



Property Information Questionnaire

Existing Homes

Part 1

About this Form

This form should be completed by the seller. The seller may be the owner or owners; a representative with the necessary authority to sell the property for an owner who has died; a representative with the necessary authority to sell the property for a living owner (e.g. a power of attorney) or be selling in some other capacity. The form should be completed and read as though the questions were being answered by the owner.

If you are the seller, you should be aware that

- Answers given in this form should be truthful and accurate to the best of your knowledge. The questions have been designed to help the smooth sale of your home. Misleading or incorrect answers are likely to be exposed later in the conveyancing process and may endanger the sale.
- Information included in this form does not replace official documents or legal information. You should be prepared to provide such documents on request in support of the answers given in this form.
- If you hold any guarantees for work on your property, your buyer's conveyancer is likely to ask for evidence, which it is in your interests to make available as soon as possible.
- If anything changes to affect the information given in this form prior to the sale of your home, you should inform your conveyancer or estate agent immediately.

If you are an estate agent, you should be aware that

- This form should be completed by the seller but it is your responsibility to ensure that it is included in the Home Information Pack.
- The Property Misdescriptions Act 1991 does not apply where the form has been completed solely by the seller.

If you are the buyer, you should be aware that

- The information contained in this document should have been completed truthfully and accurately by the seller. However, the information only relates to the period during which the seller has owned the property and does not replace official documents or legal information and you should confirm any information with your conveyancer.

Postal Address of Property:

Full name of Seller:

Completion date of PIQ:

GENERAL INFORMATION

When was the property purchased? (MM/YYYY)

Is your property a listed building or contained in a listed building?

Yes No Don't Know

What council tax band is the property in?

A B C D
 E F G H

Note: Buyers should be aware that improvements carried out by the seller may affect the property's council tax banding following a sale

What parking arrangements exist at your property?

Garage	<input type="checkbox"/>	Allocated Parking Space	<input type="checkbox"/>
Driveway	<input type="checkbox"/>	On Street	<input type="checkbox"/>
Resident Permit	<input type="checkbox"/>	Metered Parking	<input type="checkbox"/>
Shared Parking	<input type="checkbox"/>	Other	<input type="checkbox"/>

If Other, please specify

OTHER ISSUES AFFECTING THE PROPERTY

Has there been any damage to your property as a result of storm or fire since you have owned it?

Yes No Don't Know

If Yes, please give details

If you have answered "Yes" to the question above, was the damage the subject of an insurance claim?

Yes No Don't Know

If Yes, please state whether any of these claims are outstanding.

Are you aware of any flooding at your property since you have owned it or before?

Yes No

If Yes, please give details

Have you checked the freely available flood risk data at the Environment Agency's website

Yes No Don't Know

(To check your own data please visit <http://www.environmentagency.gov.uk/subjects/flood>)

If Yes, please give details

If No, the buyer is advised to check the Environment Agency website for an indication of flood risk in the area.

Has there been any treatment of or preventative work for dry rot, wet rot or damp in the property since you have owned the property?

Yes No Don't Know

If Yes, please give details of any guarantees relating to the work and who holds the guarantees

UTILITIES AND SERVICES

Is there central heating in your property?

Yes No Don't Know

If Yes, please give details of the type of central heating (examples: gas-fired, oil fired, solid fuel, liquid gas petroleum)

When was your central heating or other primary heating system last serviced?

Please give details of year and whether a report is available or answer NOT SERVICED or DON'T KNOW as appropriate

When was the electrical wiring in your property last checked?

Please give details of year and whether a report is available or answer NOT SERVICED or DON'T KNOW as appropriate

Please indicate which services are connected to your property

Services	Connected?
Electricity	
Gas	
Water mains or private water supply	
Telephone	
Cable TV or satellite	
Broadband	
Drainage to public sewer (If not connected, please indicate whether there is a cesspool or septic tank.)	

CHANGES TO THE PROPERTY

Have you carried out any structural alterations, additions or extensions (e.g. provision of an extra bedroom or bathroom) to the property?

Yes No Don't Know

If Yes, please give details of the nature of the work

Was building regulation approval obtained?

Yes No Don't Know

Was planning permission obtained?

Yes No Don't Know

Was listed building consent obtained?

Yes No Don't Know

If the response was No for any of the above, please state why not (e.g. "not required" or "work completed under approved person scheme")

Have you had replacement windows, doors, patio doors or double glazing installed in your property?

Yes No Don't Know

If Yes, please give details of changes and guarantees, if held

ACCESS

Do you have right of access through any neighbouring homes, buildings or land?

Yes No Don't Know

If Yes, please give details

Does any other person have a right of access through your property?

Yes No Don't Know

If Yes, please give details

LEASEHOLD PROPERTIES

Is your property a leasehold property? Yes

No

If Yes, please complete Part 2 of this questionnaire.

If No, there is no need to complete Part 2 of this questionnaire

Part 2

Only complete this part if the property is a leasehold property.

If the lease is a new one and has not yet been granted, please answer the questions based on the draft terms of the lease.

Before entering into a binding commitment, buyers should confirm any matter relating to the leasehold ownership by reading the lease and checking the position with their conveyancer.

ADDITIONAL INFORMATION FOR LEASEHOLD PROPERTIES

What is the name of the person or organisation to whom you pay ground rent? *1

What is the name of the person or organisation to whom you pay service charges (if different from above)?

How many years does your lease have left to run? *2

How much is your current annual ground rent? *3

How much is your current annual service charge? *4

How much is your current annual buildings insurance premium (if not included in the service charge)?

Are you aware of any proposed or ongoing major works to this property? *5

Yes No Don't Know

If Yes, what type of works are they and what is the expected cost relating to this property (if known)?

Does the lease prevent you from sub-letting?

Yes No Don't Know

* Please see explanatory notes on page 9

Does the lease prevent you from keeping pets?

Yes No Don't Know

Does the lease allow you to use a car park or space?

Yes No Don't Know

Does the lease allow you to have access to a communal garden (where applicable)?

Yes No Don't Know

Are there any other conditions or restrictions in the lease which could significantly impact on a person's use of the property?

Yes No Don't Know

Leases often permit or prevent certain types of activity relating to the use of the property, for example, sub-letting or keeping pets.

If Yes, please specify

Explanatory Notes

- *1 The landlord will normally be the person to whom the ground rent is payable, although it is possible that an agent may be employed to collect this on the landlord's behalf. The person or the organisation to whom the service charge is payable may be your landlord or head landlord or a residents' management company – you should find the landlord's details on your latest service charge demand. It is also possible that an agent has been employed to collect service charges on their behalf.
- *2 The number of years is calculated by taking the original number of years the lease was granted for and deducting the number of years that have expired since the lease was first granted.
- *3 This information will be found in the lease.
- *4 This information should be found on the previous years' service charge demands.
- *5 Leaseholders should have been notified of this as part of the required consultation process where their contribution towards the work exceeds £250.

Please note:

All leaseholders should have their own copy of the lease although sometimes the mortgage lender or the conveyancer who handled the purchase holds this. A copy can normally be obtained from the Land Registry – www.landregisteronline.gov.uk. It is unlikely that the managing agent will be able to provide a copy of the lease.



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