

**SELLER'S LEASEHOLD  
INFORMATION FORM**



Address of the Property:

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**If you live in a leasehold property, please answer the following questions. Some people live in blocks of flats, others 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 these questions, ask your solicitor.**

**Part 1 – to be completed by the seller**

**1 Management Company**

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 tick the right answer*

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

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

ENCLOSED	TO FOLLOW	LOST	N/A
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(c) The management accounts for the last 3 years.

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

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

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**2 The Landlord**

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 Do you have the landlord's receipt for the last rent payment?

<input type="checkbox"/> YES	(Please tick box and send it with these answers)
<input type="checkbox"/> NO: (Explain why not)	
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2.4 Do you pay a share of the maintenance costs of the Building?

<input type="checkbox"/> YES	(Please tick box and send the receipt or demand, for the last payment with these answers)
<input type="checkbox"/> NO: (Explain why not)	
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**3 Maintenance Charges**

3.1 Do you know of any unusual expenses likely to show in the maintenance charge accounts in the next year or two?

*Please tick the appropriate box*

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If "Yes", please give details

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3.2 How much have you paid for maintenance charges in each of the last three years?

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3.3 Do you have the receipts for these?

NO	YES	ENCLOSED	TO FOLLOW	LOST
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*Please tick the appropriate box*

3.4 Do you know of any problems in the last 3 years between flat owners and the landlord or maintenance company about maintenance charges, or the method of management?

YES	NO
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If "Yes", please give details

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3.5 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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3.6 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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## 4 Notices

A landlord may serve a notice on 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 from the landlord that he wants to Sell his interest in the building?

NO	YES	COPY ENCLOSED	TO FOLLOW	LOST
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## 5 Consents

Are you aware of any charges in the terms of the lease or of the landlord giving any consents, under the lease? (This may be in a deed, a letter or even verbal). If not in writing, please supply details.

NO	NOT KNOWN	YES	COPIES ENCLOSED	TO FOLLOW	LOST
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## 6 Complaints

6.1 Have you received any complaints from the landlord, any landlord above him, management company or any other tenant about anything you have or have not done?

YES	NO
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If "Yes", please give details.

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*Please tick the appropriate box*

6.2 Have you had cause for complaint to any of them?

YES	NO
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If "Yes", please give details.

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6.3 Have you complained to anyone else about the conduct of any other occupier?

YES	NO
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If "Yes", please give details.

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## 7 Insurance

7.1 Do you have to arrange the insurance on the building?

YES	NO
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**If "No", go to Question 7.4**

7.2 If "Yes", do you have a copy of the insurance policy?

COPY	TO FOLLOW	LOST
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7.3 Do you have a copy of the receipt for the last payment of The premium

COPY	TO FOLLOW	LOST
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7.4 Do you have a copy of the insurance policy arranged by The landlord or the management company and a copy of the schedule for the current year?

NO	YES	COPIES ENCLOSED	TO FOLLOW	LOST
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## 8 Decoration

8.1 If outside decoration is your responsibility, when was it last done?

IN THE YEAR 19

NOT KNOWN

## 9 Alterations

*Please mark the appropriate box*

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

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

Have you occupied the property as your sole or main home (apart from usual holidays and business trips):-

(a) continuously throughout the last twelve months?

YES

NO

(b) continuously throughout the last three years?

YES

NO

(c) for periods totalling at least three years during the last ten years?

YES

NO

## 11 Enfranchisement

11.1 Have you served on your immediate or superior 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	COPY LOST
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If so, please supply a copy.

*Please mark the appropriate box*

11.2 If the property is a flat in a block, have you served on the immediate or any superior landlord any formal notices under the enfranchisement legislation relating to the possible collective purchase of the freehold of the block or part of it? If so, please supply a copy.

NO	YES	COPY ENCLOSED	COPY TO FOLLOW	COPY LOST
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11.3 Has any letter or notice been served upon you in response?

NO	YES	COPY ENCLOSED	COPY TO FOLLOW	COPY LOST
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Signature(s)

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Date

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