

SELLER'S LEASEHOLD INFORMATION

Address of the Property:

If you live in leasehold property, please answer the following questions. Some people live in blocks of flats, others in large houses converted into flats and other in single leasehold houses. These questions cover all types of leasehold property, but some of them may not apply to your property. In that case please answer them N/A.

The instructions set out at the front of the Seller's Property Information Form apply to this form as well. Please read them again before giving your answers to these questions.

If you are unsure how to answer any of the questions please ask us.

Part I – to be completed by the seller

1 Management Company

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

Please place a cross in the appropriate box

- (a) Memorandum and articles of association of the company
- (b) Your share or membership certificate
- (c) The company's accounts for the last 3 years
- (d) Copy of any regulations made by either the landlord or the company additional to the rules contained in the lease
- e) The names and addresses of the secretary and treasurer of the company

	Enclosed	To follow	Lost	With the Deeds	N/A
(a)	()	()	()	()	()
(b)	()	()	()	()	()
(c)	()	()	()	()	()
(d)	()	()	()	()	()

- (f) Has the management company been struck off the register at Companies House?
- 1.2 If the tenants do not run the Management Company is there a Tenant's Association?

Yes ()	No ()	Not known ()
Yes ()	No ()	Not known ()

If "YES" please supply the contact name and address

2 The Landlord

2.1 What is the name and address of your Landlord?

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

2.3 Please supply a receipt from the landlord for the last rent payment.

Enclosed ()	To follow ()
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3 Maintenance Charges

- 3.1 Are you liable under the terms of your lease to pay a share of the maintenance cost of the building?
 YES () NO ()
- If "NO" go to question 4
- 3.2 Do you know of any expense (e.g. redecoration of outside or communal areas not usually incurred annually) likely to show in the maintenance charge accounts within the next 3 years?
 YES () NO ()
 If "YES" please give details
- 3.3 Have maintenance charges been demanded for each of the last 3 years?
 YES () NO ()
- 3.4 If so, please supply the maintenance accounts and receipts for these.
 Enclosed () To follow ()
- 3.5 Do you know of any problems in the last 3 years between flat owners and the landlord or management company about maintenance charges, or the method of management?
 YES () NO ()
 If "YES" please give details

4 Notice

- A notice may be in a printed form or in the form of a letter and your buyer will wish to know if anything of this sort has been received.
- 4.1 Have you had a notice that the landlord wants to sell the building?
 YES () NO () Enclosed () To Follow ()
- 4.2 Have you had any other notice about the building, its use, its condition or its repair and maintenance?
 YES () NO () Enclosed () To Follow ()

5 Consents

- Are you aware of any changes in the terms of the lease or of the landlord giving any consent under the lease? (This may be in formal document, a letter or even oral)
 YES () NO () Enclosed () To Follow ()
- If not in writing, please supply details:

6 Complaints

- 6.1 Have you received any complaints from the landlord, any other landlord, management company or any other occupier about anything you have or have not done?
 YES () NO ()
- If "YES", please give details
- 6.2 Have you complained or had cause for complaint to or about any of them?
 YES () NO ()
- If "YES" please give details.

7 Buildings Insurance on the Property

7.1	Are you responsible under the lease for arranging the building insurance on the property?	YES ()	NO ()
7.2	If "YES" please supply a copy of :	Copy Enclosed	Copy to Follow
(a)	The insurance policy and	()	()
(b)	Receipt for the last payment of the premium.	()	()
7.3	If "NO" please supply a copy of the insurance policy arranged by the landlord or the management company and a copy of the schedule for the current year,	()	()

8 Decoration

		In the last year	Not known
8.1	When was the outside of the building last decorated?	()	()
8.2	When were any internal, communal parts last decorated?	()	()
8.3	When was the inside of your property last decorated?	()	()

9 Alterations

9.1	Are you aware of any alterations having been made to your property since the lease was originally granted?	Yes ()	No ()	Not Known ()			
	If "YES" please supply details.	<hr/> <hr/> <hr/>					
9.2	If "YES" was the landlord's consent obtained?	NO ()	Not Known ()	Not required ()	YES ()	Copies Enclosed ()	To Follow ()

10 Occupation

10.1	Are you now occupying the property as your sole or main home?	YES ()	NO ()
10.2	Have you occupied the property as your sole or main home (apart from usual holidays and business trips):		
(a)	Continuously throughout the last 12 months	YES ()	NO ()
(b)	Continuously for the last 3 years?	YES ()	NO ()
(c)	For periods totalling at least 3 years during the last 10 years?	YES ()	NO ()

11 Enfranchisement

11.1	Have you served on the landlord or any other landlord a formal notice under the enfranchisement legislation stating your desire to buy the freehold or be granted an extended lease?	YES ()	NO ()	Copy Enclosed ()	Copy to Follow ()
	If so, please supply a copy.				
11.2	If the property is a flat in a block, are you aware of the service of any notice under the enfranchisement legislation relating to the possible collective purchase of the freehold of the block or part of it?	YES ()	NO ()	Copy Enclosed ()	Copy to Follow ()
11.3	Have you received any response to that notice?	YES ()	NO ()	Copy Enclosed ()	Copy to Follow ()

Reminder

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

Signature(s) of

Sellers:.....

.....

Date:.....

Part II - to be completed by the seller's solicitor

Please mark as appropriate

A Is the information provided by the seller in this Form consistent with the information in your possession?
If "NO" please specify.

YES ()	NO ()
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B Do you have any information in your possession to supplement the information provided by the seller?
If "YES" please specify.

YES ()	NO ()
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C Please provide the name and address of the recipient of notice of assignment and charge.

D Do the insurers make a practice of recording the interest of the buyer's mortgage and the buyer on the policy?

YES ()	NO ()	NOT KNOWN ()
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E Please supply a copy of the Fire Certificate.

ENCLOSED ()	TO FOLLOW ()	NOT APPLICABLE ()
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F Are all of the units in the building or development let on identical lease? If not in what respect do they differ?

G Has the landlord experienced problems with the collection of maintenance charges as they fall due? If so, please supply details.

YES ()	NO ()	NOT KNOWN ()
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H Is the property part of a converted building?

If "YES", please supply a copy of the Planning Permission or Established Use Certificate, or evidence of permitted use.

YES ()	NO ()	NOT APPLICABLE ()
ENCLOSED ()	TO FOLLOW ()	NOT APPLICABLE ()

SELLER'S SOLICITOR:.....

Date:.....