

Butler & Kandler Solicitors

Suite of Property Information Forms

3 Leasehold Property Information Form

Based on Law Society Forms TA3/TA7/TA14/Prop4 (but using 9 pages instead of 10!)

Address of the property
including POSTCODE

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If you live in a leasehold property (whether a block of flats, a large house converted into flats or a single leasehold property), you should answer the following questions because the answers will help the sale process which is necessarily more complex than a straightforward house sale. 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. If a question does not apply to your property answer Not Applicable.

This will be shown to your buyer who will rely on the information given. This form has to be completed in addition to the Property Information Form.

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:

2. Relevant Parties.

2.1 Please state the name(s) and address(es) of the current and proposed landlord (and indicate which they are):

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2.2 Please state the name(s) and address(es) of the current and proposed managing agents or other manager(s) (and indicate which they are):

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3. If a consultation under section 20 of the Landlord and Tenant Act 1985(as amended) affects the property, please supply the following details.

Tick one:	Enclosed		To Follow		Not Applicable	
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- (a) summary of the actual or proposed works or long-term agreements
- (b) total or estimated cost
- (c) financial contribution required by the tenant
- (d) actual or estimated date the works or long-term agreements will be completed
- (e) actual or estimated date when the tenant is required to pay contribution.

If a consultation does affect the property but details are not enclosed, please state the reason why and give details of the steps you are taking to obtain this information:

4. Please provide the Following Documents or Information

Name or description of documents and information	Attached	To Follow	Reason why not attached and explanation of steps being taken to obtain it
4.1 Leasehold documents and information			
The Lease(s)			
The Underlease			
The Headlease			
Insurance policy(ies) schedule(s)			
Rules and regulations made for the purposes of managing the property			
Amendments proposed to the rules and regulations made for the purposes of managing the property			
Amendments proposed to the lease(s)			
Written summary or statements of service charges relating to the last 36 months			
Most recent request for payment of service charges received in the last 12 months			
Most recent request for payment of ground rent received in the last 12 months			
Most recent request for payment for insurance (separate from service charges or ground rent) received in the last 12 months			
Receipt(s) for most recent payments made for rent, service charges, ground rent or insurance.			
4.2 New leasehold interests			
The lease(s) or the terms of the lease(s) proposed			
Estimates of service charges, ground rent and insurance payments expected for 12 months following completion			
4.3 In respect of any headlease or underlease of the whole or any part of the property, state any amounts owing to or owed by the seller relating to rent, service charge, insurance premiums or other financial contribution.			

5 Management Company

5.1 Is there a management company which is run by the tenants?

Tick one box:	Yes:		No:		
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If Yes, please supply copies of the following:

(a) Memorandum and articles of association

Tick one box:	Enclosed		To follow		
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(b) The share or membership certificate

Tick one box:	Enclosed		To follow		
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(c) The company's accounts for the last three years

Tick one box:	Enclosed		To follow		
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(d) The names and addresses of the secretary and treasurer of the company:

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(e) Copy of any regulations made by either the landlord or the company additional to the rules contained in the lease.

Tick one box:	Enclosed		To follow		
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5.2 Has the management company been dissolved or removed from the register at Companies House?

Tick one box:	Yes		No		
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5.3 If the tenants do not run the Management Company is there a Tenants' Association?

Tick one box:	Yes		No		
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If YES please supply the necessary contact name and address:

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6. Maintenance Charges

6.1 Are you liable under your lease to pay a share of the maintenance cost of the building?

Tick one box:	Yes:		No:		
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If "NO" go to question 7.

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6.2 Do you know of any expense (eg decoration of areas not usually regularly repeated) likely to show in the maintenance charge accounts within the next 3 years?

Tick one box:	<input type="checkbox"/> Yes:	<input type="checkbox"/>	<input type="checkbox"/> No:	<input type="checkbox"/>	<input type="checkbox"/>
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If Yes, please give details:

6.3 Have maintenance charges been demanded in each of the last 3 years?

Tick one box:	<input type="checkbox"/> Yes:	<input type="checkbox"/>	<input type="checkbox"/> No:	<input type="checkbox"/>	<input type="checkbox"/>
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6.4 If so, please supply the maintenance accounts and receipts for these?

Tick one box:	<input type="checkbox"/> Enclosed:	<input type="checkbox"/>	<input type="checkbox"/> To follow:	<input type="checkbox"/>	<input type="checkbox"/>
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6.5 Have there been any problems in the last three years between flat owners and the landlord or management company about maintenance charges, or the method of management?

Tick one box:	<input type="checkbox"/> Yes:	<input type="checkbox"/>	<input type="checkbox"/> No:	<input type="checkbox"/>	<input type="checkbox"/>
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If Yes, please give details:

6.6 Has there been any challenge to the maintenance charges or any expense in the last three years?

Tick one box:	<input type="checkbox"/> Yes:	<input type="checkbox"/>	<input type="checkbox"/> No:	<input type="checkbox"/>	<input type="checkbox"/>
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If Yes, please give details:

6.7 Has the landlord had any problems with collecting the maintenance charges from other flat owners?

Tick one box:	<input type="checkbox"/> Yes:	<input type="checkbox"/>	<input type="checkbox"/> No:	<input type="checkbox"/>	<input type="checkbox"/>
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If Yes, please give details:

7 Notices and Consents

7.1 Has a notice been received from any landlord or landlord's agent?

If Yes, please supply a copy.

Tick one box:

Yes		No		
Enclosed		To follow		

7.2 Has any other notice been received from any other person or authority?

If Yes, please supply a copy.

Tick one box:

Yes		No		
Enclosed		To follow		

7.3 Are any changes to the terms of the lease proposed or has the landlord given any consents under the lease?

(This could be in a formal document, a letter or even oral).

Tick one box:

Yes		No		
Enclosed		To follow		

If Yes, please give details or supply a copy:

7.4 Please provide the name and address of the landlord or landlord's agent for service of any notice of change of ownership.

Tick one box:	To follow		Not Applicable	
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If Yes, please give details:

Note: A notice could be on a printed form or in the form of a letter and a buyer will wish to know if anything of this sort has been received.

8. Complaints

8.1 Has the seller received any complaint from the landlord, any other landlord, management company or any other occupier about anything the seller has or has not done?

Tick one box:

Yes:

No:

If Yes, please give details:

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8.2 Has the seller complained or does the seller have cause for complaint to or about the landlord, management company or any other occupier?

Tick one box:

Yes:

No:

If Yes, please give details:

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9 Management Company

9.1 Is the seller responsible under the terms of the lease for arranging the buildings insurance of the property?

Tick one box:

Yes:

No:

If Yes, please supply copies of:

(a) the insurance policy

Tick one box:

Enclosed

To follow

(b) the receipt for the last payment of the premium

Tick one box:

Enclosed

To follow

9.2 Is the landlord or management company responsible for arranging the buildings insurance of the property?

Tick one box:

Yes:

No:

If Yes, please supply copies of:

(a) the insurance policy

Tick one box:

Enclosed

To follow

(b) the schedule for the current year

Tick one box:

Enclosed

To follow

9.3 Do the insurers record the interests of the buyer's mortgagee and the buyer on the policy?						
Tick one:	Yes		No		Not known	
10. Decoration						
10.1 When was the outside of the building last decorated?						
Fill in one box:	Which Year?		Not known:			
10.2 When were any internal communal parts last in the year decorated?						
Fill in one box:	Which Year?		Not known:			
10.3 When was the inside of the property last decorated?						
Fill in one box:	Which Year?		Not known:			
11 Alterations						
11.1 Is the seller aware of any alterations having been made to the property since the lease was originally granted?						
Tick one:	Yes		No		Not known	
If Yes, please give details:						
11.2 If alterations have been made to the property since the lease was originally granted, was the landlord's consent obtained? If Yes, please supply copies of any consents obtained.						
Tick one:	Yes		No		Enclosed	
	To follow		Not known		Not required	
12. Occupation						
12.1 Is the seller now occupying the property as their sole or main home?						
Tick one box:	Yes:		No:			

12.2 Has the seller occupied the property as their sole or main home (apart from usual holidays and business trips)					
(a) <i>continuously throughout the last 12 months?</i>					
Tick one box:	Yes:		No:		
(b) <i>continuously throughout the last three years?</i>					
Tick one box:	YES:		NO:		
(c) <i>for periods totalling at least three years during the last 10 years?</i>					
Tick one box:	Yes:		No:		
13 Enfranchisement					
13.1 Has the seller served on the landlord or any other person a notice under the enfranchisement legislation stating the desire to buy the freehold or be granted an extended lease? If Yes, please supply a copy.					
Tick one box:					
Yes		No			
Enclosed		To follow			
13.2 If the property is a flat in a block, is the seller aware of the service of any notice under the enfranchisement legislation relating to the possible collective purchase of the freehold of the block or part of it? If Yes, please supply a copy.					
Tick one box:					
Yes		No			
Enclosed		To follow			
13.3 Has the seller received any response to that notice? If Yes, please supply a copy.					
Tick one box:					
Yes		No			
Enclosed		To follow			
Seller(s) Signature(s)					
Date					