



Sale Ready  
Pack

LAURUS

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# Hello!

Thank you for choosing Laurus to guide you through the process of becoming Sale Ready.

We understand that selling a property can be a stressful time, particularly with the worry that some way through the process there is a chance of the sale falling through.

It is a genuine concern to have and you are not alone. With nearly a third of all property transactions in the UK falling through before exchange of contracts, we developed the Sale Ready pack to reduce any uncertainty caused by delay and place you in the best position for a successful sale.

# Get Sale Ready

Our clients who become Sale Ready are proven to shave weeks off of the conveyancing process. We make sure all the relevant paperwork and checks are organised and in place for a faster transaction.

## **BY BECOMING SALE READY WE ARE ABLE TO;**

- Reduce the time it takes to issue a full draft contract pack to the buyers' solicitor - enabling them to get to work immediately.
- Reduce the number of enquiries that the buyer will need to raise before exchange.
- Anticipate answers to enquiries from the buyer in advance.
- Discover and overcome any obstacles early without delaying the sale.
- Equip your estate agent with the knowledge that you are a highly motivated seller.
- Help defend your sale price.

## **WE ARE HERE TO HELP YOU.**

Throughout this pack there are a number of forms to fill in and questions to answer. The forms have been created digitally so there is no need to print this document - simply fill in each section and then save the document.

If you have any questions about completing this questionnaire, or the documents we need, please call us on **020 3146 6300**.

# When you have finished

Please check your responses carefully, then save and return this pack to us by email.

If you have any additional documents to include with your answers such as Gas Safe certificates or building works guarantees – please scan and attach the accompanying documents to the email alongside this pack.

If you would like to post documentation to us, please send via recorded delivery to:

**Laurus**  
**Property Dept.**  
**Laurus**  
**30 Dukes Place**  
**London EC3A 7LP**

# Your Identification Documents

This form advises you how to provide your identification documents to us.



Money laundering regulations require us to verify the identity of all our clients.

You **must provide us** with **originals or certified copies** of **THREE items**:

**ONE** form of **identification** and **TWO** forms of **proof of address**.

## What you need to do

To achieve this, please enter your name and address below, read and complete sections A, B and C.

## We are here to help you

If you have any questions about completing this form, or the documents we need, please **call us on 020 3146 6300**.

## CONTENTS

**A** Verify your identity

**B** Verify your permanent residential address

**C** How to certify copies

**Your Full Name**

**Your Address**

# LAURUS

020 3146 6300  
hello@lauruslaw.co.uk

**Our Reference:**

# A. Verify your identity

---

**You must provide original or certified copies of any ONE of the following documents:**

Forms of Identification	Tick if enclosed
Current signed passport	<input type="radio"/>
Birth Certificate	<input type="radio"/>
Current photo card driver's licence	<input type="radio"/>
Current EEA member state identity card	<input type="radio"/>
Current identity card issued by the Electoral Office for NI	<input type="radio"/>
Residence permit issued by the Home Office	<input type="radio"/>
Firearms certificate or shotgun licence	<input type="radio"/>
Photographic registration cards for self-employed	
Individuals / partnerships in the construction industry	

**Certified copies MUST be valid, clearly legible and have been certified within the last six months, each showing the following:**

Key Information	Check each item is visible
Name	<input checked="" type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/>
Photograph which is a true and clear resemblance	<input checked="" type="checkbox"/>
Signature	<input checked="" type="checkbox"/>
Client's nationality	<input checked="" type="checkbox"/>
Document identification number	<input checked="" type="checkbox"/>
Expiry date (where applicable)	<input checked="" type="checkbox"/>

**To avoid delay, any COPIES MUST BE CERTIFIED as in Section C.**

## B. Verify your permanent residential address

**To verify your permanent residential address, you must provide the originals or certified copies of any TWO of the following documents:**

Identification document	Tick if enclosed	How many?
Council tax bill (current year)	<input type="radio"/>	
Utility bill or statement (from the last three months)	<input type="radio"/>	
A cheque or electronic transfer, drawn on an account in the name of the client, with a credit or financial institution regulated for the purposes of money laundering	<input type="radio"/>	
Bank, building society or credit union statement or passbook, containing current address (from the last three months)	<input type="radio"/>	
Entry in a (current) local or national telephone directory confirming name and address	<input type="radio"/>	
Confirmation from an electoral register that a person of that name lives at that address	<input type="radio"/>	
A recent original mortgage statement from a recognised lender	<input type="radio"/>	
Solicitor's letter confirming recent house purchase or land registry confirmation of address		
Local council or housing association rent card or tenancy agreement		
HMRC self-assessment statement or tax demand		
House or motor insurance certificate		
Statement from a member of the firm or other person in the regulated sector who has known the client for a number of years attesting to their identity (bear in mind that you may be unable to contact this person to give an assurance supporting that statement at a later date)		

**You MUST ensure that the original or certified copy clearly displays the following information:**

Key Information	Check each is visible on the above documents
Name	<input checked="" type="checkbox"/>
Address	<input checked="" type="checkbox"/>
Document reference number	<input checked="" type="checkbox"/>

**To avoid delay, any COPIES MUST BE CERTIFIED as in Section C.**

# C. How to certify copies

---

## Who can certify copies of a document

**Copies of documents must be 'certified' by a serving professional person or someone well-respected in your community ('of good standing'), such as a:**

- Bank or Building Society official
- Councillor or Government official
- Minister of Religion
- Practising medical Doctor or Dentist
- Chartered Accountant
- Solicitor/Lawyer or Notary
- Police Officer, Teacher or Lecturer

**The certifier MUST be independent of the individual for whom the certification is being provided.** They cannot be a family member, or living at the same address, or in a relationship, or associated in any way with the individual's matter. We reserve the right to seek additional proof of identity.

## Requirement

**The certifier should attach the following statement and information to EACH copy document:**

*I certify (i) this to be a true copy of the original seen by me and (ii) I have met this individual and confirm that any photo reproduced is a true likeness of them.*

Certifier's signature	✓
The Date	✓
Certifier's name printed under the signature	✓
Their occupation	✓
Their address (inc postcode)	✓
Their telephone number	✓

**Please check all items carefully and return to us.**

# Client Information Form

This sale and purchase questionnaire will help you provide all the basic information we need to start work.



## We are here to help you

If you have any questions about completing this questionnaire, or the documents we need, please **call us on 020 3146 6300**.

## For a quick start

Please complete all relevant sections clearly and to the best of your ability and **notify us of any changes** to your replies which may occur during the course of the transaction.

Where there are circles, please tick:

## When you have finished

Please check your responses carefully, then sign and return this form to us, with any necessary documents **as soon as possible**.

If you are submitting this form electronically, please attach the accompanying documents.

## CONTENTS

1. About You
2. Your Sale
3. Your Purchase
4. Surplus Proceeds
5. Checklist & Signatures

# LAURUS

020 3146 6300  
hello@lauruslaw.co.uk

Our Reference:

# 1. About You

---

## First Client

Full Names

---

Former Names

---

(Provide evidence of any change of name, i.e. original marriage certificate, or original Change of Name Deed)

## Correspondence Address

Address

---

Address

---

Town

---

Postcode

---

Work Tel

---

Home Tel

---

Mobile

---

Email

---

Occupation

---

Date of Birth

---

Marital Status

---

National Insurance Number or Company UTRN (if buying on behalf of a company)

NI / UTRN

---

Have you made a Will?  Yes  No

If yes, date of Will

---

Do you have an Enduring or Lasting Power of Attorney?  Yes  No

**Previous Addresses in the last 12 months** (including start and end dates of residency)

Address

---

Address

---

Town

---

Postcode

---

Start Date

---

End Date

---

## Second Client (if applicable)

Full Names

---

Former Names

---

Address

---

Address

---

Town

---

Postcode

---

Work Tel

---

Home Tel

---

Mobile

---

Email

---

Occupation

---

Date of Birth

---

Marital Status

---

National Insurance Number or Company UTRN (if buying on behalf of a company)

NI / UTRN

---

Have you made a Will?  Yes  No

If yes, date of Will

---

Do you have an Enduring or Lasting Power of Attorney?  Yes  No

# ... 1. About You

---

## Bankruptcy

Have you/either of you/any of you ever been made bankrupt?

Yes  No

If Yes, please give the date

---

and, if more than one buyer, please specify which of you was made bankrupt

---

## Proposed Time-scales

Has any deadline date for Exchange of Contracts and/or Completion been imposed?

Yes  No

If Yes, please give the date for:

Exchange

---

Completion

---

Whilst we are unable to promise or fix a date at present we will work with you to achieve a satisfactory date.

## Contacting you after Completion

If known, please give your address and telephone number where we can contact you after completion.

Address

---

---

---

Postcode

---

Telephone

---

**All Clients:** Please sign and date on Page 12

**How did you hear about us?**

---

## 2. Your Sale

---

### About Your Sale

Full address of property to be Sold

---

---

---

Postcode

---

Name of Buyer(s)

---

Estate Agents for the Property to be Sold

---

Estate Agent's Telephone Number

---

Sale Price £

---

Price for any fixtures and fittings (if any) £

---

### Your Estate Agent's Fee

Please specify any fixed fee (excluding VAT) here £

---

Or advise the percentage of sale price agreed, here%

---

Please confirm that we are authorised to pay the above fee to the Estate Agent upon completion on your behalf, in the usual way.  Yes  No

### Your Deeds

**If you hold ANY deeds or documents** (whether originals or copies) and/or any planning permissions or building regulation approvals (or copies), please **forward them to us straight away\***.

If you have no mortgage, please tick one option:

I / we hold the deeds and they are enclosed\*

I / we will ourselves arrange for the deeds to be sent to you without delay\*

*\*If you are sending original deeds to us, please ensure that they are sent to us by Special Delivery.*

## ... 2. Your Sale

---

### Mortgage(s) or Charge(s) on the Property being sold

Please complete this section if you have any form of mortgage or loan which is secured against your home.

If not, please mark this section with the words "Not applicable" and move to the next section.

Lender (Building Society / Bank) Name

---

Mortgage Account or Roll Number

---

Approximate Amount Owing (including any redemption penalty) £

---

NOTE: It is important that you check with your present lender(s) whether there are any financial redemption (repayment) penalties which they may impose.

Are you aware of any penalty?  Yes  No

**If Yes**, please specify amount

---

If the penalty will expire in the reasonably near future please specify the expiry date

---

Do you wish to postpone completion of this sale until after the penalty expiry date?  Yes

Please tick one option.

No: I / We accept that the penalty must be paid on redemption.

No: I / We are buying a new property with the aid of a new mortgage from our existing Lender and we believe the penalty will be waived and not be required to be paid.

---

If there is more than one mortgage on the property to be sold, please provide details for all mortgages.

*If you need more space, please continue on a separate sheet.*

# 3. Your Purchase

---

## About Your Purchase

Property type

House

Flat

Maisonette

Full address of property to be Purchased

---

---

---

Postcode

---

Name of Buyer(s)

---

Estate Agents for the Property to be Purchased

---

Estate Agent's Telephone number

---

Sale Price £

---

Price for any fixtures and fittings (if any) £

---

Amount already paid (if any) as a preliminary deposit/reservation fee to the Estate Agents or Seller £

---

Amount available for use as deposit on exchange of contracts (where there is no related sale transaction) £

---

## Source of Funds

Current financial regulations oblige us to verify the source of any material payment coming to us from a client. We appreciate that you may find the following questions intrusive, but we have no alternative but to comply with the regulations.

Please confirm where the funds for the deposit and any balance you will be providing to purchase the property are being held, in whose name and also provide us with evidence (e.g. copy bank statements, bonds or share certificates being sold etc.)

1. Where are the funds being held?

---

in whose name are they held?

---

2. Where are the funds being held?

---

in whose name are they held?

---

3. Where are the funds being held?

---

in whose name are they held?

---

*If you need more space, please continue on a separate sheet.*

## ... 3. Your Purchase

---

Please provide details of how the funds have been accrued  
(i.e. the origin of the funds / how they were raised)

---

If you are receiving assistance with the deposit / purchase (for example from a family member or friend) please confirm the following information

Name

---

Relationship to you

---

Address

---

---

---

Postcode

---

Amount being given

£

---

If this a gift or a loan?

Gift  Loan

**Please Note:** Due to the requirements of UK Money Laundering regulations and any mortgage lender assisting you with the purchase, we are required to contact this person directly to obtain evidence of their identity and the source of their funds. We are also obliged to give any proposed mortgage lender full details of any assistance you are receiving towards the deposit / purchase.

Will you be putting funds currently in a 'Help to Buy' ISA towards the completion of your purchase?

Yes  No

### Remortgage

Do you have a related remortgage to release funds for your purchase?

Yes  No

If Yes, please confirm the property address

---

---

Postcode

---

Are we / or will we be acting for you on the related remortgage?

Yes  No

If No, please confirm who is acting for you

---

# ... 3. Your Purchase

---

## Occupiers

APART from YOU (the proposed owners), will anyone else aged 17 or over be living with you at the Property to be purchased? If so please complete and enter the details for each person below.

Full Names	Age	Relationship <small>(Spouse/Relative/Friend/Tenant/Paying Guest)</small>
_____	_____	_____
_____	_____	_____
_____	_____	_____

If there will be nobody living with you (other than your children aged 16 or under) please enter **NONE**.

**Please Note:** If you are to have a mortgage, it will be a condition of the loan that any 'occupier' named will be asked to sign a form by which the occupier concedes to your Lender that the Lender's rights in the Property under the terms of the mortgage rank in front of the rights (if any) of the occupier. We will write on behalf of the Lender direct to the occupier(s) on this point in due course.

## Personal Occupation of the Property

Please confirm if YOU will occupy the WHOLE of the property as your main residence upon completion of the purchase.  Yes  No

## Occupation by Third Parties

If you will NOT occupy the WHOLE of the property as your main residence upon completion, please confirm your proposed use of the Property.  Second Home  
 Letting of Whole  
 Letting of Part  
 Other (specify below)

*Please tick one option.*

## Alterations and Additions to the Property

Are you aware if any structural alterations or extensions have been made to the property that you are buying?  Yes  No

If Yes, please briefly describe those alterations

---

## ... 3. Your Purchase

---

### Mortgage(s) or Charge(s) on the Purchase

If you will NOT be taking out a mortgage on the property in favour of a Lender (Building Society or Bank) please write NONE.

If you DO require a mortgage, please state the name of the proposed lender and the amount of the loan requested.

Lender 1 (Building Society / Bank Name)

---

Amount of Loan

£

---

If you plan to borrow from two lenders who will both require a mortgage or charge on the property, please add details of the second lender and the amount.

Lender 2 (Building Society / Bank Name)

---

Amount of Loan

£

---

If you have employed the services of an Independent Financial Advisor or Mortgage Broker in arranging a mortgage, please complete the following.

IFA / Broker Name

---

Telephone

---

Email

---

### Stamp Duty Land Tax

Please confirm how many interests in residential property you will each own, immediately after completion of your purchase.

First Client

One  More than one property

Second Client (if applicable)

One  More than one property

Will you be replacing your main residence?

Yes  No

Do you intend to claim First Time Buyer Relief?

Yes  No

**If Yes**, please sign declaration on page 10.

# ... 3. Your Purchase

---

## First Time Buyer - SDLT Declaration

If you are applying for the First Time Buyer Stamp Duty Land Tax Relief, please declare as follows.

I \_\_\_\_\_ of \_\_\_\_\_ intend to purchase the property ( " the Property " ) briefly known as \_\_\_\_\_ and declare as follows:

1. The Property is a residential dwelling, defined as a building or part of a building that is used or suitable for use as a residential dwelling, or is in the process of being constructed or adapted for use as a residential dwelling
2. I/We intend to occupy the whole of the Property as my/our only or main residence. I/We have no intention to let the Property to tenants or take in paying guests/lodgers.
3. This transaction is not linked with any other acquisition for the purposes of Stamp Duty Land Tax calculation.
4. The price for the Property including funds for fixtures and fittings does not exceed £500,000 and I/we accept that the Relief does not extend to tax payable on rent, if any.
5. I/We have never, either alone or with others, previously acquired a major interest (i.e. a freehold or leasehold with over 21 years to run) in land in the UK which includes residential property, or an equivalent interest in land situated anywhere in the world. Equally, no financial institution has acquired such an interest on my/our behalf under an alternative finance scheme as referred to in Section 71A-73 of the Finance Act 2003.

---

Client Name

---

Signed

---

Date

---

# 4. Surplus Proceeds

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## Destination of Surplus Proceeds

Any surplus proceeds (i.e. the surplus after payment of any mortgage, fees etc) will be transferred direct to your bank account. Therefore please insert your relevant bank account details below.

*I understand and agree that a Telegraphic Transfer administrative charge of £15.00 plus VAT will be payable and will be deducted from the funds to be forwarded.*

Bank Name

---

Bank Address

---

---

Bank Sort Code

---

Account Number

---

Account Name

---

# 5. Checklist & Signatures

---

**The following documents must be returned to us IN EVERY CASE**

	Sending now To follow
This Property Information Questionnaire signed by ALL proposed owners	<input type="radio"/> <input type="radio"/>
The identity documents requested	<input type="radio"/> <input type="radio"/>
The funds requested on account	<input type="radio"/> <input type="radio"/>
Bank statements relating to your proof of funds (if buying)	<input type="radio"/> <input type="radio"/>

**For the sale of your current property, please also provide**

	Sending now To follow
ALL the Deeds and Documents relating to the property	<input type="radio"/> <input type="radio"/>
The Property Information Form fully completed and signed	<input type="radio"/> <input type="radio"/>
The Leasehold Information Form if the property being sold is leasehold	<input type="radio"/> <input type="radio"/>
The Fittings and Contents Form completed and signed	<input type="radio"/> <input type="radio"/>
Any documents required as a result of a Change of Name (if applicable)	<input type="radio"/> <input type="radio"/>

**All clients must sign and date below**

Signed	Date
Signed	Date

# Law Society Property Information Form (4th edition)

**Address of the property**

Postcode

**Full names of the seller**

**Seller's solicitor**  
Name of solicitor's firm

Laurus

**Address**

30 Dukes Place  
London EC3A 7LP  
  
DX 124408 London/City

**Email**

info@lauruslaw.co.uk

**Reference number**

---

## About this form

This form is completed by the seller to supply the detailed information and documents which may be relied upon for the conveyancing process.

## Definitions

- z 'Seller' means all sellers together where the property is owned by more than one person.
- z 'Buyer' means all buyers together where the property is being bought by more than one person.
- z 'Property' includes all buildings and land within its boundaries.

## Instructions to the seller

- z The answers should be prepared by the person or persons who are named as owner on the deeds or Land Registry title or by the owner's legal representative(s) if selling under a power of attorney or grant of probate or representation. If there is more than one seller, you should prepare the answers together or, if only one seller prepares the form, the other(s) should check the answers given and all sellers should sign the form.
- z If you do not know the answer to any question, you must say so. If you are unsure of the meaning of any questions or answers, please ask your solicitor. Completing this form is not mandatory, but omissions or delay in providing some information may delay the sale.
- z If you later become aware of any information which would alter any replies you have given, you must inform your solicitor immediately. This is as important as giving the right answers in the first place. Do not change any arrangements concerning the property with anyone (such as a tenant or neighbour) without first consulting your solicitor.
- z It is very important that your answers are accurate. If you give incorrect or incomplete information to the buyer (on this form or otherwise in writing or in conversation, whether through your estate agent or solicitor or directly to the buyer), the buyer may make a claim for compensation from you or refuse to complete the purchase.
- z You should answer the questions based upon information known to you (or, in the case of legal representatives, you or the owner). You are not expected to have expert knowledge of legal or technical matters, or matters that occurred prior to your ownership of the property.
- z Please give your solicitor any letters, agreements or other papers which help answer the questions. If you are aware of any which you are not supplying with the answers, tell your solicitor. If you do not have any documentation you may need to obtain copies at your own expense. Also pass to your solicitor any notices you have received concerning the property and any which arrive at any time before completion of the sale.

## Instructions to the buyer

- z If the seller gives you, separately from this form, any information concerning the property (in writing or in conversation, whether through an estate agent or solicitor or directly to you) on which you wish to rely when buying the property, you should tell your solicitor.
- z You are entitled to rely on the replies given to enquiries but in relation to the physical condition of the property, the replies should not be treated as a substitute for undertaking your own survey or making your own independent enquiries, which you are recommended to do.
- z The seller is only obliged to give answers based on their own information. They may not have knowledge of legal or technical matters. You should not expect the seller to have knowledge of, or give information about, matters prior to their ownership of the property.

# 1. Boundaries

If the property is leasehold this section, or parts of it, may not apply.

1.1 Looking towards the property from the road, who owns or accepts responsibility to maintain or repair the boundary features:

- |                            |                                 |                                    |
|----------------------------|---------------------------------|------------------------------------|
| (a) on the left?<br>_____  | <input type="checkbox"/> Seller | <input type="checkbox"/> Neighbour |
|                            | <input type="checkbox"/> Shared | <input type="checkbox"/> Not known |
| (b) on the right?<br>_____ | <input type="checkbox"/> Seller | <input type="checkbox"/> Neighbour |
|                            | <input type="checkbox"/> Shared | <input type="checkbox"/> Not known |
| (c) at the rear?<br>_____  | <input type="checkbox"/> Seller | <input type="checkbox"/> Neighbour |
|                            | <input type="checkbox"/> Shared | <input type="checkbox"/> Not known |
| (d) at the front?<br>_____ | <input type="checkbox"/> Seller | <input type="checkbox"/> Neighbour |
|                            | <input type="checkbox"/> Shared | <input type="checkbox"/> Not known |

1.2 If the boundaries are irregular please indicate ownership by written description or by reference to a plan:

1.3 Is the seller aware of any boundary feature having been moved in the last 10 years or during the seller's period of ownership if longer? If Yes, please give details:

Yes       No

1.4 During the seller's ownership, has any adjacent land or property been purchased by the seller? If Yes, please give details:

Yes       No

1.5 Does any part of the property or any building on the property overhang, or project under, the boundary of the neighbouring property or road, for example cellars under the pavement, overhanging eaves or covered walkways? If Yes, please give details:

Yes  No

1.6 Has any notice been received under the Party Wall etc. Act 1996 in respect of any shared/party boundaries? If Yes, please supply a copy, and give details of any works carried out or agreed:

Yes  No  
 Enclosed  To follow

## 2. Disputes and complaints

2.1 Have there been any disputes or complaints regarding this property or a property nearby? If Yes, please give details:

Yes  No

2.2 Is the seller aware of anything which might lead to a dispute about the property or a property nearby? If Yes, please give details:

Yes  No

## 3. Notices and proposals

3.1 Have any notices or correspondence been received or sent (e.g. from or to a neighbour, council or government department), or any negotiations or discussions taken place, which affect the property or a property nearby? If Yes, please give details:

Yes  No

**3.2 Is the seller aware of any proposals to develop property or land nearby, or of any proposals to make alterations to buildings nearby?**

Yes  No

If Yes, please give details:

## 4. Alterations, planning and building control

**Note to seller:** All relevant approvals and supporting paperwork referred to in section 4 of this form, such as listed building consents, planning permissions, Building Regulations consents and completion certificates should be provided. If the seller has had works carried out the seller should produce the documentation authorising this. Copies may be obtained from the relevant local authority website. Competent Persons Certificates may be obtained from the contractor or the scheme provider (e.g. FENSA or Gas Safe Register). Further information about Competent Persons Certificates can be found at: <https://www.gov.uk/guidance/competent-person-scheme-current-schemes-and-how-schemes-are-authorised>

**Note to buyer:** If any alterations or improvements have been made since the property was last valued for council tax, the sale of the property may trigger a revaluation. This may mean that following completion of the sale, the property will be put into a higher council tax band. Further information about council tax valuation can be found at:

<http://www.gov.uk/government/organisations/valuation-office-agency>

**4.1 Have any of the following changes been made to the whole or any part of the property (including the garden)?**

(a) Building works (e.g. extension, loft or garage conversion, removal of internal walls). If Yes, please give details including dates of all work undertaken:

Yes  No

(b) Change of use (e.g. from an office to a residence)

Yes  No  
 Year

(c) Installation of replacement windows, roof windows, roof lights, glazed doors since 1 April 2002

Yes  No  
 Year

(d) Addition of a conservatory

Yes  No  
 Year

**4.2 If Yes to any of the questions in 4.1 and if the work was undertaken during the seller's ownership of the property:**

(a) please supply copies of the planning permissions, Building Regulations approvals and Completion Certificates, OR:

(b) if none were required, please explain why these were not required – e.g. permitted development rights applied or the work was exempt from Building Regulations:

Further information about permitted development can be found at:

<https://www.planningportal.co.uk/info/200126/applications>

**4.3 Are any of the works disclosed in 4.1 above unfinished? If Yes, please give details:**

Yes  No

**4.4 Is the seller aware of any breaches of planning permission conditions or Building Regulations consent conditions, unfinished work or work that does not have all necessary consents? If Yes, please give details:**

Yes  No

**4.5 Are there any planning or building control issues to resolve? If Yes, please give details:**

Yes  No

**4.6 Have solar panels been installed?**

Yes  No

If Yes:

(a) In what year were the solar panels installed?

Year

(b) Are the solar panels owned outright?

Yes  No

(c) Has a long lease of the roof/air space been granted to a solar panel provider? If Yes, please supply copies of the relevant documents e.g. copies of electricity bills for feed in tariffs.

Yes  No  
 Enclosed  To follow

**4.7 Is the property or any part of it:**

(a) a listed building?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Not known	

(b) in a conservation area?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Not known	

If Yes, please supply copies of any relevant documents.

<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow
-----------------------------------	------------------------------------

**4.8 Are any of the trees on the property subject to a Tree Preservation Order?**

If Yes:

(a) Have the terms of the Order been complied with?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Not known	

(b) Please supply a copy of any relevant documents.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Not known	

<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow
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**5. Guarantees and warranties**

**Note to seller:** All available guarantees, warranties and supporting paperwork should be supplied before exchange of contracts.

**Note to buyer:** Some guarantees only operate to protect the person who had the work carried out or may not be valid if their terms have been breached. You may wish to contact the company to establish whether it is still trading and if so, whether the terms of the guarantee will apply to you.

**5.1 Does the property benefit from any of the following guarantees or warranties?  
If Yes, please supply a copy.**

(a) New home warranty (e.g. NHBC or similar)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow

(b) Damp proofing

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow

(c) Timber treatment

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow

(d) Windows, roof lights, roof windows or glazed doors

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow

(e) Electrical work

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow

(f) Roofing

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow

(g) Central heating

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow

(h) Underpinning

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow

(i) Other (please state):

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow

**5.2 Have any claims been made under any of these guarantees or warranties? If Yes, please give details:**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

## 6. Insurance

**6.1 Does the seller insure the property?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

**6.2 If not, why not?**

**6.3 If the property is a flat, does the landlord insure the building?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

**6.4 Has any buildings insurance taken out by the seller ever been:**

(a) subject to an abnormal rise in premiums?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

(b) subject to high excesses?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

(c) subject to unusual conditions?

Yes  No

(d) refused?

Yes  No

**6.5 Has the seller made any buildings insurance claims?  
If Yes, please give details:**

Yes  No

## 7. Environmental matters

### Flooding

**Note:** Flooding may take a variety of forms: it may be seasonal or irregular or simply a one-off occurrence. The property does not need to be near a sea or river for flooding to occur. Further information about flooding can be found at:

[www.gov.uk/government/organisations/department-for-environment-food-rural-affairs](http://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs).

The flood risk check can be found at: [www.gov.uk/check-flood-risk](http://www.gov.uk/check-flood-risk).

**7.1 Has any part of the property (whether buildings or surrounding garden or land) ever been flooded?  
If Yes, please state when the flooding occurred and identify the parts that flooded:**

Yes  No

**If No to question 7.1 please continue to 7.3 and do not answer 7.2 below.**

**7.2 What type of flooding occurred?**

(a) Ground water

Yes  No

(b) Sewer flooding

Yes  No

(c) Surface water

Yes  No

(d) Coastal flooding

Yes  No

(e) River flooding

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

(f) Other (please state):

--

**7.3 Has a Flood Risk Report been prepared?  
If Yes, please supply a copy.**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow

Further information about the types of flooding and Flood Risk Reports can be found at: [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency).

### Radon

**Note:** Radon is a naturally occurring inert radioactive gas found in the ground. Some parts of England and Wales are more adversely affected by it than others. Remedial action is advised for properties with a test result above the 'recommended action level'. Further information about Radon can be found at: [www.gov.uk/government/organisations/public-health-england](http://www.gov.uk/government/organisations/public-health-england) and [www.publichealthwales.wales.nhs.uk](http://www.publichealthwales.wales.nhs.uk).

**7.4 Has a Radon test been carried out on the property?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

If Yes:

(a) please supply a copy of the report

<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow
-----------------------------------	------------------------------------

(b) was the test result below the 'recommended action level'?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

**7.5 Were any remedial measures undertaken on construction to reduce Radon gas levels in the property?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Not known	

### Energy efficiency

**Note:** An Energy Performance Certificate (EPC) is a document that gives information about a property's energy usage. Further information about EPCs can be found at: <https://www.gov.uk/buy-sell-your-home/energy-performance-certificates>

**7.6 Please supply a copy of the EPC for the property.**

<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow
<input type="checkbox"/> Already supplied	

**7.7 Have any installations in the property been financed under the Green Deal scheme? If Yes, please give details of all installations and supply a copy of your last electricity bill.**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow

Further information about the Green Deal can be found at:  
[www.gov.uk/green-deal-energy-saving-measures](http://www.gov.uk/green-deal-energy-saving-measures)

### Japanese knotweed

**Note:** Japanese knotweed is an invasive non-native plant that can cause damage to property if left untreated. The plant consists of visible above ground growth and an invisible rhizome (root) below ground in the soil. It can take several years to control and manage through a management and treatment plan and rhizomes may remain alive below the soil even after treatment.

**7.8 Is the property affected by Japanese knotweed?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Not known	

If Yes, please state whether there is a Japanese knotweed management and treatment plan in place and supply a copy with any insurance cover linked to the plan.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Not known	
<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow

## 8. Rights and informal arrangements

**Note:** Rights and arrangements may relate to access or shared use. They may also include leases of less than seven years, rights to mines and minerals, manorial rights, chancel repair and similar matters. If you are uncertain about whether a right or arrangement is covered by this question, please ask your solicitor.

**8.1 Does ownership of the property carry a responsibility to contribute towards the cost of any jointly used services, such as maintenance of a private road, a shared driveway, a boundary or drain?  
If Yes, please give details:**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

**8.2 Does the property benefit from any rights or arrangements over any neighbouring property (this includes any rights of way)?  
If Yes, please give details:**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

**8.3 Has anyone taken steps to prevent access to the property, or to complain about or demand payment for access to the property? If Yes, please give details:**

Yes  No

**8.4 Does the seller know if any of the following rights benefit the property:**

(a) Rights of light

Yes  No

(b) Rights of support from adjoining properties

Yes  No

(c) Customary rights (e.g. rights deriving from local traditions)

Yes  No

**8.5 Does the seller know if any of the following arrangements affect the property:**

(a) Other people's rights to mines and minerals under the land

Yes  No

(b) Chancel repair liability

Yes  No

(c) Other people's rights to take things from the land (such as timber, hay or fish)

Yes  No

If Yes, please give details:

**8.6 Are there any other rights or arrangements affecting the property? This includes any rights of way. If Yes, please give details:**

Yes  No

## Services crossing the property or neighbouring property

8.7 Do any drains, pipes or wires serving the property cross any neighbour's property?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Not known	

8.8 Do any drains, pipes or wires leading to any neighbour's property cross the property?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Not known	

8.9 Is there any agreement or arrangement about drains, pipes or wires?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Not known	

If Yes, please supply a copy or give details:

<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow
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## 9. Parking

9.1 What are the parking arrangements at the property?

9.2 Is the property in a controlled parking zone or within a local authority parking scheme?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Not known	

---

## 10. Other charges

**Note:** If the property is leasehold, details of lease expenses such as service charges and ground rent should be set out on the separate TA7 Leasehold Information Form. If the property is freehold, there may still be charges: for example, payments to a management company or for the use of a private drainage system.

10.1 Does the seller have to pay any charges relating to the property (excluding any payments such as council tax, utility charges, etc.), for example payments to a management company? If Yes, please give details:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

## 11. Occupiers

11.1 Does the seller live at the property?

Yes  No

11.2 Does anyone else, aged 17 or over, live at the property?

Yes  No

If No to question 11.2, please continue to section 12 'Services' and do not answer 11.3–11.5 below.

11.3 Please give the full names of any occupiers (other than the sellers) aged 17 or over:

11.4 Are any of the occupiers (other than the sellers), aged 17 or over, tenants or lodgers?

Yes  No

11.5 Is the property being sold with vacant possession?

Yes  No

If Yes, have all the occupiers aged 17 or over:

(a) agreed to leave prior to completion?

Yes  No

(b) agreed to sign the sale contract? If No, please supply other evidence that the property will be vacant on completion.

Yes  No  
 Enclosed  To follow

## 12. Services

**Note:** If the seller does not have a certificate requested below this can be obtained from the relevant Competent Persons Scheme. Further information about Competent Persons Schemes can be found at: <https://www.gov.uk/guidance/competent-person-scheme-current-schemes-and-how-schemes-are-authorised>

### Electricity

12.1 Has the whole or any part of the electrical installation been tested by a qualified and registered electrician?

Yes  No

If Yes, please state the year it was tested and provide a copy of the test certificate.

Year  
 Enclosed  To follow

12.2 Has the property been rewired or had any electrical installation work carried out since 1 January 2005?

Yes  No  
 Not known

If Yes, please supply one of the following:

(a) a copy of the signed BS7671 Electrical Safety Certificate

Enclosed  To follow

(b) the installer's Building Regulations Compliance Certificate

Enclosed  To follow

(c) the Building Control Completion Certificate

Enclosed  To follow

## Central heating

### 12.3 Does the property have a central heating system?

 Yes  No

If Yes:

(a) What type of system is it (e.g. mains gas, liquid gas, oil, electricity, etc.)?

(b) When was the heating system installed? If on or after 1 April 2005 please supply a copy of the 'completion certificate' (e.g. CORGI or Gas Safe Register) or the 'exceptional circumstances' form.

 Date  
 Not known  
 Enclosed  To follow

(c) Is the heating system in good working order?

 Yes  No

(d) In what year was the heating system last serviced/maintained? Please supply a copy of the inspection report.

 Year  
 Not known  
 Enclosed  To follow  
 Not available

## Drainage and sewerage

**Note:** Further information about drainage and sewerage can be found at: [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)

### 12.4 Is the property connected to mains:

(a) foul water drainage?

 Yes  No  Not known

(b) surface water drainage?

 Yes  No  Not known

**If Yes to both questions in 12.4, please continue to section 13 'Connection to utilities and services' and do not answer 12.5–12.10 below.**

### 12.5 Is sewerage for the property provided by:

(a) a septic tank?

 Yes  No

**If you answered Yes to question 12.5 and your septic tank discharges directly into surface water, you must have upgraded or replaced this by January 2020.**

#### 12.5.1 When was the septic tank last replaced or upgraded?

 Month  
 Year

(b) a sewage treatment plant?

 Yes  No

(c) cesspool?

 Yes  No

**12.6 Is the use of the septic tank, sewage treatment plant or cesspool shared with other properties?  
If Yes, how many properties share the system?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="text"/>	Properties share

**12.7 When was the system last emptied?**

<input type="text"/>	Year
----------------------	------

**12.8 If the property is served by a sewage treatment plant, when was the treatment plant last serviced?**

<input type="text"/>	Year
----------------------	------

**12.9 When was the system installed?**

<input type="text"/>	Year
----------------------	------

**Note:** Some systems installed after 1 January 1991 require Building Regulations approval, environmental permits or registration. Further information about permits and registration can be found at: [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)

**12.10 Is any part of the septic tank, sewage treatment plant (including any soakaway or outfall) or cesspool, or the access to it, outside the boundary of the property?  
If Yes, please supply a plan showing the location of the system and how access is obtained.**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow

Specific information about permits and general binding rules can be found at [www.gov.uk/permits-you-need-for-septic-tanks](http://www.gov.uk/permits-you-need-for-septic-tanks)

### 13. Connection to utilities and services

Please mark the Yes or No boxes to show which of the following utilities and services are connected to the property and give details of any providers.

#### Mains electricity

 Yes  No

Provider's name

---

Location of meter

---

---

#### Mains gas

 Yes  No

Provider's name

---

Location of meter

---

#### Mains water

 Yes  No

Provider's name

---

Location of stopcock

---

Location of meter, if any

---

---

#### Mains sewerage

 Yes  No

Provider's name

---

#### Telephone

 Yes  No

Provider's name

---

#### Cable

 Yes  No

Provider's name

---

## 14. Transaction information

14.1 Is this sale dependent on the seller completing the purchase of another property on the same day?

Yes  No

14.2 Does the seller have any special requirements about a moving date? If Yes, please give details:

Yes  No

14.3 Will the sale price be sufficient to repay all mortgages and charges secured on the property?

Yes  No  
 No mortgage

14.4 Will the seller ensure that:

(a) all rubbish is removed from the property (including from the loft, garden, outbuildings, garages and sheds) and that the property will be left in a clean and tidy condition?

Yes  No

(b) if light fittings are removed, the fittings will be replaced with ceiling rose, flex, bulb holder and bulb?

Yes  No

(c) reasonable care will be taken when removing any other fittings or contents?

Yes  No

(d) keys to all windows and doors and details of alarm codes will be left at the property or with the estate agent?

Yes  No

Signed:

---

Dated:

---

Signed:

---

Dated:

---

Each seller should sign this form.



The Law Society is the representative body for solicitors in England and Wales.



## Instructions to the seller and the buyer

In each row, the seller should tick the appropriate box to show whether:

- the item is included in the sale (*'Included'*);
- the item is excluded from the sale (*'Excluded'*);
- there is no such item at the property (*'None'*).

Where an item is excluded from the sale the seller may offer it for sale by inserting a price in the appropriate box. The buyer can then decide whether to accept the seller's offer.

A seller who inserts a price in this form is responsible for negotiating the sale of that item directly with the buyer or through their estate agent. If the seller or buyer instructs their solicitor to negotiate the sale of such an item, there may be an additional charge.

### **Sellers and buyers should inform their solicitors of any arrangements made about items offered for sale.**

If the seller removes any fixtures, fittings or contents, the seller should be reasonably careful to ensure that any damage caused is minimised.

Unless stated otherwise, the seller will be responsible for ensuring that all rubbish is removed from the property (including from the loft, garden, outbuildings, garages and sheds), and that the property is left in a reasonably clean and tidy condition.

## 1 Basic fittings

	Included	Excluded	None	Price	Comments
Boiler/immersion heater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Radiators/wall heaters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Night-storage heaters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Free-standing heaters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Gas fires (with surround)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Electric fires (with surround)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Light switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Roof insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Window fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Window shutters/grilles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Internal door fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
External door fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Doorbell/chime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

## 1 Basic fittings (continued)

	Included	Excluded	None	Price	Comments
Electric sockets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Burglar alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<i>Other items (please specify)</i>					
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>

## 2 Kitchen

**Note:** In this section please also indicate whether the item is fitted or freestanding.

	Fitted	Free-standing	Included	Excluded	None	Price	Comments
Hob	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
Extractor hood	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
Oven/grill	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
Cooker	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
Microwave	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
Refrigerator/fridge-freezer	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
Freezer	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
Dishwasher	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
Tumble-dryer	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
Washing machine	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
<i>Other items (please specify)</i>							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>

### 3 Bathroom

	Included	Excluded	None	Price	Comments
Bath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Shower fitting for bath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Shower curtain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bathroom cabinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Taps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Separate shower and fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Towel rail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Soap/toothbrush holders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Toilet roll holders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bathroom mirror	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

### 4 Carpets

	Included	Excluded	None	Price	Comments
Hall, stairs and landing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Living room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Dining room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<i>Other rooms (please specify)</i>					
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>

## 5 Curtains and curtain rails

	Included	Excluded	None	Price	Comments
<b>Curtain rails/poles/pelmets</b>					
Hall, stairs and landing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Living room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Dining room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<i>Other rooms (please specify)</i>					
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<b>Curtains/blinds</b>					
Hall, stairs and landing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Living room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Dining room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<i>Other rooms (please specify)</i>					
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>

## 6 Light fittings

**Note:** If the seller removes a light fitting, it is assumed that the seller will replace the fitting with a ceiling rose, a flex, bulb holder and bulb and that they will be left in a safe condition.

	Included	Excluded	None	Price	Comments
Hall, stairs and landing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Living room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Dining room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<i>Other rooms (please specify)</i>					
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>

## 7 Fitted units

**Note:** Fitted units include, for example, fitted cupboards, fitted shelves, and fitted wardrobes.

	Included	Excluded	None	Price	Comments
Hall, stairs and landing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Living room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Dining room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

## 7 Fitted units (continued)

	Included	Excluded	None	Price	Comments
<i>Other rooms (please specify)</i>					
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>

## 8 Outdoor area

	Included	Excluded	None	Price	Comments
Garden furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Garden ornaments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Trees, plants, shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Barbecue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Dustbins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Garden shed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Greenhouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Outdoor heater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Outside lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Water butt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Clothes line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Rotary line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<i>Other items (please specify)</i>					
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>

## 9 Television and telephone

	Included	Excluded	None	Price	Comments
Telephone receivers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Television aerial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Radio aerial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Satellite dish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

## 10 Stock of fuel

	Included	Excluded	None	Price	Comments
Oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Liquefied Petroleum Gas (LPG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

## 11 Other items

	Included	Excluded	Price	Comments
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Each seller should sign this form.

*The Law Society is the representative body for solicitors in England and Wales.*

Please only fill the  
following pages if your  
property is Leasehold or  
Share of Freehold.

**LAURUS**

Address of the property

Postcode

Full names of the seller

Seller's solicitor

Name of solicitors firm

Laurus

Address

30 Dukes Place, London, EC3A 7LP DX DX  
124408 London/City

Email

Reference number

Definitions

- z 'Seller' means all sellers together where the property is owned by more than one person
- z 'Buyer' means all buyers together where the property is being bought by more than one person
- z 'Property' means the leasehold property being sold
- z 'Building' means the building containing the property
- z 'Neighbour' means those occupying flats in the building

Instructions to the seller

The seller should provide all relevant documentation relating to the lease when they return this completed form to their solicitor. This may include documents given to the seller when they purchased the property, or documents subsequently given to the seller by those managing the property.

Instructions to the seller and the buyer

Please read the notes on *TA6 Property Information Form*

## 1 The property

1.1 What type of leasehold property does the seller own? ('Flat' includes maisonette and apartment).

- Flat  
 Shared ownership  
 Long leasehold house

1.2 Does the seller pay rent for the property? If Yes:

- Yes  No

(a) How much is the current yearly rent?

£

(b) How regularly is the rent paid (e.g. yearly)?

Payments

## 2 Relevant documents

2.1 Please supply a copy of:

(a) the lease and any supplemental deeds

- Enclosed  To follow  
 Already supplied

(b) any regulations made by the landlord or by the tenants' management company additional to those in the lease

- Enclosed  To follow  
 Not applicable

2.2 Please supply a copy of any correspondence from the landlord, the management company and the managing agent.

- Enclosed  To follow

2.3 Please supply a copy of any invoices or demands and any statements and receipts for the payment of:

(a) maintenance or service charges for the last three years

- Enclosed  To follow  
 Not applicable

(b) ground rent for the last three years

- Enclosed  To follow  
 Not applicable

2.4 Please supply a copy of the buildings insurance policy:

(a) arranged by the seller and a receipt for payment of the last premium, **or**

- Enclosed  To follow

(b) arranged by the landlord or management company and the schedule for the current year

- Enclosed  To follow

2.5 Have the tenants formed a management company to manage the building? If Yes, please supply a copy of:

- Yes  No

(a) the Memorandum and Articles of Association

- Enclosed  To follow

(b) the share or membership certificate

- Enclosed  To follow

(b) the company accounts for the past three years

- Enclosed  To follow

### 3 Management of the building

3.1 Does the landlord employ a managing agent to collect rent or manage the building?

Yes  No

3.2 Has any management company formed by the tenants been dissolved or struck off the register at Companies House?

Yes  No  
 Not known

3.3 Do the tenants pass day to day responsibility for the management of the building to managing agents?

Yes  No

### 4 Contact details

4.1 Please supply contact details for the following, where appropriate. (The landlord may be, for example, a private individual, a housing association, or a management company owned by the residents. A managing agent may be employed by the landlord or by the tenants' management company to collect the rent and/or manage the building.)

#### Landlord

Name

Address

Tel

Email

#### Managing agent contracted by the landlord

#### Managing agent contracted by the tenants' management company

Name

Address

Tel

Email

## 5 Maintenance and service charges

5.1 Who is responsible for arranging the buildings insurance on the property?

- Seller  
 Management company  
 Landlord

5.2 In what year was the outside of the building last decorated?

Year  Not known

5.3 In what year were any internal communal parts last decorated?

Year  Not known

5.4 Does the seller contribute to the cost of maintaining the building?

Yes  No

**If No to question 5.4, please continue to section 6 'Notices' and do not answer questions 5.5–5.9 below.**

5.5 Does the seller know of any expense (e.g. the cost of redecoration of outside or communal areas not usually incurred annually) likely to be shown in the service charge accounts within the next three years? If Yes, please give details:

Yes  No

5.6 Does the seller know of any problems in the last three years regarding the level of service charges or with the management? If Yes, please give details:

Yes  No

5.7 Has the seller challenged the service charge or any expense in the last three years? If Yes, please give details:

Yes  No

5.8 Is the seller aware of any difficulties encountered in collecting the service charges from other flat owners? If Yes, please give details:

Yes  No

**5.9** Does the seller owe any service charges, rent, insurance premium or other financial contribution? If Yes, please give details:

Yes  No

## 6 Notices

**Note:** A notice may be in a printed form or in the form of a letter.

**6.1** Has the seller received a notice that the landlord wants to sell the building? If Yes, please supply a copy.

Yes  No  
 Enclosed  To follow  
 Lost

**6.2** Has the seller received any other notice about the building, its use, its condition or its repair and maintenance? If Yes, please supply a copy.

Yes  No  
 Enclosed  To follow  
 Lost

## 7 Consents

**Note:** A consent may be given in a formal document, a letter or orally.

**7.1** Is the seller aware of any changes in the terms of the lease or of the landlord giving any consents under the lease? If Yes, please supply a copy or, if not in writing, please give details:

Yes  No  
 Enclosed  To follow  
 Lost

## 8 Complaints

**8.1** Has the seller received any complaint from the landlord, the management company or any neighbour about anything the seller has or has not done? If Yes, please give details:

Yes  No

**8.2** Has the seller complained or had cause to complain to or about the landlord, the management company, or any neighbour? If Yes, please give details:

Yes       No

**9 Alterations**

**9.1** Is the seller aware of any alterations having been made to the property since the lease was originally granted?

Yes       No

**If No, please go to section 10 'Enfranchisement' and do not answer 9.2 and 9.3 below.**

**9.2** Please give details of these alterations:

**9.3** Was the landlord's consent for the alterations obtained? If Yes, please supply a copy.

Yes       No  
 Not known       Not required  
 Enclosed       To follow

**10 Enfranchisement**

**Note:** 'Enfranchisement' is the right of a tenant to purchase the freehold from their landlord and the right of the tenant to extend the term of the lease.

**10.1** Has the seller owned the property for at least two years?

Yes       No

**10.2** Has the seller served on the landlord a formal notice stating the seller's wish to buy the freehold or be granted an extended lease? If Yes, please supply a copy.

Yes       No  
 Enclosed       To follow  
 Lost

**10.3** Is the seller aware of the service of any notice relating to the possible collective purchase of the freehold of the building or part of it by a group of tenants? If Yes, please supply a copy.

Yes       No  
 Enclosed       To follow  
 Lost

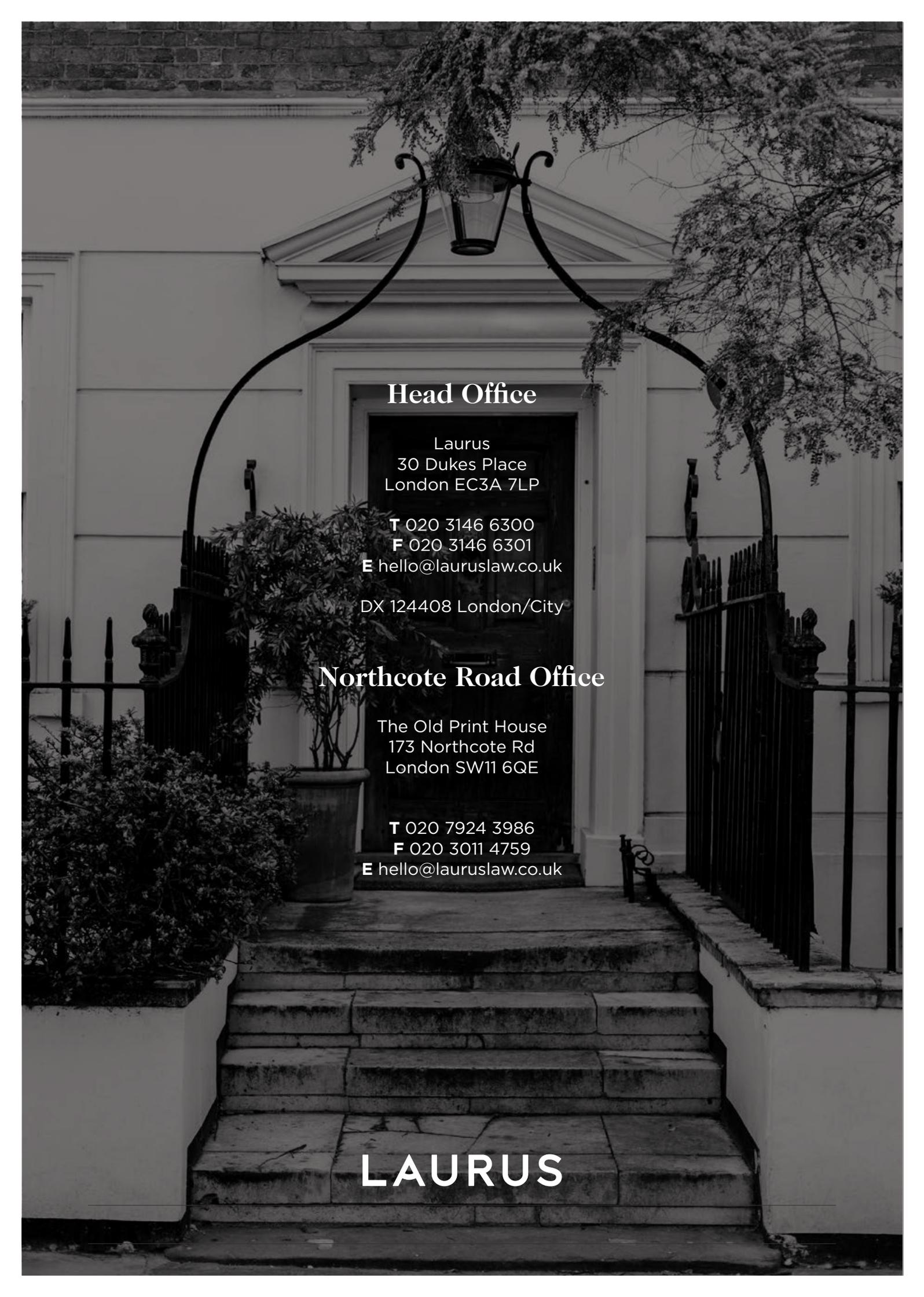
**10.4** Is the seller aware of any response to a notice disclosed in replies to 10.2 and 10.3 above? If Yes, please supply a copy.

Yes       No  
 Enclosed       To follow  
 Lost

Signed: .....

Dated: .....

Each seller should sign this form.



## Head Office

Laurus  
30 Dukes Place  
London EC3A 7LP

**T** 020 3146 6300

**F** 020 3146 6301

**E** [hello@lauruslaw.co.uk](mailto:hello@lauruslaw.co.uk)

DX 124408 London/City

## Northcote Road Office

The Old Print House  
173 Northcote Rd  
London SW11 6QE

**T** 020 7924 3986

**F** 020 3011 4759

**E** [hello@lauruslaw.co.uk](mailto:hello@lauruslaw.co.uk)

# LAURUS