

# New Vendor Questionnaire

## Thank you!

Thank you for taking the time to complete this form. Answering the following questions helps us to deal with common property queries from potential buyers more effectively. If anything changes after you fill in this questionnaire, but before the sale is completed, you must tell us immediately. This is as important as giving the right answers in the first place.

## About this form

### To 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 with appropriate powers) or be selling in some other capacity. The form should be completed as though the questions are being answered by the owner.

This form runs in line with the Consumer Protection from Unfair Trading Regulations 2008 and must be completed as accurately as possible. Under the Consumer Protection from Unfair Trading Regulations 2008 both seller and agent must disclose anything, within their knowledge, that would affect the transactional decision of the average consumer.

The purpose of this form is to help sellers and agents understand the types of details that should be disclosed if known. However it should not be considered exhaustive and as such anything material not included on the form that you feel would affect the decision of the average buyer should also be disclosed to potential purchasers.

If you are found to be in breach of the Consumer Protection from Unfair Trading Regulations 2008 then you could face both an unlimited fine and/or imprisonment of up to two years.

The information provided within this form should only relate to the period during which you owned the property. If there is any material information prior to your ownership that you are aware of there is an 'additional information' section at the end of the form.

## Property to be sold

Throughout this form this property may be referred to as 'the property', 'this property' or 'your property'.

Address: ..... Town: .....

..... County: .....

Postcode: .....

## What is the tenure of the property?

Freehold  Leasehold  Unknown

## 1. Length of Ownership

When did you become the legal owner of this property? Month: ..... Year: .....



## 2. Tax

Which Council Tax band does this property fall within? .....

## 3. Parking

What parking arrangements are there?

|                 |                          |           |                          |                         |                          |
|-----------------|--------------------------|-----------|--------------------------|-------------------------|--------------------------|
| Garage          | <input type="checkbox"/> | On Street | <input type="checkbox"/> | Allocated Parking Space | <input type="checkbox"/> |
| Resident Permit | <input type="checkbox"/> | Driveway  | <input type="checkbox"/> | None                    | <input type="checkbox"/> |

## 4. Building Restrictions/Conditions

a. Is your property a listed building? Yes  No  Don't know  If yes, please state the grade of the property: .....

b. Is your property in a designated conservation area? Yes  No  Don't know

c. Is the planned HS2 rail link or construction of any other major infrastructure to pass within one mile of this property? Yes  No  Don't know

## 5. Changes to the Property

a. Have there been any structural alterations; additions or extensions to the property? Yes  No  Don't know  If yes, please outline the nature of the work: .....

If you answered 'No' to question 5(a) please continue to 5(g)

b. Was building regulations approval obtained? Yes  No  Don't know

c. Was planning permission obtained? Yes  No  Don't know

d. Was a completion certificated obtained? Yes  No  Don't know

e. Was a listed building consent obtained? Yes  No  Don't know

f. If you answered 'No' to one or more of the questions (b) to (e) outline the reason(s) why: .....

If you answered 'Yes' the relevant documents will be required by the purchasers. You should give these to your solicitor as soon as possible.

g. Has the property had replacement windows, doors, patio doors or double glazing installed? Yes [ ] No [ ] Don't know [ ]

If 'No' or 'Don't know' continue to (j).

h. Are they the same shape and type as the ones they replaced? Yes [ ] No [ ] Don't know [ ]

i. Outline what changes were made and give an approximate date of when each alteration was completed.

Change: ..... Date: .....  
.....

Change: ..... Date: .....  
.....

j. Has there been a major repair or replacement to any part of the roof since you purchased the property? Yes [ ] No [ ] Don't know [ ]

6. Utilities/Services

a. Is there central/partial central heating in the property? Yes [ ] No [ ] Don't know [ ]

If 'Yes' please give details of the type of central heating: .....

b. When was the central/partial central heating system installed? Month: [ ] Year: [ ]

c. Is there a maintenance contract in place for the central/partial central heating system? Yes [ ] No [ ] Don't know [ ]

d. Has the primary heating system in your property been serviced? Yes [ ] No [ ] Don't know [ ] If yes, when was the heating system serviced: .....

e. Has the electrical wiring in your property been checked? Yes [ ] No [ ] Don't know [ ] If yes, when was the electrical wiring checked: .....



f. Please indicate which services are connected to the property

| Service                             | Connected (Yes, No or date to be connected) |                          |    |                          |  |
|-------------------------------------|---|--------------------------|----|--------------------------|--|
| Electricity:                        | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> | Date to be connected: <input type="text"/> |
| Gas:                                | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> | Date to be connected: <input type="text"/> |
| Liquid Petroleum Gas (LPG):         | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> | Date to be connected: <input type="text"/> |
| Water main or private water supply: | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> | Date to be connected: <input type="text"/> |
| Drainage to public sewer:           | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> | Date to be connected: <input type="text"/> |
| Septic tank:                        | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> | Date to be connected: <input type="text"/> |
| Cesspool:                           | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> | Date to be connected: <input type="text"/> |
| Telephone:                          | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> | Date to be connected: <input type="text"/> |
| Cable TV or Satellite:              | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> | Date to be connected: <input type="text"/> |
| Broadband                           | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> | Date to be connected: <input type="text"/> |
| Other:                              | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> | Date to be connected: <input type="text"/> |

Other services includes renewable technologies.

g. If you have a septic tank or cesspool, do you have a maintenance contract in place?    Yes     No     Don't know

## 7. Boundaries/Access

a. Have you had a dispute with your neighbour at the property which has been resolved or is ongoing?    Yes     No     Don't know     If yes, please provide details: ....  
 .....

b. Have any of the boundaries of your property been altered within the last 10 years?    Yes     No     Don't know     If yes, please provide details: ....  
 .....

c. Is there a current application to alter the boundaries of your property?    Yes     No     Don't know     If yes, please provide details: ....  
 .....

d. Do you have right of access through any neighbouring homes, buildings or land?    Yes     No     Don't know     If yes, please provide details: ....  
 .....



e. Do any neighbours have the right of access through any part of your house, buildings or land? Yes  No  Don't know  If yes, please provide details: ....

f. Is there a public right of way through and/or across your house, buildings or land? Yes  No  Don't know  If yes, please provide details: ....

### 8. Energy Performance Certificate (EPC)

a. Does your property have an EPC, which has been undertaken within the last 10 years? Yes  No  Don't know

If you have a EPC you will need to give a copy to your estate agent. If you do not have an EPC you will need to get one for your property.

### 9. Specialist Issues

a. Has there ever been any preventative work for dry rot, wet rot or damp carried out at your property? Yes  No  Don't know  If yes, please provide details: ....

b. Has there ever been any preventative treatment for dry rot, wet rot or damp carried out at your property? Yes  No  Don't know  If yes, please provide details: ....

c. Does any part of your property contain Asbestos? Yes  No  Don't know  If yes, please provide details: ....

d. Has Japanese Knotweed ever grown within the property boundary or close vicinity? Yes  No  Don't know  If yes, please provide details: ....

e. Has the property ever been subject to subsidence? Yes  No  Don't know  If yes, please provide details: ....

### 10. Guarantees

a. Are there any guarantees or warranties relating to this property?

National House Building Council (NHBC): Yes  No  Don't know

Roofing work: Yes  No  Don't know



|   |     |                          |    |                          |            |                          |                                      |
|---|-----|--------------------------|----|--------------------------|------------|--------------------------|--------------------------------------|
| Damp/rot prevention or treatment work:  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Don't know | <input type="checkbox"/> |                                      |
| Central heating and/or plumbing work:   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Don't know | <input type="checkbox"/> |                                      |
| Electrical work:  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Don't know | <input type="checkbox"/> |                                      |
| Preventative work/remedial action relating to subsidence:                                 | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Don't know | <input type="checkbox"/> |                                      |
| Other:  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Don't know | <input type="checkbox"/> |                                      |
| b. Are there any outstanding claims or current applications relating to any of the above? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Don't know | <input type="checkbox"/> | If yes, please provide details: .... |

.....

### 11. Notices Which Affect the Property

Have you received, within the last three years any of the following notices?

|   |     |                          |    |                          |            |                          |  |
|---|-----|--------------------------|----|--------------------------|------------|--------------------------|--|
| The owner of a neighbouring property has made a planning application?                         | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Don't know | <input type="checkbox"/> |  |
| Any planning application, that could affect the property or the views?                        | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Don't know | <input type="checkbox"/> |  |
| Notice informing you that maintenance, repairs or improvements are required to your property? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Don't know | <input type="checkbox"/> |  |
| Other:  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Don't know | <input type="checkbox"/> |  |

You will need to provide details of any notices you are aware of to your solicitor or estate agent.

### 12. Other Issues Affecting the Property

|  |     |                          |    |                          |            |                          |   |
|--|-----|--------------------------|----|--------------------------|------------|--------------------------|---|
| a. Has the property been damaged as a result of a storm or fire since you have owned it? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Don't know | <input type="checkbox"/> | If yes, please provide details and advise whether there are any outstanding claims: ..... |
|--|-----|--------------------------|----|--------------------------|------------|--------------------------|---|

.....

b. Has there been any flooding at the property since you have owned it? Yes  No  Don't know  If yes, please provide details: ....

c. Is the property subject to any excessive noise or disturbance that a potential purchaser should be aware of? Yes  No  Don't know  If yes, please provide details: ....

d. Is the property subject to a Green Deal loan or another financed home improvement scheme? Yes  No  Don't know  If yes, please provide details including any outstanding payments for the renewable devices and any feed in tariffs: .....

e. Have there been any failed purchase transactions on the property within the last 12 months? Yes  No  Don't know  If yes, please provide details: ....

Go to section 14 if Freehold Property with no communal areas.

### 13. Leasehold Property

The answers to question 13 should be contained within your lease agreement. Alternatively, the information will be contained within invoices, statements or notifications received from the freehold (landlord) and/or managing agent.

Please Note: All leaseholders should have their own copy of the lease, although this may be held by the mortgage lender or conveyancer who handled the purchase.

If the lease is new and has not yet been granted, please answer the questions based on the draft terms of the lease. The fact that the lease is in draft form it will need to be declared to potential purchasers. Contact your agent if you have any queries regarding the following questions.

a. How long is left on the lease for the property? Month: ..... Year: .....

b. To whom or to which organisation do you pay ground rent? .....

c. How much is your current annual ground rent? £ .....

d. To whom or to which organisation do you pay service charges? .....

e. How much is your current annual service charge? £ .....



f. Are you required to contribute to the cost of repairs of a shared drive, private road, boundary or garden area, not already covered within the ground rent or service charge? Yes  No  Don't know  If yes, please provide details: ....

.....

If you answered 'Yes', how much are these additional charges? £ .....

g. Are you required to contribute to the cost of repairs to the roof, common stairwell or other common areas, not already covered within the ground rent or service charges? Yes  No  Don't know  If yes, please provide details: ....

.....

If you answered 'Yes', how much are these additional charges? £ .....

h. Is there any planned or ongoing major work to this property or the building it's contained within? Yes  No  Don't know  If yes, please provide details: ....

.....

If you answered 'Yes', how much is the expected cost which the owner of this property will need to pay? £ .....

i. Is there a general buildings insurance policy in place? Yes  No  Don't know  If yes, please provide details: ....

.....

If you answered 'Yes', how much is the expected cost which the owner of this property will need to pay? £ .....

j. Does the lease prevent you from sub-letting? Yes  No  Don't know  If yes, please provide details: ....

.....

k. Is the property subject to event fees, such as a charge when selling the property? Yes  No  Don't know  If yes, please provide details: ....

.....

l. Are there any other charges, not already covered, which this property is subject to on a regular/periodic basis? Yes  No  Don't know  If yes, please provide details: ....

.....

m. Does the lease prevent you from keeping pets? Yes  No  Don't know  If yes, please provide details: ....

.....





n. Do you have access to a communal garden or similar? Yes  No  Don't know  If yes, please provide details: ....

o. Leases often permit or prevent certain types of activity relating to the use of the property. 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  If yes, please provide details: ....

p. Is there a property manager/agent for the building? Yes  No  Don't know  If yes, please provide details: ....

14. Additional Information

a. Are you aware of any covenants, which have not been covered within this form? Yes  No  Don't know  If yes, please provide details: ....

b. Are you aware of any other material issues or information which relates to the property or has anything occurred which may affect the average consumer's transactional decision. Please describe the issue and any action that has been taken, if applicable (Disclosure required under the Consumer Protection from Unfair Trading Regulations 2008).

.....  
.....  
.....  
.....

I/we hereby declare that as the owner (or owner's representative) of this property, I/we have completed this form to the best of my/our knowledge and understand that if I/we have intentionally misled or omitted any information, which may affect the average consumer's transaction decision, I/we may be liable for prosecution under the Consumer Protection from Unfair Trading Regulations 2008.

Print Name: ..... Print Name: .....

Signed: ..... Signed: .....

Date: ..... Date: .....

