

SELLER'S LEASEHOLD INFORMATION FORM

2nd EDITION



Address of Property:

IMPORTANT NOTE TO SELLERS

If you live in leasehold property, please answer the following questions. Some people live in blocks of flats, others in large houses converted into flats and others in single leasehold houses. These questions cover all types of leasehold property, but some of them may not apply to your property. In that case please answer them NA. The instructions set out at the front of the Seller's Property Information Form apply to this form as well. Please read them again before giving your answers to these questions. If you are unsure how to answer any of the questions, ask your solicitor.

1. MANAGEMENT COMPANY

Please mark the appropriate box

1.1 If there is a management company which is run by the tenants please supply any of the following documents which are in your possession:

- (a) Memorandum and articles of association of the company ENCLOSED TO FOLLOW LOST WITH DEEDS N/A
- (b) Your share or membership certificate ENCLOSED TO FOLLOW LOST WITH DEEDS N/A
- (c) The Company's accounts for the last 3 years ENCLOSED TO FOLLOW LOST WITH DEEDS N/A
- (d) Copy of any regulations made by either the landlord or the company additional to the rules contained in the lease ENCLOSED TO FOLLOW LOST WITH DEEDS N/A
- (e) The names and addresses of the secretary and treasurer of the company
- (f) Has the management company been struck off the register at Companies House? YES NO NOT KNOWN

1.2 If the tenants do not run the Management Company is there a Tenants' Association? YES NO

If "YES" please supply the contact name and address:.....
.....

2. LANDLORD

2.1 What is the name and address of your landlord?

.....
.....

2.2 If the landlord employs an agent to collect the rent, what is the name and address of the agent?

.....

2.3 Please supply a receipt from the landlord for the last rent payment ENCLOSED TO FOLLOW

3. MAINTENANCE CHARGES

3.1 Are you liable under your lease to pay a share of the maintenance costs of the building?

YES NO If "NO" go to question 4

3.2 Do you know of any expense (e.g. redecoration of outside or communal areas not usually incurred annually) likely to show in the maintenance charge accounts within the next 3 years?

YES NO If "YES" please give details.....
.....

3.3 Have maintenance charges been demanded for each of the last 3 years? YES NO

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3.4 If so, please supply the maintenance accounts and receipts for these ENCLOSURE TO FOLLOW

3.5 Do you know of any problems in the last 3 years between flat owners and the landlord or management company about maintenance charges, or the method of management? YES NO

If "YES" please give details.....

3.6 Have you challenged the maintenance charge or any expense in the last 3 years? YES NO

If "Yes" please give details.....

3.7 Do you know if the landlord has had any problems in collecting the maintenance charges from other flat owners? YES NO If "Yes" please give details.....

.....

4. NOTICES

A notice may be in printed form or in the form of a letter and your buyer will wish to know if anything of this sort has been received

4.1 Have you had a notice that the landlord wants to sell the building? YES NO ENCLOSURE TO FOLLOW

4.2 Have you had any other notice about the building, its use, its condition or its repair and maintenance? YES NO ENCLOSURE TO FOLLOW

5. CONSENTS

Are you aware of any changes in the terms of the lease or of the Landlord giving any consents under the lease? YES NO ENCLOSURE TO FOLLOW

If not in writing, please give details:

6. COMPLAINTS

6.1 Have you received any complaints from the landlord, another landlord, management company or any other occupier about anything you have or have not done? YES NO If "Yes" please give details

.....

6.2 Have you complained or had cause for complaint to or about any of them? YES NO If "Yes" please give details

.....

7. BUILDINGS INSURANCE ON THE PROPERTY

7.1 Are you responsible under the lease for arranging the buildings insurance on the property? YES NO

If "YES" please supply a copy of:

- (a) the insurance policy ENCLOSURE TO FOLLOW and
- (b) receipt for the last payment and premium ENCLOSURE TO FOLLOW

7.2 If the landlord employs an agent to collect the rent, what is the name and address of the agent?

7.3 If "NO" please supply a copy of the insurance policy arranged by the landlord or the management company and a copy of the schedule for the current year: ENCLOSURE TO FOLLOW

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8. DECORATION

8.1 When was the outside of the building last decorated? IN THIS YEAR NOT KNOWN

8.2 When were any internal, communal parts last decorated? IN THIS YEAR NOT KNOWN

8.3 When was the inside of your property last decorated? IN THIS YEAR NOT KNOWN

9. ALTERATIONS

9.1 Have you had a notice that the landlord wants to sell the building? YES NO NOT KNOWN

If "YES" please give details:.....

9.2 If "YES" was the landlord's consent obtained?

YES NO NOT KNOWN NOT REQUIRED ENCLOSED TO FOLLOW

10. OCCUPATION

10.1 Are you now occupying the property as your sole or main home? YES NO

10.2 Have you occupied the property as your sole or main home (apart from usual holidays and business trips):

(a) Continuously throughout the last 12 months? YES NO

(b) Continuously throughout the last 3 years? YES NO

(c) for periods totalling at least 3 years during the last 10 years? YES NO

11. ENFRANCHISEMENT

11.1 Have you served on the landlord or any other landlord a formal notice under the enfranchisement legislation stating your desire to buy the freehold or be granted an extended lease?

YES NO ENCLOSED COPY TO FOLLOW

11.2 If the property is a flat in a block, are you 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?

YES NO ENCLOSED COPY TO FOLLOW

11.3 Have you received any response to that notice?

YES NO ENCLOSED COPY TO FOLLOW

REMINDER

Copies of any relevant documents should be supplied with this form, e.g. memorandum and articles of association of the company, share or membership certificate, management accounts for the last 3 years, copy of any regulations made either by the landlord or the company additional to the rules contained in the lease, name and address of the secretary and treasurer of the company, and copies of any notices served upon the seller under sections 18-30 the Landlord and Tenant ACT 1987, the Leasehold Reform Act 1967 or the Leasehold Reform Housing and Urban Development Act 1993.

Signature

Date

Signature

Date