

# HOME INFORMATION PACK

## PROPERTY INFORMATION QUESTIONNAIRE

Property Address:	
	Postcode:

Seller(s):	

Date PIQ Completed:	
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### About this form

**This form should be completed by the seller.** The seller may be the owner or owners; a representative with the necessary authority to sell the property for an owner who has died; a representative with the necessary authority to sell the property for a living owner (e.g. under a power of attorney) or be selling in some other capacity. The form should be completed and read as though the questions were being answered by the owner.

### If you are the seller you should be aware that -

- Answers given in this form should be truthful and accurate to the best of your knowledge. The questions have been designed to help ensure the smooth sale of your home. Misleading or incorrect answers are likely to be exposed later in the conveyancing process and may endanger the sale.
- Information included in this form does not replace official documents or legal information. You should be prepared to provide such documents on request in support of the answers given in this form.
- If you hold any guarantees for work on your property, your buyer's conveyancer is likely to ask for evidence, which it is in your interests to make available as soon as possible.
- If anything changes to affect the information given in this form prior to the sale of your home, you should inform your conveyancer or estate agent immediately.

### If you are the estate agent you should be aware that -

- This form should be completed by the seller but it is your responsibility to ensure that it is included in the Home Information Pack.
- The Property Misdescriptions Act does not apply where the form has been completed solely by the seller.

### If you are the buyer you should be aware:

- The information contained in this document should have been completed truthfully and accurately by the seller. However, the information only relates to the period during which the seller has owned the property (see question 1) and does not replace official documents or legal information and you should confirm any information with your conveyancer.

The seller must provide the information set out in Part 1 of this questionnaire.

Where the property being sold is a leasehold property, the seller must also complete Part 2 of this questionnaire.

## Part 1: ALL PROPERTIES

### ABOUT THE PROPERTY BEING SOLD

1.	When was the property purchased (mm/yyyy)?	<input type="text" value=" /"/>
2.	Is your property a listed building or contained in a listed building?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
3.	What council tax band is the property in?	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/>
4.	What parking arrangements exist at your property?	Garage <input type="checkbox"/>
		Allocated parking space <input type="checkbox"/>
		Driveway <input type="checkbox"/>
		On street <input type="checkbox"/>
		Resident permit <input type="checkbox"/>
		Metered parking <input type="checkbox"/>
		Shared parking <input type="checkbox"/>
	Other (please specify):	

### OTHER ISSUES AFFECTING THE PROPERTY

5.	Has there been any damage to your property as a result of storm or fire while you have owned it?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
5a.	If "Yes" please give details	
6.	If you have answered "Yes" to question 5, was the damage the subject of an insurance claim?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
6a.	If "Yes" please state whether these claims are outstanding:	
7.	Are you aware of any flooding at your property since you have owned it or before?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7a.	If "Yes", please give details	

<p>8. Have you checked the freely available flood risk data at the Environment Agency's website?</p> <p>8a. If "Yes", please give details:</p> <p>If "No", the buyer is advised to check the Environment Agency website for an indication of flood risk in the area. (<a href="http://www.environment-agency.gov.uk/subjects/flood">http://www.environment-agency.gov.uk/subjects/flood</a>)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/></p>																																								
<p>9. Has there been any treatment of or preventative work for dry rot, wet rot or damp in the property while you have owned the property?</p> <p>9a. If "Yes", please give details of any guarantees relating to the work and who holds the guarantees.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/></p>																																								
<b>UTILITIES AND SERVICES</b>																																									
<p>10. Is there a central heating system in your property?</p> <p>10a. If "Yes" please give details of the type of central heating: (examples: gas-fired, oil fired, solid fuel, liquid gas petroleum).</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/></p>																																								
<p>11. When was your central heating or other primary heating system last serviced?</p>	<p>Year (yyyy): <input type="text"/> Report available <input type="checkbox"/></p> <p>Not serviced <input type="checkbox"/> Don't know <input type="checkbox"/></p>																																								
<p>12. When was the electrical wiring in your property last checked?</p>	<p>Year (yyyy): <input type="text"/> Report available <input type="checkbox"/></p> <p>Not checked <input type="checkbox"/> Don't know <input type="checkbox"/></p>																																								
<p>13. Please indicate which services are connected to your property:</p>																																									
<table border="1"> <thead> <tr> <th data-bbox="217 1512 751 1581">SERVICES</th> <th colspan="4" data-bbox="751 1512 1442 1581">CONNECTED</th> </tr> </thead> <tbody> <tr> <td data-bbox="217 1581 751 1641">Electricity</td> <td data-bbox="751 1581 863 1641">Yes <input type="checkbox"/></td> <td colspan="2" data-bbox="863 1581 1038 1641"></td> <td data-bbox="1038 1581 1442 1641">No <input type="checkbox"/></td> </tr> <tr> <td data-bbox="217 1641 751 1702">Gas or liquid petroleum</td> <td data-bbox="751 1641 863 1702">Yes <input type="checkbox"/></td> <td colspan="2" data-bbox="863 1641 1038 1702"></td> <td data-bbox="1038 1641 1442 1702">No <input type="checkbox"/></td> </tr> <tr> <td data-bbox="217 1702 751 1762">Water mains or private water supply</td> <td data-bbox="751 1702 863 1762">Yes <input type="checkbox"/></td> <td colspan="2" data-bbox="863 1702 1038 1762"></td> <td data-bbox="1038 1702 1442 1762">No <input type="checkbox"/></td> </tr> <tr> <td data-bbox="217 1762 751 1823">Drainage to public sewer</td> <td data-bbox="751 1762 863 1823">Yes <input type="checkbox"/></td> <td data-bbox="863 1762 1038 1823">No: Cesspool <input type="checkbox"/></td> <td colspan="2" data-bbox="1038 1762 1442 1823">Septic tank <input type="checkbox"/></td> </tr> <tr> <td data-bbox="217 1823 751 1883">Telephone</td> <td data-bbox="751 1823 863 1883">Yes <input type="checkbox"/></td> <td colspan="2" data-bbox="863 1823 1038 1883"></td> <td data-bbox="1038 1823 1442 1883">No <input type="checkbox"/></td> </tr> <tr> <td data-bbox="217 1883 751 1944">Cable TV or satellite</td> <td data-bbox="751 1883 863 1944">Yes <input type="checkbox"/></td> <td colspan="2" data-bbox="863 1883 1038 1944"></td> <td data-bbox="1038 1883 1442 1944">No <input type="checkbox"/></td> </tr> <tr> <td data-bbox="217 1944 751 2004">Broadband</td> <td data-bbox="751 1944 863 2004">Yes <input type="checkbox"/></td> <td colspan="2" data-bbox="863 1944 1038 2004"></td> <td data-bbox="1038 1944 1442 2004">No <input type="checkbox"/></td> </tr> </tbody> </table>		SERVICES	CONNECTED				Electricity	Yes <input type="checkbox"/>			No <input type="checkbox"/>	Gas or liquid petroleum	Yes <input type="checkbox"/>			No <input type="checkbox"/>	Water mains or private water supply	Yes <input type="checkbox"/>			No <input type="checkbox"/>	Drainage to public sewer	Yes <input type="checkbox"/>	No: Cesspool <input type="checkbox"/>	Septic tank <input type="checkbox"/>		Telephone	Yes <input type="checkbox"/>			No <input type="checkbox"/>	Cable TV or satellite	Yes <input type="checkbox"/>			No <input type="checkbox"/>	Broadband	Yes <input type="checkbox"/>			No <input type="checkbox"/>
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CHANGES TO THE PROPERTY	
14. Have you carried out any structural alterations, additions or extensions (e.g. provision of an extra bedroom or bathroom) to the property?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
14a. If "Yes" please give details of the nature of the work:	
14b. Was building regulation approval obtained?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
14c. Was planning permission obtained?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
14d. Was listed building consent obtained?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
If the response was 'No' for any of 14b. to 14d., please state why not (e.g. "not required" or "work completed under approved person scheme").	
15. Have you had replacement windows, doors, patio doors or double-glazing installed in your property?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
15a. If "Yes" please give details of changes and guarantees, if held:	
ACCESS	
16. Do you have right of access through any neighbouring homes, buildings or land?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
16a. If "Yes" please give details:	
17. Does any other person have a right of access through the property?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
17a. If "Yes" please give details:	
LEASEHOLD PROPERTIES	
18. Is your property a leasehold property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes", please complete Part 2 of this questionnaire. If "No", there is no need to complete Part 2 of this questionnaire.	

## Part 2: ADDITIONAL INFORMATION FOR LEASEHOLD PROPERTIES

Only complete this part if the property is a leasehold property.

If the lease is a new one and has not yet been granted, please answer the questions based on the draft terms of the lease.

**Please note:** Before entering into a binding commitment, buyers should confirm any matter relating to the leasehold ownership by reading the lease and checking the position with their conveyancer.

<p>19. What is the name and address of the person or organisation to whom you pay:</p> <p>19a. ground rent; and</p> <p>19b. service charges (if different from 19a. above)?</p>	
<p>20. How many years does your lease have left to run?</p>	<p style="text-align: center;">Years</p> <hr style="width: 100%;"/>
<p>21. How much is your current annual ground rent?</p>	<p style="text-align: center;">£</p> <hr style="width: 100%;"/>
<p>22. How much is your current annual service charge?</p>	<p style="text-align: center;">£</p> <hr style="width: 100%;"/>
<p>23. How much is your current annual buildings insurance premium (if not included in the service charge)?</p>	<p style="text-align: center;">£</p> <hr style="width: 100%;"/>
<p>24. Are you aware of any proposed or ongoing major works to this property?</p> <p>24a. If "Yes", what type of works are they and what is the expected cost relating to this property (if known)?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/></p>
<p>25. Does the lease prevent you from:</p> <p>25a. Sub-letting?</p> <p>25b. Keeping pets?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/></p>
<p>26. Does the lease allow you to:</p> <p>26a. Use a car park or space (where applicable)?</p> <p>26b. Have access to a communal garden (where applicable)?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/></p>

<p>27. Are there any other conditions or restrictions in the lease, which significantly impact on a person's use of the property?</p> <p>27a. If "Yes" please specify.</p> <p>NB – Leases often permit or prevent certain types of activity with regards to the use of a property. Those referred to in question 25. are common examples.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/></p>
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**Explanatory notes to numbered items**

19. The landlord will normally be the person to whom the ground rent is payable, although it is possible that an agent may be employed to collect this on the landlord's behalf. The person or organisation to whom the service charge is payable may be your landlord or head landlord or a residents' management company – you should find the landlord's details on your latest service charge demand. It is also possible that an agent has been employed to collect service charges on their behalf.

20. The number of years is calculated by taking the original number of years the lease was granted for and then deducting the number of years that have expired since the lease was first granted.

21. This information will be found in the lease.

22. This information should be found on the previous year's service charge demands.

24. Leaseholders should have been notified of this as part of the required consultation process where their contribution towards the work exceeds £250.

**Please note:** All leaseholders should have their own copy of the lease although sometimes this is held by the mortgage lender or the conveyancer who handled the purchase. A copy can usually be obtained from the Land Registry – [www.landregistryonline.gov.uk](http://www.landregistryonline.gov.uk). It is unlikely that the managing agent will be able to provide a copy of the lease.

Please return the completed form to:

The Partnership (2005) Ltd.  
 4 Wey Court  
 Mary Road  
 Guildford  
 Surrey  
 GU1 4QU  
 0845 200 8346

This form is also available online  
[www.thepartnershiplimited.com](http://www.thepartnershiplimited.com)