



## **Seller's Leasehold Information Form**

**Address of the Property:**

**If you live in leasehold property, please answer the following questions. Some people live in blocks of flats, others in large house 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 address 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 Tenant's Association?

*Please mark the appropriate box*

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

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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 Please supply a receipt from the landlord for the last rent payment.

ENCLOSED
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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. recordation 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 3 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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## 4. Notices

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.

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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## 5. Consents

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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## 6 Complaints

6.1 Have you received any complaints from the 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.

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6.2 Have you 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

7.1 Are you responsible under the lease for arranging the Buildings insurance to the property?

YES	NO
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7.2 If "YES" please supply the 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 the 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

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	ENCLOSED	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	ENCLOSED	TO FOLLOW
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11.3 Have you received any response to that notice?

NO	YES	ENCLOSED	TO FOLLOW
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<b>Signature Seller 1</b>	<b>Date:</b>
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<b>Signature Seller 2</b>	<b>Date:</b>
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