

QUESTIONNAIRE - SALE OF PROPERTY

Solicitors : **Howard Hyman & Co**
 The Law Chambers, 1a Friern Park
 London N12 9DE

Client(s)	Telephone Nos (h) (w) (if applicable) Mobile No. Fax No. email:
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Property:

Agent:

QUESTIONNAIRE

1. Vacant Possession/Completion

- (a) Will you give vacant possession of the whole of the property?
- (b) Are there any tenants in any part of the property? If yes, give full details of those persons.
- © Please give full names and ages of all persons who normally reside in the property this to include yourself, spouse, children and any other persons. State the relationship of those other persons if applicable.
- (d) Have completion dates been discussed with the Purchaser and have you a specific date when you would prefer completion? (Whilst we will endeavour to comply please remember your Purchaser may have other commitments).

2. Adverse Right

- (a) Do any neighbours or others have or exercise any rights (eg right of way) with or without permissions or consents whether formal or informal or otherwise over your land?
- (b) Are there any wayleave agreements for electricity, telephone, TV lines etc. Please enclose such agreements, if any.

- © Are there any unusual features regarding the land or house or any other matter you are not sure about?

3. Mortgages

Please advise how much is outstanding on:-

- (a) Your first mortgage - give details of Building Society/Bank etc and your account number
- (b) A second mortgage or bank charge (if any) - give details and forward any
- (c) documents in your possession.

4. Restrictions

- (a) Have you been notified that you are in breach of any restrictions concerning the property?
- (b) Do you know, or have you reason to believe that you are in breach of such restrictions?

5. Exclusive Facilities

In respect of any roads, paths, party walls, wires, pipes, drains or other facilities used in common with the owners or occupiers of any other properties.

- (a) Excluding those roads which are public highways, what documents or agreements regulate their joint use and the liability for repairs, maintenance and replacement? Forward any documents you may have or give details.
- (b) Have you or to your knowledge has any former owner or occupier made or received any demands for payment which is still outstanding or is any such demand expected? If so, give details.

6. Shared Facilities

If you share a roadway, pathway, right of way, drainage or joint facility or service with any neighbour, have you ever made payment or been asked to make payment towards the upkeep or to any repair costs? If so, please give details.

7. Services

Does the property have:

- (a) Mains drainage? If not, give details of drainage system.

- (b) Mains water? If not, give details of water supply.
- (c) Electricity?
- (d) Gas?
- (e) Relay/Cable TV services
- (f) If any services are not connected, do you know if they are available?
- (g) Does the route of any of these services pass through or over any land that is not yours or that you are not selling? If you do not know, please say so.
- (h) Are you aware of any agreements informal or otherwise relating to any of these services or any similar services.

8. Guarantees

- (a) Do you have an NHBC Agreement or Certificate in your possession? Please enclose.
- (b) If you have any Agreement, Certificate, Warranty or Insurance Policy relating to any repair, replacement, treatment or improvement to the fabric of the property, please forward these together with all reports and estimates.
- (c) Have any defects covered by any of the above become apparent?
- (d) Have you made any claims or given notice of any defects?

9. Boundaries

- (a) Which boundaries belong to you or do you believe belong to you?
- (b) Have you maintained or made any payments in respect of any boundaries during your ownership?
- (c) To your knowledge has the property ever been affected by flooding, dry or wet rot or similar problems? If yes, give details.

- (d) If work has been carried out to rectify the above, please enclose all relative papers.

10. Insulation

If the property has cavity wall insulation, please enclose details.

11. Planning

- (a) Do you know when the property was built?

- (b) Have you made any changes or improvements to the property (including the erection of garages, sheds, greenhouses, etc. If yes, give details, including the date of the improvements.

- (c) Have you made any alterations to the electrical wiring at the property? If yes, give details.

- (d) Have you had any dealings with the local planning authority or made any applications to, or received any notice from them?

- (e) Please enclose any original or copy planning permissions, plans or other approvals, including any from the original builder.

- (f) Has the property been used solely as a private residence and if so for how long? If not, give details.

12. Fixtures and Fittings

Please complete the attached Fixtures and Fittings Questionnaire. This shows the fitting which are included in the sale/excluded from the sale and also those which the purchaser is buying from you. Please confirm that:

- (a) All items mentioned in the estate agent's particulars are included in the sale, if not, state which items are excluded.

- (b) If the purchaser is paying a sum of money in addition to the price of the house for any items, please say how much he is paying.

- (c) Any fixtures or fittings included in the sale are owned absolutely by you and not subject to any hire purchase or conditional sale agreements or similar financial charge.

Central Heating

Please specify:-

- (a) Type and age of system.
- (b) Date upon which last serviced.
- (c) Is the system still under manufacturers/installers warranty/guarantee? Please enclose agreements.
- (d) Is the system subject to a service agreement? If so, please enclose the service agreement.
- (e) Has any fuel purchased by you but left unused on completion been left for the purchaser? If so, for what price?

Telephone

Give exchange and number.

Is the telephone being disconnected or are you taking your present telephone number with you?

Do you own the telephone receiver or any other equipment?

Double Glazing

Which rooms in the property have double glazing?

When and by whom was it installed?

Is it the subject of manufacturers/installers warranty/guarantee? If so, enclose agreements.

Was it carried out by a FENSA regulated contractor

Is it the subject of any financial charge or loan agreement.

13. Disputes

Have you had or are you aware of any previous disputes regarding:-

- (a) Boundaries
- (b) Covenants or restrictions
- (c) Any other matters.

14. Notices

Have you received or given any notice relating to the property or any neighbouring or adjacent properties?

15. Outgoings

- (a) Please enclose your latest receipt/demand for water (and drainage if appropriate) rate and state if paid or not or being paid by standing order.
- (b) do you pay any outgoings (other than water rates, electricity, gas, telephone and ground rent) such as tithes? If so, please enclose the accounts.
- (c) Do you pay an annual ground rent? If so, please enclose latest receipt/demand.

State whether it has been paid and the name and address of person to whom it is paid.

16. Estate Agents Commission

Have you agreed the estate agents commission? If yes, confirm the amount and that we are to discharge it for you.

17. Leasehold Property only

- (a) What is the name and address of your Landlord?
- (b) What is the name and address of the Receiver of rent (if it is not paid to the Landlord)?
- (c) Please let us have the latest receipts for (i) ground rent (ii) fire insurance premium (and a copy of the insurance policy if you have one) (iii) service maintenance charge.

- (d) When was the property last painted?
 - (i) Inside?
 - (ii) Outside?

- (e) Did you get the Landlord's consent for any additional buildings or alterations to the property? If so, please send us the consents and approved plans (if any)?

- (f) If there is a Residents Association or Management Company, please let us know the name and address of its Secretary and send us:
 - (i) Your membership certificate.
 - (ii) Copies of the past 3 years accounts.

- (g) Have you ever had a cause to complaint of any breach by the Landlord of his covenants under the Lease?

- (h) Has the Landlord ever complained of any breach of covenant by you?

- (i) Have you ever exercised your rights to obtain information from the Landlord/Management Company as to the amount and breakdown of service charges payable under the Lease

ADDITIONAL INFORMATION

I/we have read the notes on the first page of this Questionnaire and confirm that the answers which are given are correct to the best of my/our knowledge.

ALL JOINT OWNERS TO SIGN

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Date.....

General Matters

If you have married or have changed your name since purchasing, please provide your marriage certificate or change of name Deed. (The document will be returned after production to the Purchasers solicitors).

Please confirm that on completion all your property will be removed from all parts of the property including the loft, gardens and outbuildings. If not, you may be liable for the cost involved in the clearing of your property.