

# ***Butler & Kandler, Solicitors***

## ***Suite of Property Information Forms***

### **1 Property Information Form**

Based on Law Society Forms TA6/TA11/TA12/Prop1 (but using 21 pages instead of 28!)

Address of the property  
including POSTCODE

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Please complete this form carefully and as fully as possible. If you are not sure about what a question means or how to answer, contact your solicitor before filling in the form.

This will be shown to your buyer who will rely on the information given.

**The original of any document you refer to in this form should be given to your solicitor.**

#### **1 Information Supplied Previously**

##### **1.1 Is there a Home Information Pack for the property?**

Tick one box:

**YES:**

**NO:**

If Yes, please give details and provide a copy of the most recent pack; if No, please explain why not:

(If the Pack is only available on-line, please provide the URL, user name or PIN and password)

##### **1.2 Has there been any change in any information given previously (including changes to the TransAction forms or other Property Information Forms and to documents in the Home Information Pack)?**

Tick one box:

**YES:**

**NO:**

If Yes, please give details:

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<b>2</b> <b>Boundaries</b>	NB: 'boundaries' means any fence, wall, hedge or ditch which marks the edge of the property
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**2.1     Looking towards the property from the road who either owns or accepts responsibility for the boundary:**

Tick one column:	the seller	next door	shared	not known
(a) on the left?				
(b) on the right?				
(c) across the back?				
(d) across the front?				

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

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

Tick one box:	<b>YES:</b>		<b>NO:</b>		
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If Yes, please give details:

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**3     Services Crossing the Property and Neighbouring Property (aka Easements)**

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

Tick one:	<b>YES:</b>		<b>NO:</b>		<b>NOT KNOWN:</b>	
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**3.2     Do any drains, pipes or wires leading to any neighbour's property cross the property?**

Tick one:	<b>YES:</b>		<b>NO:</b>		<b>NOT KNOWN:</b>	
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**3.3     Is there any agreement or arrangement about any of these drains, pipes or wires?**

Tick one:	<b>YES ENCLOSED</b>		<b>YES, TO FOLLOW:</b>		<b>NO:</b>	

If Yes, please give details and supply a copy if available, or indicate where it can be traced:

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**4 Neighbouring Land**

**4.1 Does the seller need to enter any neighbouring land to repair or decorate the building or to maintain any of the boundaries, drains, pipes, wires or other services?**

Tick one:	<b>YES:</b>		<b>NO:</b>		
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If Yes, please give reasons and details:

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**4.2 If so, has the seller always been able to enter any neighbouring land for the reasons given above without objection by the neighbours?**

Tick one:	<b>YES:</b>		<b>NO:</b>		<b>N/A</b>	
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If NO, please give information about the objections raised and whether the matter was resolved:

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**4.3 If so, has anyone taken steps to stop, complain about, or demand payment for such access being exercised?**

Tick one:	<b>YES:</b>		<b>NO:</b>		<b>N/A:</b>	
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If YES, please give information about the complaints and about whether the matter was resolved:, especially about the payments made including the amounts paid or owing, whether paid regularly or only paid on demand.

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**4.4 Do any of the seller's neighbours need to enter the seller's land (on which the property is situate) to repair or decorate their building or maintain their boundaries or any drains, pipes or wires?**

Tick one:	<b>YES:</b>		<b>NO:</b>		
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If Yes, please give details:

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<b>4.5 Has the seller ever objected to a neighbour entering the seller's land for the purposes given in ?.4?</b>						
Tick one:	YES:		NO:		N/A:	
If Yes, please give details:						

<b>5 Access</b>						
<b>5.1 Is access obtained to any part of the property over private land, common land or a neighbour's land?</b>						
Tick one:	YES:		NO:			
If Yes, please give details:						
<b>5.2 Has anyone taken steps to stop, complain about or demand payment for such access being exercised?</b>						
Tick one:	YES:		NO:		N/A:	
If Yes, please give details:						

<b>6 Sharing with the Neighbours</b>						
<b>6.1 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?</b>						
Tick one:	YES:		NO:			
If Yes, please give details:						
<b>6.2 Does the seller contribute to the cost of repair of anything used by the neighbours, such as the maintenance of a private road?</b>						
Tick one box:	YES:		NO:			

If Yes, please give details, stating is responsible for what and how payment is arranged:

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**7 Arrangements**

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

Tick one box:	<b>YES:</b>		<b>NO:</b>		
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If Yes, please give details:

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

Tick one box:	<b>YES:</b>		<b>NO:</b>		
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If Yes, please give details:

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**8 Disputes and Complaints**

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

Tick one box:	<b>YES:</b>		<b>NO:</b>		
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If Yes, please give details:

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

Tick one box:	<b>YES:</b>		<b>NO:</b>		
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If Yes, please give details:

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<b>8.3 Has the seller received any complaint about anything the seller has or has not done as owner?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
If Yes, please give details:					

<b>9 <u>Parking</u></b>					
<b>9.1 Are there any parking restrictions at the address of the property?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
If Yes, please give details:					
<b>9.2 If there are parking restrictions, are there any proposals to alter them?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
If Yes, please give details:					

<b>10 <u>Future Development</u></b>					
<b>Is the seller aware of any proposals to develop or alter any adjoining property, buildings or land?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
If Yes, please give details:					

<b>11 Notices</b>					
<b>11.1 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)?</b>					
Tick one box:					
<b>YES ENCLOSED:</b>		<b>YES, TO FOLLOW</b>			
<b>NO</b>		<b>LOST</b>			
If Yes, please supply a copy. If Lost, please obtain a copy from the original source.					
<b>11.2 Has the seller had any negotiations or discussions with any neighbour or any local or other authority affecting the property in any way?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
If Yes, please give details:					

<b>12 Guarantees, Warranties and Insurance</b>			
<b>12.1 Does the property benefit from any of the following guarantees, warranties and insurance policies?</b>			
Tick all applicable columns:	<b>YES, ENCLOSED</b>	<b>YES, LOST</b>	<b>NO</b>
(a) New home warranty (eg NHBC or architect)			
(b) Damp			
(c) Double glazing, roof lights, roof windows, glazed doors			
(d) Electrical work			
(e) Roofing			
(f) Timber infestation			
(g) Central heating			
(h) Underpinning			
(i) Wall ties			
(j) Other (please specify)			
If Yes, please give details and supply a copy if available, or, if lost, indicate whether it can be traced and how:			

**12.2 Do you have written details of the work done to obtain any of the guarantees, warranties and insurance policies for the items in (a) – (j) above?**

**If Yes, please supply a copy.**

Tick one:	<b>YES, ENCLOSED</b>		<b>YES, LOST</b>		<b>NO</b>	
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If Yes, please give details and supply a copy if available, or, if lost, indicate whether it can be traced and how:

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**12.3 Have you made or considered making claims under any of the guarantees, warranties and insurance policies for the items in (a) – (j) above?**

Tick one:	<b>YES</b>		<b>NO</b>		<b>N/A</b>	
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If Yes, please give details:

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**13 Utilities**

**Please indicate WITH A TICK in the appropriate box(es) which of the following services are connected to or at the property:**

ELECTRICITY		PRIVATE WATER		
GAS		MAINS DRAINAGE		
TELEPHONE		PRIVATE DRAINS		
MAINS WATER		SEPTIC TANK / CESSPIT		

**14 Security and Security Systems**

**Has the seller been burgled since the seller bought the property?**

Tick one box:	<b>YES:</b>		<b>NO:</b>		
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**Note to the Buyer**

The Law Society Property Information Form TA12 "Buyer Information" contains many questions about Security Systems, many of which are considered to be intrusive and possibly risky to the security of the seller's property. If the buyer wants information about the security system at the property, if any, it will be provided directly to the buyer after exchange of contracts and on, or shortly before, completion of this transaction.

**15 Radon**

**15.1 Has a radon test been carried out on the property? If so, please enclose a copy.**

Tick one:	<b>YES, ENCLOSED</b>		<b>NO:</b>		<b>NOT KNOWN:</b>	
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**17.2 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. If Lost, please obtain a copy from the original source.

Tick one column:	YES, ENCLOSED	YES, TO FOLLOW	YES, LOST	NO
(a) Building works (including loft conversions extensions and conservatories)				
(b) Change of use				
(c) Sub-division				
(d) Conversion				
(e) Installation of replacement windows, roof windows, glazed doors				
(f) Installation of central heating boiler				
(g) Installation of solar panels				

**17.3 Have replacement windows, or roof lights, or roof windows or glazed doors been installed and the work completed on or after 1 April 2002?**

If Yes, please supply copies of the relevant building regulation certificate or FENSA certificate. If Lost, please obtain a copy from the original source.

Tick one box:

<b>YES ENCLOSED:</b>		<b>YES, TO FOLLOW</b>		
<b>NO</b>		<b>YES, LOST</b>		

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

*(This question is asked because many properties, especially those on housing developments, are affected by restrictive covenants which are supposed to control the work which householders do on their houses. In particular, it is often a requirement that permission is obtained from the original developer for any changes to the house, even small ones which do not need planning permission. This is often a great nuisance and involves obtaining retrospective permission, an expensive and slow process.)*

Please provide details of any consents obtained, if any:.

If consents were required, but not obtained, please give details here:

Why did you not obtain consent?

Empty text box for providing reasons for not obtaining consent.

Where should consent have been obtained from, including full current name and current address?

Empty text box for providing details of where consent should have been obtained.

Have you or anyone else obtained an indemnity to cover any missing consent?

Empty text box for providing details of indemnity obtained.

If you are not sure about indemnity policies ask your solicitor for guidance after searching through the title deeds you hold.

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

Tick one box:	YES:		NO:		
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If Yes, please give details:

Empty text box for providing details if the property has been used other than as a private home.

**17.6 Has the property been designated as a Listed Building? If Yes, when was it so designated?**

Tick one box:	YES:		NO:		WHICH YEAR:	
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**17.7 Is the property in a Conservation Area? If Yes, when was it included in the Conservation Area?**

Tick one box:	YES:		NO:		WHICH YEAR:	
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**18 Indemnity Policies Generally**

Are you aware of any indemnity policy for the property in relation to any other matter not already mentioned in this form?

Tick one box:	YES, ENCLOSED		YES, TO FOLLOW		NO	
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If Yes, please give details and supply a copy of each policy.

Empty text box for providing details and copies of indemnity policies.

<b>19 Party Walls</b>						
Has any notice been received or given under the Party Wall Act 1996 in respect of any shared structures?						
Tick one box:	<b>YES, ENCLOSED</b>		<b>YES, TO FOLLOW</b>		<b>NO</b>	
If Yes, please give details of all work carried out and supply a copy of the notice(s).						

<b>20 Who Occupies the Property</b>						
<b>20.1 Is the property occupied?</b>						
Tick one box:	<b>YES:</b>		<b>NO:</b>			
If Yes, please give details of all occupiers, including the seller(s), with their names and ages if under 18:						
<b>20.2 Do any of these occupiers claim to have the right to stay in the property without the permission of the seller?</b>						
Tick one box:	<b>YES:</b>		<b>NO:</b>			
If Yes, please give details:						
These rights may have arisen without the seller giving specific consent. This is a difficult area of law about which you should consult your solicitor before answering this question.						
<b>20.3 Are any of these occupiers tenants or lodgers?</b>						
Tick one box:	<b>YES:</b>		<b>NO:</b>			
If Yes, is there a Tenancy Agreement?						
Tick one box:	<b>YES:</b>		<b>NO:</b>			
If Yes, please give full details of the terms of the tenancy or agreement and supply a copy of the tenancy agreement						

**20.4 Have all occupiers over 16 agreed to sign the contract for sale and to vacate the property by the completion date?**

Tick one box:	<b>YES:</b>		<b>NO:</b>		
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If Yes, please state the names of those who have agreed and the likely date when they will leave:

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If No, please give details:

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**21 Dealings Within the Last Seven Years**

**Has the whole or part of the property changed hands within the last seven years?**

Tick one box:	<b>YES:</b>		<b>NO:</b>		
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If Yes, was this For Full Market Value :

Tick one box:	<b>YES:</b>		<b>NO:</b>		
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By Way of a Gift?

Tick one box:	<b>YES:</b>		<b>NO:</b>		
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If Yes, to any of these questions, please give details:

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**22 Services**

**22.1 Will the seller read all meters upon completion?**

Tick one box:	<b>YES:</b>		<b>NO:</b>		
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If No, please give details:

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<b>22.2 Does the seller intend to apply for any of the services to be disconnected before or upon completion?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
If Yes, please give details (but disconnection should not be done without reference to the buyer):					
<b>22.3 Have there been any difficulties of any sort with the connection or provision of any services?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
If Yes, please give details:					

<b>23 Cable/Satellite</b>					
<b>23.1 Is there a cable / satellite service to the property?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
If so, tick to show which:	<b>CABLE</b>		<b>SATELLITE</b>		
<b>23.2 Is any such equipment included in the sale?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
If Yes, please give details:					

<b>24 Electricity</b>					
<b>24.1 Has the property been rewired in whole or part during the seller's ownership?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
If Yes, when?		DATE:			
<b>24.2 When was the whole or part of the electrical installation last tested and approved by a qualified and registered electrician?</b>					
When?		DATE:			
If you have one, please send a copy of the report or certificate.					

<b>24.3 Has any electrical work been carried out to the property since 1 January 2005?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
<b>24.4 If applicable, please supply a copy of the signed BS7671 Electrical Safety Certificate for all those types of electrical work that have been carried out and in the case of a registered installer, the installers Building Regulations compliance certificate or, in the case of an unregistered installer, the Building Contract Departments completion certificate.</b>					
Tick one box:					
<b>ENCLOSED:</b>		<b>TO FOLLOW</b>			
<b>WITH DEEDS</b>		<b>LOST</b>			
If Lost, please obtain a copy from the original source.					

**25 Heating Systems**

**25.1 Is the water heating system, including the central heating system, if any, in good working order?**

Tick one:	<b>YES:</b>		<b>NO:</b>		<b>NOT KNOWN:</b>	
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If No, please give details:

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**25.2 Are there any oil fired heaters at the property?**

Tick one box:	<b>YES:</b>		<b>NO:</b>		
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If Yes, does the seller intend to sell any surplus oil to the buyer and if so, at what price?

Tick one column:				
What price?		£		

**25.3 Is there a central heating system in the property?**

Tick one box:	<b>YES:</b>		<b>NO:</b>		
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If No, go to section 26.

**25.4 What type of system is it and what year was it installed? If you do not know the year, write Not Known.**

Tick one box:	<b>OIL</b>		<b>GAS</b>		
<b>Year of installation?</b>					

<b>25.5 Has repair and/or maintenance work to the central heating system been carried out since the seller bought the property?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
If Yes, please give details, including the date of the last service:					
<b>25.6 Have any central heating boilers or water tanks been installed at the property on or after 1 April 2002 and, if so, when?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
<b>When?</b>		<b>DATE:</b>			
<b>25.7 If Yes, please supply a copy of the appropriate compliance certificate from the installer and copies of the appropriate building regulations approvals and building regulations completion certificate.</b>					
Tick one box:					
<b>ENCLOSED:</b>		<b>TO FOLLOW</b>			
<b>WITH DEEDS</b>		<b>LOST</b>			
If Lost, please obtain a copy from the original source.					
<i>Note: The appropriate compliance certificate from the installer in 25.7 must confirm that the installer is a member of OFTEX, or HETAS, or CORGI. It must also state that the works comply with the building regulations and must include the installer's confirmation that the original certificate has been lodged with the local authority.</i>					

<b>26 Telephone and Broadband</b>					
<b>26.1 Does the seller intend to keep the current landline telephone number?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
<b>If No, what is the number?</b>		<b>NUMBER:</b>			
<b>26.2 Does the seller have a broadband internet connection via telephone line or cable?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		

<b>27 Television</b>					
<b>Is there a television aerial?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
If Yes, please give details of its location and, if it serves more than your property, which properties it serves:					

<b>28 Water</b>					
<b>28.1 Is there a water meter?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
If Yes, please indicate location:					
<b>28.2 Please supply a copy of the latest water charge account and the sewerage account (if any).</b>					
Tick one:	<b>ENCLOSED</b>		<b>TO FOLLOW</b>		<b>N/A</b>
If Not Applicable, please explain why not:					

<b>29 Expenses</b>					
<b>Has the seller ever incurred any expenses for the use of the property or any of its amenities?</b>					
This would include things like clearance of septic tanks and other unusual payments but not the payments for normal utilities or housing costs.					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
If Yes, please give details:					

<b>30 Insurance</b>					
<b>30.1 Will the seller maintain insurance cover until completion of the transaction?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
<b>30.2 Has insurance ever been refused for the property or subject to any onerous excesses or loading?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		
If Yes, please give details:					

<b>30.3 May the buyer retain the existing cover if required?</b>					
Tick one:	YES:		NO:		NOT KNOWN:
If Yes, please give details:					

<b>31 Timing of the Sale</b>					
<b>31.1 Is this sale dependent on the seller buying another property?</b>					
Tick one box:	YES:		NO:		
If Yes, what stage have negotiations reached?					
<b>31.2 Does the seller require a mortgage?</b>					
Tick one box:	YES:		NO:		
If Yes, please give full details?					

<b>32 Moving Date</b>					
<b>Has the seller any special requirements about a moving date?</b>					
Tick one box:	YES:		NO:		
If Yes, please give full details?					
<i>This date will not be fixed until contracts are exchanged and only provisional arrangements only should be made.</i>					

<b>33 Deposit</b>					
<b>33.1 Is the seller expecting to use the deposit paid on this sale on a related purchase?</b>					
Tick one box:	YES:		NO:		

<b>33.2 Does the sale price exceed the amount required to redeem any charges secured on the property?</b>					
Tick one box:	<b>YES:</b>		<b>NO:</b>		

<b>34 Vacating the Property on Completion</b>			
Please confirm that on completion the seller will leave the property, including the loft, cellar, garage, shed, outbuildings, gardens and yards, in a clean and tidy condition and make good any damage caused in the removal of fittings, fixtures or contents.			
Tick here:		YES	

Seller(s) Signature(s)	
Name(s)	
Date	

<b>SERVICE SUPPLIERS</b>	Please supply full details of your suppliers
<b>Broadband</b>	
Supplier name	
Address	
Phone number	
Email address	
Reference	

<b>Telephone</b>	
Supplier name	
Address	
Phone number	
Email address	
Reference	

<b><u>Cable / Satellite</u></b>	
Supplier name	
Address	
Phone number	
Email address	
Reference	

<b><u>Local Authority Council Tax or Other Local Levy</u></b>	
Council	
Address	
Phone number	
Email address	
Reference	

<b><u>Electricity</u></b>	
Supplier name	
Address	
Phone number	
Email address	
Reference	

<b><u>Gas</u></b>	
Supplier name	
Address	
Phone number	
Email address	
Reference	

<b><u>Oil</u></b>	
Supplier name	
Address	
Phone number	
Email address	
Reference	

<b><u>Sewerage</u></b>	
Supplier name	
Address	
Phone number	
Email address	
Reference	

<b><u>Water and Drainage Charge</u></b>	
Supplier name	
Address	
Phone number	
Email address	
Reference	