

Date: _____

Address: _____

SELLER ENQUIRY FORM TO ASSIST THE PRODUCTION OF THE HOME INFORMATION PACK

Please take time to carefully answer the following questions: your answers will be helpful in the preparation of the Home Information Pack and will help the Home Inspector prepare for the inspection of your property. So complete this form as best as you can. Although it is accepted that some answers may be approximate or guessed you must be as precise as you can.

QUESTION		ANSWER			
Section One – General Information					
01	Please confirm the tenure:	Freehold <input type="checkbox"/> Leasehold <input type="checkbox"/> Term remaining: yrs Ground rent: £ Service Charge: £ Management: Company <input type="checkbox"/> Shared <input type="checkbox"/> None <input type="checkbox"/> Shared Ownership %			
02	Do you know how old the original building is?	It was constructed in...../ or is about.....years old <i>(delete as appropriate)</i>			
03	Is the building listed?	Yes	No	Not sure	Notes
04	Is the building in a conservation area?	Yes	No	Not sure	Notes
05	Is the property in a private road	Yes	No	Not sure	Notes
06	Do you have a garage?	Yes	No	Not sure	Notes
07	If Yes, is it within the boundary of the property or elsewhere (such as a separate garage block)?	Within the boundary			Elsewhere (please give details)
08	Do you have a cellar?	Yes	No	Not sure	Notes
09	How long have you lived here? (if you do not live at this address, how long have you owned the property)?	years			
10	Do you have an allocated Car Parking Space?	Yes	No	Not sure	Notes
11	If Yes, is it within the boundary of the property or elsewhere (such as a car park)?	Within the boundary			Elsewhere (please give details)
12	Do you have any other buildings/structures on the site? (Only list permanent structures. Do not include wooden garden sheds.)	Yes	No	Not sure	Notes
13	Which services are connected to the property	Gas		Mains	Other
		Electricity		Mains	Other
		Water		Mains	Other
		Drainage		Mains	} Cess pit
		Oil			} Septic tank
	Where you have stated Other, please give details:				
14	If you have a Central Heating boiler do you know how old it is?	Yes it is..... years old			No
15	Do you have it serviced regularly?	Yes			No
<i>If you answered Yes to the above, you need to sort out the relevant documents. Your HIP provider may wish to include these in the Home Information Pack</i>					

16	What other services do you have that could remain at the property?	Satellite Dish	Yes	No
		Cable TV/Telephone	Yes	No
		Broadband	Yes	No
		Solar heating panels	Yes	No
		Security system	Yes	No
		Other	Yes	No

17 Where you have stated *Other*, please give details:

Section Two – Changes to the Property

18	Has it ever been extended or have significant internal changes been made or building works undertaken?	Yes	No	Not sure	Notes
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19	If Yes, did you carry out the works?	Yes	No	Notes
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If you answered Yes to this question then you will need to sort out all the relevant consents etc (planning, building control etc.) Your HIP provider may want to include copies in the Home Information Pack.

20	If you answered Yes to Q04, then please provide a bit more information.	Types of building works undertaken (tick all that apply) :	Approximate date of the works:	Planning Consents Available? (see note below)	Building Regulation Approval Available? (see note below)
	1. Attic conversion				
	2. Single storey extension				
	3. Two storey extension				
	4. Garage conversion				
	5. Foundation Underpinning (se also section 4)				
	6. Other				

If you answered *Other* to this question, please can you provide a description here:-

Note from Question 20 above –If you answered Yes to this question then you will need to sort out all the relevant consents etc (planning, building control etc.) Your HIP provider may want to include copies in the Home Information Pack.

Section 3 – Inconveniences You may Have Experienced With the Property

21	Have you ever had an insurance claim?	Yes	No	Notes
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22	To the best of your knowledge, has the property ever been subject to storm damage?	Yes	No	Notes
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23	If Yes, when did this occur?	In	Not sure	Notes
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If Yes, please provide details if known: -

24	Has the home or plot ever flooded?	Yes		Note
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25	If Yes, when did this occur?	In	Not sure	Notes
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26	Do you know if your home was built upon a landfill site or a formerly contaminated site?	Yes	No	Notes
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27	Do you know if the property has ever been monitored for Radon Gas or Methane Gas?	Yes	No	Notes	
	If Yes, please give details:				
28	If Yes, do you have a land Remediation Certificate	Yes	No	Notes	
29	Do you know if the site has ever suffered from any landslip	Yes	No	Notes	
30	Have you ever has a dispute with a neighbour?	Yes	No	Notes	
	If Yes, please provide details				
31	Have any Party Wall Act Notices been served by you, or upon you?	Yes	No	Notes	
	If Yes, please provide details				
Section 4 – Guarantees and Warranties					
33	Do you know if any guarantees or warranties pass with the property?	Yes	No	Notes	
34	If Yes, please state what they are. Types of Works:	When Carried Out		Length of Warranty/Guarantee	Could it still be Enforced?
	Damp remedial works				Yes No
	Insect damage				Yes No
	Cavity wall tie replacements				Yes No
	Cavity wall insulation				Yes No
	Double glazing				Yes No
	Conservatory				Yes No
	Boiler replacement				Yes No
	Rewiring or electricians tests				Yes No
	Underpinning				Yes No
	Other: Please state				Yes No

FORM COMPLETED BY

PRINT NAME:

SIGNATURE:

DATE:

STATUS OWNER / AGENT / REPRESENTATIVE (PLEASE CONFIRM).....

DISCLOSURE OF HCR - ANYONE / ANYONE BUT MORTGAGE LENDERS / ONLY MORTGAGE LENDERS / NO-ONE