

# SELLER'S LEASEHOLD INFORMATION FORM (3rd edition)

Address of the Property:

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

## Part 1 – to be completed by the seller

Information in the Seller's possession or knowledge

### 1 Management Company

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

*Please mark the appropriate box*

(a) Memorandum and articles of association of the company.

ENCLOSED	TO FOLLOW	LOST	WITH THE DEEDS	N/A
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(b) Your share or membership certificate.

ENCLOSED	TO FOLLOW	LOST	WITH THE DEEDS	N/A
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(c) The company's accounts for the last 3 years.

ENCLOSED	TO FOLLOW	LOST	WITH THE DEEDS	N/A
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(d) Copy of any regulations made by either the landlord or the company additional to the rules contained in the lease.

ENCLOSED	TO FOLLOW	LOST	WITH THE DEEDS	N/A
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(e) The names and addresses of the secretary and treasurer of the company.

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(f) Has the management company been struck off the register at Companies House?

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

YES	NO
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If "YES" please supply the contact name and address.

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\_\_\_\_\_

## 2 The landlord

Please mark the appropriate box

2.1 What is the name and address of your landlord?

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

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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 your lease to pay a share of the maintenance cost of the building?

YES	NO
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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
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If "YES" please give details.

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3.3 Have maintenance charges been demanded for each of the last 3 years?

YES	NO
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3.4 If so, please supply the maintenance accounts and receipts for these.

ENCLOSED	TO FOLLOW
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3.5 Do you know of any problems in the last three years between flat owners and the landlord or management company about maintenance charges, or the method of management?

YES	NO
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If "YES", please give details.

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3.6 Have you challenged the maintenance charge or any expense in the last 3 years?

YES	NO
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If "YES", please give details.

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3.7 Do you know if the landlord has had any problems in collecting the maintenance charges from other flat owners?

YES	NO
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If "YES", please give details.

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<b>4</b>	<b>Notices</b>
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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. *Please mark the appropriate box*

4.1 Have you had a notice that the landlord wants to sell the building. 

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

NO	YES:	ENCLOSED	TO FOLLOW
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<b>5</b>	<b>Consents</b>
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5.1 Are you aware of any changes in the terms of the lease or of the landlord giving any consents under the lease? (This may be in a formal document, a letter or even oral.) 

NO	YES:	ENCLOSED	TO FOLLOW
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If not in writing, please supply details.

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<b>6</b>	<b>Complaints</b>
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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
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If "YES", please give details.

6.2 Have you ever complained or had cause for complaint to or about any of them? 

YES	NO
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If "YES", please give details.

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**7 Buildings insurance on the property**

Please mark the appropriate box

7.1 Are you responsible under the lease for arranging the buildings insurance on the property?

YES	NO
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7.2 If "YES", please supply a copy of:

(a) the insurance policy and

COPY ENCLOSED	TO FOLLOW
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(b) receipt for the last payment of the premium

COPY ENCLOSED	TO FOLLOW
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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.

COPY ENCLOSED	TO FOLLOW
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**8 Decoration**

8.1 When was the outside of the building last decorated?

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

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

IN THE YEAR ...	NOT KNOWN
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**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
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If "YES", please supply details.

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

NO	NOT KNOWN	NOT REQUIRED	YES	COPIES ENCLOSED	TO FOLLOW
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**10 Occupation**

10.1 Are you now occupying the property as your sole or main home?

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

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

YES	NO
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**11 Enfranchisement**

*Please mark the appropriate box*

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?

NO	YES:	COPY ENCLOSED	COPY TO FOLLOW
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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?

NO	YES:	COPY ENCLOSED	COPY TO FOLLOW
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11.3 Have you received any response to that notice?

NO	YES:	COPY ENCLOSED	COPY TO FOLLOW
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**Sellers Signature(s):** .....

**Date:** .....

**Part II – to be completed by the seller’s solicitor**

The seller’s solicitor should check the seller’s replies to Part 1 against the information in the solicitor’s possession. When replying to A-H below the solicitor should have checked the deeds carefully, read the file and any other relevant file the firm may have by checking the filing records and, following this, make any other reasonable and prudent investigations (see the guidance from the Law Society’s Conveyancing and Land Law Committee [2003] Gazette. 16 October 45).

*Please mark the appropriate box*

A. Is the information provided by the seller in this form consistent with the information in your possession?

YES	NO
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If “NO”, please specify.

B. Do you have any information in your possession to supplement the information provided by the seller?

YES	NO
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If “YES”, please specify.

C. Please provide the name and address of the recipient of notice of assignment and charge.

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D. Do the insurers make a practice of recording the interest of the buyer’s mortgagee 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 leases? If not, in what respect do they differ?

YES	NO	NOT KNOWN
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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?

NO	YES
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If “YES”, please supply a copy of the Planning Permission or an Established Use Certificate, or evidence of permitted use.

ENCLOSED	TO FOLLOW	NOT APPLICABLE
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**Reminder to solicitor**

Copies of any relevant documents should be supplied with this form, e.g. memorandum and articles of association of the company, share or membership certificate, management accounts for the last 3 years, copy of any regulations made either by the landlord or the company additional 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 section 18 – 30 the landlord and Tenant Act 1987, the Leasehold Reform Act 1967 or the Leasehold Reform Housing and Urban Development Act 1993.

**Sellers Solicitor:** .....

**Date:** .....

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