

Additional property information



Document date / /

Address or proposed address of the property

Postcode Plot number

This form should be completed and read in conjunction with the explanatory notes available separately

Part A – Property information

1 Information supplied previously

If this form is being completed to be included in a Home Information Pack - **Go to question 2.**

1.1 Is there a Home Information Pack for the property? Yes No

If Yes, please give the date of the most recent Pack and supply a copy. / /
 Enclosed To follow

If No, please explain why:



1.2 Has there been any change in any information given previously (including changes to the TransAction forms and to documents in the Home Information Pack)?

Yes No

If Yes, please give full details of any change with the name of the form/document and the question number, or supply a copy of the page of the form/document with the changes clearly marked and dated.

Given below Enclosed

2 Services crossing the property or neighbouring property (easements)

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

Yes No Not known

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

Yes No Not known

2.3 Is there any agreement or arrangement about any of these drains, pipes or wires?

Yes No Enclosed
 To follow

If Yes, please give details or supply a copy.

3 Neighbouring land

3.1 Does the seller need to enter any neighbouring land to repair or decorate the building or to maintain any of the boundaries, drains, pipes, wires or other services?

Yes No

If Yes, please give details:

If No, – **Go to question 3.4.**

3.2 Has the seller always been able to enter any neighbouring land for the reasons given in question 3.1 without objection by the neighbours?

Yes No

If No, please give details of any objection:

3.3 Has anyone taken steps to stop, complain about, or demand payment for such access being exercised?

Yes No

If Yes, please give details, including any sums paid or owing, and if they are paid on a regular basis or only when access is required.

3.4 Do any of the seller's neighbours need to enter the seller's land (on which the property is situated) to repair or decorate their building or maintain their boundaries or any drains, pipes or wires?

Yes No

If Yes, please give details:

3.5 Has the seller ever objected to a neighbour entering the seller's land for the purposes given in 3.4?

Yes No

If Yes, please give details:

4 Access

4.1 Is access obtained to any part of the property over private land, common land or a neighbour's land?

Yes No

If Yes, please give details:

4.2 Has anyone taken steps to stop, complain about or demand payment for such access being exercised?

Yes No

If Yes, please give details:

5 Guarantees, warranties and insurance

5.1 Does the property benefit from any of the following guarantees, warranties and insurance policies?

If Yes, please supply a copy.

(a) New home warranty (e.g. NHBC)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Lost
(b) Damp	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Lost
(c) Double glazing, roof lights, roof windows, glazed doors	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Lost
(d) Electrical work	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Lost
(e) Roofing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Lost
(f) Timber infestation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Lost
(g) Central heating	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Lost
(h) Underpinning	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Lost
(i) Other (please state which)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="text"/>	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Lost

5.2 Do you have written details of the work done to obtain any of the guarantees, warranties and insurance policies for the items in (a) – (i) above?

If Yes, please supply a copy.

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

5.3 Have you made or considered making claims under any of the guarantees, warranties and insurance policies for the items in (a) – (i) above?

Yes No

If Yes, please give details:

6 Building control and consents

Note: Improvements or building works that have been carried out since the property was last valued can increase the amount of council tax payable immediately following a sale.

6.1 Have any of the following taken place to the whole or any part of the property (including the garden) and if so, in what year?

(a) Building works (including loft conversions, extensions and conservatories)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>	Year
(b) Change of use	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>	Year
(c) Sub-division	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>	Year
(d) Conversion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>	Year
(e) Business activities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>	Year
(f) Installation of replacement windows, roof lights, roof windows, glazed doors	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>	Year
(g) Installation of central heating boiler	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>	Year
(h) Installation of solar panels	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>	Year

Note: The title registers of some properties include clauses which are called 'restrictive covenants'. These may, for example, forbid the owner of the property from carrying out building work, from using it for business purposes, or from parking a caravan or boat on it unless someone else (often the builder of the house) gives consent.

6.2 Has consent under any restrictions in the title registers or any other documents been obtained for works or activities carried out at the property?

- Yes No Enclosed
 Given below To follow

If Yes, please give details:

If No, and consent was required, please give details and answer questions (a) – (c) below:

a) Why was consent not obtained?

b) From whom should consent have been obtained?

(c) Is there an indemnity policy in place of any missing consent?

Note: If consent should have been obtained under the restrictions and there is no evidence that it was obtained or there has been some problem with the title to the property or its rights, or a missing planning permission, building regulations approval or completion certificate, it is sometimes necessary to take out an indemnity policy to protect the owner of the property and the lender against a future claim.

6.3 Have replacement windows, or roof lights, or roof windows or glazed doors been installed **and** the work completed on or after 1 April 2002?

- Yes No Enclosed
 To follow Lost

If Yes, please supply either a FENSA certificate or a building regulation certificate.

7 Other indemnities

If this form is being completed to be put in the Home Information Pack question 7 should **not be answered** at this stage.

Is there any indemnity policy for the property in relation to any matter, other than a policy for missing consents or documents? (For example, defective title, chancel repair, maisonette indemnity policy).

Yes No Enclosed
 To follow

If Yes, please give a list below and supply a copy of each policy.

8 Party walls

Has any notice been received under The Party Wall Act 1996 in respect of any shared/party boundaries?

Yes No Enclosed
 To follow

If Yes, please supply a copy and give details of any works carried out or agreed.

9 Occupiers

9.1 Does anyone other than the seller live at the property?

Yes No

If No – **Go to question 10.**

9.2 Please state the age of those occupiers under the age of 18.

9.3 Does the seller believe that any of these occupiers have the right to stay on the property without the seller's permission?

Yes No

If Yes, please give details:

Note: These rights may have arisen without the seller realising. For example, rights may arise when occupiers have paid towards the cost of buying the property, paid for improvements or helped make mortgage payments. This is a matter on which the seller may need to take legal advice.

9.4 Are any of the occupiers tenants or lodgers?

Yes No Enclosed
 To follow

If Yes, please give details and supply a copy of any Tenancy Agreement.

If this form is being completed to be put in the Home Information Pack question 9.5 should **not be answered** at this stage.

9.5 Have all the occupiers agreed to sign the contract for sale agreeing to leave by the completion date?

Yes No

If Yes, please state their full name(s):

If No, please give details:

10 Dealings within the last five years

10.1 Have there been any transfers of the whole or part of the property in the last five years?

Yes No

If Yes, were these transfers of the property:

(a) for full market value

Yes No

(b) by way of gift

Yes No

10.2 If Yes to any part of 10.1, please give details:

11 Services

11.1 Please confirm that all meters will be read upon completion and that the seller will not apply for any of the services to be disconnected up to or on completion without prior reference to the buyer.

Yes No

If No, please give details:

11.2 Have there been difficulties regarding connection of any services and/or any recurrent difficulties with the provision of services to the property?

Yes No

If Yes, please give details:

Part B – Service supplier information

1 Cable/Satellite

1.1 Is there a cable/satellite service to the property?

Yes No

If Yes, please state which.

Cable Satellite

1.2 Is any cable/satellite equipment included in the sale?

Yes No

If Yes, please give details:

2 Electricity

2.1 Has the property been rewired in whole or part during the seller's ownership?

Yes No

If Yes, please state the date the work was carried out.

/ /

2.2 When was the whole or part of the electrical installation last tested and approved by a qualified and registered electrician?

/ /

2.3 Has any electrical work been carried out to the property since 1 January 2005 which requires notification under Part P (Electrical Safety) of the Building Regulations?

Yes No

If Yes, please supply the following:

(a) a copy of the signed BS7671 Electrical Safety Certificate for all those types of electrical work that have been carried out

Enclosed With deeds
 To follow Lost

and

(b) in the case of a registered installer, the installers Building Regulations compliance certificate or, in the case of an unregistered installer, the Building Contract Departments completion certificate.

Enclosed With deeds
 To follow Lost

3 Heating

3.1 Is there a central heating system at the property?

Yes No

If No, **Go to question 3.7.**

3.2 What type of central heating system is at the property?

Gas Oil

3.3 When was the central heating system installed?

In the year

Not known

3.4 Is the central heating system in good working order?

Yes No

3.5 Has repair and/or maintenance work to the central heating system been carried out during the seller's ownership of the property?

Yes No

If Yes, please give a summary including the date of the last service:

// Last service

3.6 Have any central heating boilers or water tanks been installed at the property on or after 1 April 2002?

Yes No

If Yes, please supply the following:

(a) the installation date

//

(b) a copy of the appropriate compliance certificate from the installer

Enclosed With deeds
 To follow Lost

(c) copies of the appropriate building regulations approvals and building regulations completion certificate.

Enclosed With deeds
 To follow Lost

Note: The appropriate compliance certificate from the installer in 3.6(b) must confirm that the installer is a member of OFTEX, or HETAS, or CORGI. It must also state that the works comply with the building regulations and must include the installer's confirmation that the original certificate has been lodged with the local authority.

3.7 Are there any oil fired heaters at the property?

Yes No

If Yes, does the seller intend to sell any surplus oil to the buyer and if so, at what price?

Yes No

£

3.8 Is any water heating apparatus, separate from a central heating system, in good working order?

Yes No Not known

4 Telephone and broadband

4.1 Does the seller intend to continue to use the current telephone number?

Yes No

If No, please state the telephone number:

4.2 Does the seller have a broadband internet connection via a BT telephone line?

Yes No

5 Television

5.1 Is there a television aerial?

Yes No

If Yes, please answer the following:

(a) where is it located?

(b) does it exclusively serve the property?

Yes No

6 Water

6.1 Please supply a copy of the latest water charge account and the sewerage account (if any).

Enclosed To follow
 Not applicable

6.2 Is the water supply on a meter?

Yes No

The information in this form has been given by:

Name

Service suppliers

Address or
proposed address
of the property

Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Plot number <input type="text"/>

Broadband	
Supplier name	<input type="text"/>
Address	<input type="text"/>
Phone number	<input type="text"/>
Email address	<input type="text"/>
Reference	<input type="text"/>

Telephone	
Supplier name	<input type="text"/>
Address	<input type="text"/>
Phone number	<input type="text"/>
Email address	<input type="text"/>
Reference	<input type="text"/>

Cable/Satellite

Supplier name

Address

Phone number

Email address

Reference

Council Tax

Council

Address

Phone number

Email address

Reference

Electricity

Supplier name

Address

Phone number

Email address

Reference

Gas

Supplier name

Address

Phone number

Email address

Reference

Sewerage

Company

Address

Phone number

Email address

Reference

Water and drainage charge

Company

Address

Phone number

Email address

Reference

