over, live at the property?

Yes	No
<b>Go to section 12</b>	

11.3 Please give the full names of any occupiers (other than the seller) aged 17 or over:

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11.4 Are any of the people named in 11.3 tenants or lodgers?

Yes	No
-----	----

11.5 Is the property being sold with vacant possession?

Yes	No
-----	----

If Yes, have all the occupiers aged 17 or over:

(a) Agreed to leave prior to completion?

Yes	No
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(b) Agreed to sign the sale contract? If No, please supply other evidence that the property will be vacant on completion.

Yes	No
Enclosed	To follow

## 12 Services

**Note:** If the seller does not have a certificate requested below this can be obtained from the relevant Competent Persons Scheme. *For further information about Competent Persons Schemes go to: [www.gov.uk](http://www.gov.uk)*

## Electricity

12.1 Has the whole or any part of the electrical installation been tested by a qualified and registered electrician?  
If Yes, please state the year it was tested and provide a copy of the test certificate.

Yes	No
	Year
Enclosed	To follow

12.2 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
- (b) The installer's Building Regulations Compliance Certificate
- (c) The Building Control Completion Certificate

Enclosed	To follow
Enclosed	To follow
Enclosed	To follow

## Central heating

12.3 Does the property have a central heating system? If Yes:

- (a) What type of system is it (eg mains gas, liquid gas, oil, electricity, etc)?
- (b) When was the heating system installed? If on or after 1 April 2005 please supply a copy of the "completion certificate" (eg CORGI or Gas Safe Register) or the "exceptional circumstances" form.
- (c) Is the heating system in good working order?
- (d) In what year was the heating system last serviced/maintained? Please supply a copy of the inspection report.

Yes	No
	Date
Not known	
Enclosed	To follow
Yes	No
	Year
Enclosed	To follow
Not available	

## Drainage and sewerage

**Note:** For further information about drainage and sewerage go to: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk).

12.4 Is the property connected to mains:

- (a) Foul water drainage?
- (b) Surface water drainage?

Yes	No
Not known	
Yes	No
Not known	

If Yes to both questions, go to section 13. If No, please answer the following questions:

12.5 Is sewerage for the property provided by:

- (a) A septic tank?
- (b) A sewage treatment plant?
- (c) Cesspool?

Yes	No
Yes	No
Yes	No

- 12.6 Is the use of the septic tank, sewage treatment plant or cesspool shared with other properties? If Yes, how many properties share the system?
- 12.7 When was the system last emptied?
- 12.8 If the Property is served by a sewage treatment plant, when was the treatment plant last serviced?
- 12.9 When was the system installed?

Yes	No
Properties share	
Year	
Year	
Year	

**Note:** Some systems installed after 1 January 1991 require Buildings Regulations approval, environmental permits or registration. *For further information about permits and registration go to: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)*

- 12.10 Is any part of the septic tank, sewage treatment plant (including any soakaway or outfall) or cesspool, 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
Enclosed	To follow

### 13 Connection to utilities and services

Please mark the Yes or No boxes to show which of the following utilities and services are connected to the property and give details of any providers.

Mains electricity	Yes	No	Mains gas	Yes	No
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Providers' name

Provider's name

Location of meter

Location of meter

Mains water	Yes	No	Mains sewerage	Yes	No
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Providers' name

Provider's name

Location of stopcock

Location of meter, if any

Telephone	Yes	No	Cable	Yes	No
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Providers' name

Provider's name

### 14 Transaction information

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

Yes	No
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14.2 Does the seller have any special requirements about a moving date? If Yes, please give details: 

Yes	No
-----	----

14.3 Does the sale price exceed the amount necessary to repay all mortgages and charges secured on the property? 

Yes	No
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14.4 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
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(b) If light fittings are removed, the fittings will be replaced with ceiling rose, flex, bulb holder and bulb? 

Yes	No
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(c) Reasonable care will be taken when removing any other fittings or contents 

Yes	No
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(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
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Signed.....

Dated.....

Signed.....

Dated.....

**All sellers should sign this form**