

Property:	Post Code:
Seller:	
UPRN: (if known)	

These enquiries are asked on behalf of buyers. The Seller should only respond to these enquiries if they are the Landlord, the Management Company, the Managing Agent or the Residents' or Tenants' Association or are representing any of them.

TERM	DEFINITION
Ground Rent	The rent payable to the landlord by the lessee as required by the lease.
HMO	A House in Multiple Occupation as defined by section 257 of the Housing Act 2004.
Landlord	The person or company which has granted a lease over the Property to the owner of the Property.
Lessees	The owners of properties in the Managed Area.
Managed Area	The properties including the building containing the Property, together with any land, managed by or on behalf of the Landlord under the terms of the lease. Managed Areas are sometimes also called common parts.
Management Company	A management company referred to in the lease, or a Right to Manage Company created under the Commonhold & Leasehold Reform Act 2002, to provide services and administer the terms of the lease either directly or through managing agents.
Managing Agent	A person or organisation which acts on behalf of the landlord, management company or Right to Manage Company [within their terms of reference, subject to any legal restrictions].
Property	The property known by the above address, including any land and outbuildings leased to the Seller.
Reserve Fund	A fund collected from the Lessees which allows the build-up of monies to pay for repairs and the replacement of major items (such as lifts) or to equalise cyclical expenditure (such as external decoration), avoiding excessive peaks in the Service Charge. Reference to Reserve Fund includes any sinking fund or replacement fund.
Residents'/Tenants' Association	A group of some or all of the Lessees with or without a formal constitution or corporate status, or a recognised residents association which is 'recognised' by law and with a formal constitution.
Right to Manage Company	A company owned by the Lessees that manages the Managed Areas on behalf of the Landlord or Management Company, within their terms of reference, subject to any limitations.
Service Charge	The amount payable by a lessee as a contribution to the costs of services, repairs, maintenance, insurance, improvements or costs of management etc. as set out in the lease. The amount payable may vary according to the costs incurred or to be incurred.
Section 20	Section 20 of the Landlord & Tenant Act 1985, which requires the Landlord or Managing Agents to consult with the Lessees about certain proposed works.

Please complete the information requested. It is important that the incoming lessee is fully aware of their obligations so the information given must be as accurate as possible. If there is insufficient space, continue on a separate sheet.

SECTION 1: CONTACT DETAILS		<i>Complete the details for the relevant parties or cross through if not applicable. If there are more parties involved, provide details on a separate sheet.</i>	
1.1	Landlord	1.2	Management Company
	Name Address Telephone Email		Name Address Telephone Email
	Please provide your bank details if you accept payments electronically and confirm the nature of payments e.g. Ground rent/Service Charges/ Administration fees/All		Please provide your bank details if you accept payments electronically and confirm the nature of payments e.g. Ground rent/Service Charges/ Administration fees/All
	Sort Code: Account Name: Account Number: Reference to quote: Fee Type:		Sort Code: Account Name: Account Number: Reference to quote: Fee Type:
1.3	Managing Agent	1.4	Residents'/Tenants' Association
	Name Address Telephone Email Appointed by: <input type="checkbox"/> Management Company <input type="checkbox"/> Landlord <input type="checkbox"/> Other		Name Address Telephone Email
	Please provide your bank details if you accept payments electronically and confirm the nature of payments e.g. Ground rent/Service Charges/ Administration fees/All		Please provide your bank details if you accept payments electronically and confirm the nature of payments e.g. Ground rent/Service Charges/ Administration fees/All
	Sort Code: Account Name: Account Number: Reference to quote: Fee Type:		Sort Code: Account Name: Account Number: Reference to quote: Fee Type:

1.5

Legal Representative of one of the above

Name				
Address				
Telephone				
Email				
Appointed by:	<input type="checkbox"/> Landlord	<input type="checkbox"/> Management Company		
	<input type="checkbox"/> Managing Agent	<input type="checkbox"/> Residents'/Tenants' Association	<input type="checkbox"/> Other	

1.6

Who accepts service of the Notice of Assignment & Charge?

Tick the box beside each applicable party and state the total fee including VAT for notice of assignment and charge.

Tick "Notice via email" column to confirm whether you will accept notice via email

			Notice via email
<input type="checkbox"/> Landlord	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Management Company	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Managing Agent	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other	£ _____	<input type="checkbox"/>	<input type="checkbox"/>

If other, provide contact details for service:

Name	<input style="width: 100%;" type="text"/>
Address	<input style="width: 100%;" type="text"/>
Telephone	<input style="width: 100%;" type="text"/>
Email	<input style="width: 100%;" type="text"/>
Capacity (e.g. Landlord's lawyer)	<input style="width: 100%;" type="text"/>

1.7

Who collects the Ground Rent?

Landlord Management Company Managing Agent N/A

1.8

Who collects the Service Charges?

Landlord Management Company Managing Agent N/A

1.9

Who collects the building insurance premiums?

Landlord Management Company Managing Agent N/A

1.10

Who deals with the day to day maintenance of the building?

Landlord Management Company Managing Agent the Lessees

1.10.1.

If the Lessees, please provide the contact details of the Lessee in charge

- 1.11 Who deals with the day to day maintenance of the Managed Area?
 Landlord Management Company Managing Agent the Lessees N/A
- 1.12 Who organises and administers the buildings insurance?
 Landlord Management Company Managing Agent the Lessees N/A

SECTION 2: TRANSFER & REGISTRATION

- 2.1 Is a Deed of Covenant required? Yes No Not Known
- 2.1.1 If Yes, confirm the costs applicable to the Deed including VAT £ _____
- 2.1.2 Provide details of the person who deals with the Deed of Covenant
- 2.2 Is a Licence to Assign required? Yes No
- 2.3 If Yes, specify requirements e.g. references, and any costs applicable to the Licence:
- 2.4 Are you aware of consent having been given to any alterations or additions to the Property? Yes No
- 2.4.1 If Yes, provide details and copies of any consent:
- 2.5 Is the incoming Lessee required to take a share in, or become a member of, the Management Company? Yes No N/A
- 2.5.1 If Yes, provide details of the procedure and fees:
NB Include details of the person who deals with the new certificate or share.
- 2.6 What is the procedure and cost for obtaining a certificate in accordance with a restriction in the Proprietorship Register at the Land Registry, if applicable?

SECTION 3: GROUND RENT

- 3.1 What is the annual Ground Rent payable for the Property? £ _____
- 3.2 Is the Ground Rent paid up to date? Yes No N/A ground rent not payable
- 3.2.1 If No, supply details of the arrears:
- 3.3 What period is covered by the last demand? From: ___ / ___ / ____ To: ___ / ___ / ____

SECTION 4: SERVICE CHARGE

- 4.1 How many properties contribute toward the maintenance of the Managed Area?
- 4.1.1 What is the current annual Service Charge for the Property? £
- 4.1.2 If the Service Charge has been collected on an 'ad hoc' basis, what have been the expenses over the last 3 years?
- 4.2 Is the Service Charge paid up to date for the Property? Yes No
- 4.2.1 If No, supply details of the arrears:
- 4.3 Is any excess payment anticipated for the Property at the end of the financial year? Yes No
- 4.3.1 If Yes, provide details:
- 4.4 What period is covered by the last demand? From: __ / __ / ____ To: __ / __ / ____
- 4.5 In the last 12 months, has any inability to collect payments, from any party, affected (or is it likely to affect), the maintenance of the Managed Area? Yes No
- 4.5.1 If Yes, provide details:
- 4.6 Does a Reserve Fund apply to the Managed Area? Yes No
- 4.6.1 If Yes, confirm the amount collected from Lessees of the Property, currently held in the Reserve Fund: £
- 4.6.2 Is the amount expected to be sufficient to cover the known Section 20 expenditure? Yes No
- 4.6.3 If No, supply details:
- 4.7 Confirm the date when the Managed Areas were last decorated, internally and externally. Internally Date: __ / __ / ____ To: __ / __ / ____
Externally Date: __ / __ / ____ To: __ / __ / ____
- 4.8 Within the next 2 years, are any Section 20 works proposed to the Property? completed but unpaid
 due
 anticipated
 N/A
- 4.8.1 If so, provide details of the works and the contribution anticipated from the Lessee:
- 4.9 Is any increase in the Service Charge over 10% or £100, whichever is the greater, anticipated in the next 2 years? Yes No

- 4.9.1 If Yes, provide details:
- 4.10 Are there any outstanding Service Charge consultation procedures? Yes No
- 4.10.1 If Yes, provide details:
- 4.11 Are the Managed Areas known to be affected by Japanese knotweed? Yes No
- 4.11.1 If Yes, provide details and a copy of any Japanese knotweed management plan in place.
- 4.12 Are there any:
-transfer fees,
-deferred service charges or
-similar fees
expressed as a percentage of the Property's value payable on an event such as resale or subletting? Yes No
- 4.12.1 If Yes, provide details:
- 4.13 Do all properties in the Managed Area contribute to the Service Charge? Yes No
- 4.13.1 If No, provide details as to why not

SECTION 5: BUILDINGS INSURANCE

- 5.1 Are the buildings insurance premium contributions paid up to date for the Managed Areas including the Property? Yes No
- 5.1.1 If No, provide details of the arrears:
- 5.2 What period is covered by the last demand? From: ___ / ___ / ____ To: ___ / ___ / ____
- 5.3 Has the premium been paid in full? Yes No
- 5.3.1 If No, provide details:
- 5.4 Have any claims been made against the policy during the last 3 years? Yes No Not Known
- 5.4.1 If Yes, provide details:
- 5.5 Are any claims anticipated? Yes No
- 5.5.1 If Yes, provide details:

- 5.6 Are the Managed Areas covered by the policy? Yes No
- 5.6.1 (i) Has a fire risk assessment been completed? Yes No No common parts
- (ii) Has an external wall fire risk assessment been completed? Yes No
- 5.6.2 (i) If Yes to either, have urgent or essential works been recommended? Yes No N/A
- (ii) Have these been carried out? Yes No N/A
- 5.7 Are you aware of any reason why comprehensive insurance will not be available on standard terms in future? Yes No
- 5.7.1 If Yes, provide details:
- 5.8 Are you aware of any non-compliance with the insurance conditions that would render the policy void? Yes No
- 5.8.1 If Yes, provide details:
- 5.9 Please confirm the date of the last buildings reinstatement cost assessment. ___ / ___ / ____
- 5.10 Is the insurance premium included in the service charge budget? Yes No
- 5.10.1 If No, confirm the annual amount payable for the Property: £ _____

SECTION 6: DISPUTES & ENFRANCHISEMENT

- 6.1 Are there any on-going forfeiture proceedings in relation to the Property? Yes No
- 6.2 Are there any documented unresolved disputes with the Lessees of any of the properties in the Managed Area? Yes No
- 6.2.1 If Yes, to the extent permitted by the Data Protection Act 1998, please supply details:
- 6.3 Have any steps been taken by anyone to enfranchise, exercise the right to manage, form a right to enfranchise or management company, extend the term of the lease of the Property or anything similar? Yes No Not Known
- 6.3.1 If Yes, provide details and copies of relevant documentation:
- 6.4 Are you aware of any breach of the terms of the lease of this Property? Yes No
- 6.4.1 If Yes, provide details:

SECTION 7: GENERAL

- 7.1 How many other properties are there in the Managed Area? _____
- 7.2 Are they all leased on leases with similar terms? Yes No Not Known
- 7.2.1 If No, provide details:
- 7.3 Is the building in which the Property is situated known to be an HMO? Yes No Not Known
- 7.3.1 If Yes, confirm that regulations applicable to section 257 Housing Act 2004 HMOs have been complied with:
- 7.4 Are there any parking regulations or restrictions in addition to any set out in the lease? Yes No
- 7.4.1 If Yes, provide details:
- 7.5 If there is a restriction in the lease on keeping pets, please outline the requirements: N/A Restrictions apply. *Provide details*
-

SECTION 8: REQUIRED DOCUMENTS

Please provide the following applicable documents:-

- 8.1 The last 3 years published Service Charge accounts: Enclosed To follow N/A
- 8.2 Buildings insurance policy and schedule: Enclosed To follow N/A
- 8.3 Buildings insurance policy and schedule for the Managed Areas: Enclosed To follow N/A
- 8.4 Service charge estimate for the current year and details of the anticipated payments on account for the Property: Enclosed To follow N/A
- 8.5 Service charge estimate for the previous year for which accounts have not yet been prepared for the Property: Enclosed To follow N/A
- 8.6 Copies of any notices served on the Lessees under Section 20 in respect of any proposed works or any works which have not yet been paid for: Enclosed To follow N/A
- 8.7 Documentation relating to any forfeiture proceedings applicable to the Property: Enclosed To follow N/A
- 8.8 Any additional regulations or rules affecting the Property which are not contained in the lease: Enclosed To follow N/A
- 8.9 Any Deeds of Variation or other document varying the terms of the lease of this Property: Enclosed To follow
- Landlord's lawyer provides
- Please supply draft N/A

- 8.10 Any required Deed of Covenant: Enclosed To follow
 Landlord's lawyer provides
 Please supply draft N/A
- 8.11 Any Certificate of Compliance: Enclosed To follow
Fee £ _____
 Landlord's lawyer provides
 Please supply draft N/A
- 8.12 Any required Licence to Assign: Enclosed To follow
 Landlord's lawyer provides
 Please supply draft N/A
- 8.13 Copy of any permission to alter the Property which has been issued: Enclosed To follow N/A
- 8.14 Copy of any known notices served on the Lessee and documentation arising from them: Enclosed To follow N/A
- 8.15 Asbestos Survey for parts of the Managed Area built or converted before 2001: Enclosed To follow N/A
- 8.16 Fire Risk Assessment for the Managed Area: Enclosed To follow N/A
- 8.17 Memorandum and Articles of Association of the Management Company: Enclosed To follow N/A
- 8.18 Minutes from the last AGM for the Management Company: Enclosed To follow N/A

By signing the form you are confirming that you are the person authorised to provide the information which you have completed in it on behalf of those parties which you have selected from the list, and that a buyer may rely on the information which you have supplied without applying to any other party except where you have left a section blank because you do not have the authority to provide the information.

Signed	Dated
Print Name:	<i>Please tick as applicable below, to confirm the capacity in which the answers are given.</i>
Company:	<input type="checkbox"/> Managing Agent <input type="checkbox"/> Management Company <input type="checkbox"/> Landlord <input type="checkbox"/> Residents' Association

Note

Additional enquiries. Raise only those specific additional enquiries required to clarify issues arising out of the documents submitted or which are relevant to the management of the Property or which the buyer has expressly requested. Resist raising any general additional enquiries that can be established by the buyer's own enquiries, survey or personal inspection.

Disclaimer

Whilst care has been taken in the preparation of this form, no legal liability is accepted by the organisations which created the form. This disclaimer does not affect the legal responsibilities of the person, or organisation, completing this form to answer to the best of their knowledge and ability. If you have any queries you should discuss these with your conveyancer or solicitor.

