The Law Society

Law Society Property Information Form (4th edition 2020 - second revision)

Address of the property

Postcode ☐☐☐☐☐☐☐☐

Full names of the seller

Seller's solicitor
Name of solicitor's firm

Woodhouse & Company

Address

22 Waterloo Road
Wolverhampton
WV1 4BL

Email

Reference number

About this form

This form is completed by the seller to supply the detailed information and documents which may be relied upon for the conveyancing process.

Definitions

- 'Seller' means all sellers together where the property is owned by more than one person.
- 'Buyer' means all buyers together where the property is being bought by more than one person.
- 'Property' includes all buildings and land within its boundaries.

© Law Society 2020

Instructions to the seller

- The answers should be prepared by the person or persons who are named as owner on the deeds or Land Registry title or by the owner's legal representative(s) if selling under a power of attorney or grant of probate or representation. If there is more than one seller, you should prepare the answers together or, if only one seller prepares the form, the other(s) should check the answers given and all sellers should sign the form.
- If you do not know the answer to any question, you must say so. If you are unsure of the meaning of any questions or answers, please ask your solicitor. Completing this form is not mandatory, but omissions or delay in providing some information may delay the sale.
- If you later become aware of any information which would alter any replies you have given, you must inform your solicitor immediately. This is as important as giving the right answers in the first place. Do not change any arrangements concerning the property with anyone (such as a tenant or neighbour) without first consulting your solicitor.
- It is very important that your answers are accurate. If you give incorrect or incomplete information to the buyer (on this form or otherwise in writing or in conversation, whether through your estate agent or solicitor or directly to the buyer), the buyer may make a claim for compensation from you or refuse to complete the purchase.
- You should answer the questions based upon information known to you (or, in the case of legal representatives, you or the owner). You are not expected to have expert knowledge of legal or technical matters, or matters that occurred prior to your ownership of the property.
- Please give your solicitor any letters, agreements or other papers which help answer the questions. If you are aware of any which you are not supplying with the answers, tell your solicitor. If you do not have any documentation you may need to obtain copies at your own expense. Also pass to your solicitor any notices you have received concerning the property and any which arrive at any time before completion of the sale.

Instructions to the buyer

- If the seller gives you, separately from this form, any information concerning the property (in writing or in conversation, whether through an estate agent or solicitor or directly to you) on which you wish to rely when buying the property, you should tell your solicitor.
- You are entitled to rely on the replies given to enquiries but in relation to the physical condition of the property, the replies should not be treated as a substitute for undertaking your own survey or making your own independent enquiries, which you are recommended to do.
- The seller is only obliged to give answers based on their own information. They may not have knowledge of legal or technical matters. You should not expect the seller to have knowledge of, or give information about, matters prior to their ownership of the property.

© Law Society 2020

1. Boundaries

If the property is leasehold this section, or parts of it, may not apply.

1.1 Looking towards the property from the road, who owns or accepts responsibility to maintain or repair the boundary features:

(a) on the left? ☐ Seller ☐ Neighbour ☐ Shared ☐ Not known

(b) on the right? ☐ Seller ☐ Neighbour ☐ Shared ☐ Not known

(c) at the rear? ☐ Seller ☐ Neighbour ☐ Shared ☐ Not known

(d) at the front? ☐ Seller ☐ Neighbour ☐ Shared ☐ Not known

1.2 If the boundaries are irregular please indicate ownership by written description or by reference to a plan:

1.3 Is the seller aware of any boundary feature having been moved in the last 10 years or during the seller's period of ownership if longer? If Yes, please give details: ☐ Yes ☐ No

1.4 During the seller's ownership, has any adjacent land or property been purchased by the seller? If Yes, please give details: ☐ Yes ☐ No

1.5 Does any part of the property or any building on the property overhang, or project under, the boundary of the neighbouring property or road, for example cellars under the pavement, overhanging eaves or covered walkways? If Yes, please give details: ☐ Yes ☐ No

© Law Society 2020

1.6 **Has any notice been received under the Party Wall etc. Act 1996 in respect of any shared/party boundaries? If Yes, please supply a copy, and give details of any works carried out or agreed:**

☐ Yes ☐ No
☐ Enclosed ☐ To follow

2. Disputes and complaints

2.1 **Have there been any disputes or complaints regarding this property or a property nearby? If Yes, please give details:**

☐ Yes ☐ No

2.2 **Is the seller aware of anything which might lead to a dispute about the property or a property nearby? If Yes, please give details:**

☐ Yes ☐ No

3. Notices and proposals

3.1 **Have any notices or correspondence been received or sent (e.g. from or to a neighbour, council or government department), or any negotiations or discussions taken place, which affect the property or a property nearby? If Yes, please give details:**

☐ Yes ☐ No

3.2 **Is the seller aware of any proposals to develop property or land nearby, or of any proposals to make alterations to buildings nearby? If Yes, please give details:**

☐ Yes ☐ No

© Law Society 2020

4. Alterations, planning and building control

Note to seller: All relevant approvals and supporting paperwork referred to in section 4 of this form, such as listed building consents, planning permissions, Building Regulations consents and completion certificates should be provided. If the seller has had works carried out the seller should produce the documentation authorising this. Copies may be obtained from the relevant local authority website. Competent Persons Certificates may be obtained from the contractor or the scheme provider (e.g. FENSA or Gas Safe Register). Further information about Competent Persons Certificates can be found at:
https://www.gov.uk/guidance/competent-person-scheme-current-schemes-and-how-schemes-are-authorised

Note to buyer: If any alterations or improvements have been made since the property was last valued for council tax, the sale of the property may trigger a revaluation. This may mean that following completion of the sale, the property will be put into a higher council tax band. Further information about council tax valuation can be found at:
https://www.gov.uk/government/organisations/valuation-office-agency

4.1 Have any of the following changes been made to the whole or any part of the property (including the garden)?

(a) Building works (e.g. extension, loft or garage conversion, removal of internal walls). If Yes, please give details including dates of all work undertaken: ☐ Yes ☐ No

(b) Change of use (e.g. from an office to a residence) ☐ Yes ☐ No Year

(c) Installation of replacement windows, roof windows, roof lights, glazed doors since 1 April 2002 ☐ Yes ☐ No Year

(d) Addition of a conservatory ☐ Yes ☐ No Year

4.2 If Yes to any of the questions in 4.1 and if the work was undertaken during the seller's ownership of the property:

(a) please supply copies of the planning permissions, Building Regulations approvals and Completion Certificates, OR:

(b) if none were required, please explain why these were not required - e.g. permitted development rights applied or the work was exempt from Building Regulations:

Further information about permitted development can be found at:
https://www.planningportal.co.uk/info/200126/applications

© Law Society 2020

4.3 Are any of the works disclosed in 4.1 above unfinished? If Yes, please give details:

☐ Yes ☐ No

4.4 Is the seller aware of any breaches of planning permission conditions or Building Regulations consent conditions, unfinished work or work that does not have all necessary consents? If Yes, please give details:

☐ Yes ☐ No

4.5 Are there any planning or building control issues to resolve? If Yes, please give details:

☐ Yes ☐ No

4.6 Have solar panels been installed?

☐ Yes ☐ No

If Yes:

(a) In what year were the solar panels installed? ☐ Year

(b) Are the solar panels owned outright? ☐ Yes ☐ No

(c) Has a long lease of the roof/air space been granted to a solar panel provider? If Yes, please supply copies of the relevant documents e.g. copies of electricity bills for feed in tariffs.

☐ Yes ☐ No
☐ Enclosed ☐ To follow

4.7 Is the property or any part of it:

(a) a listed building?

☐ Yes ☐ No
☐ Not known

(b) in a conservation area?

☐ Yes ☐ No
☐ Not known

If Yes, please supply copies of any relevant documents.

☐ Enclosed ☐ To follow

© Law Society 2020

4.8 Are any of the trees on the property subject to a Tree Preservation Order?

☐ Yes ☐ No ☐ Not known

If Yes:

(a) Have the terms of the Order been complied with?

☐ Yes ☐ No ☐ Not known

(b) Please supply a copy of any relevant documents.

☐ Enclosed ☐ To follow

5. Guarantees and warranties

Note to seller: All available guarantees, warranties and supporting paperwork should be supplied before exchange of contracts.

Note to buyer: Some guarantees only operate to protect the person who had the work carried out or may not be valid if their terms have been breached. You may wish to contact the company to establish whether it is still trading and if so, whether the terms of the guarantee will apply to you.

5.1 Does the property benefit from any of the following guarantees or warranties? If Yes, please supply a copy.

(a) New home warranty (e.g. NHBC or similar)

☐ Yes ☐ No ☐ Enclosed ☐ To follow

(b) Damp proofing

☐ Yes ☐ No ☐ Enclosed ☐ To follow

(c) Timber treatment

☐ Yes ☐ No ☐ Enclosed ☐ To follow

(d) Windows, roof lights, roof windows or glazed doors

☐ Yes ☐ No ☐ Enclosed ☐ To follow

(e) Electrical work

☐ Yes ☐ No ☐ Enclosed ☐ To follow

(f) Roofing

☐ Yes ☐ No ☐ Enclosed ☐ To follow

(g) Central heating

☐ Yes ☐ No ☐ Enclosed ☐ To follow

(h) Underpinning

☐ Yes ☐ No ☐ Enclosed ☐ To follow

© Law Society 2020

(i) Other (please state): ☐ Yes ☐ No ☐ Enclosed ☐ To follow

5.2 Have any claims been made under any of these guarantees or warranties? If Yes, please give details: ☐ Yes ☐ No

6. Insurance

6.1 Does the seller insure the property? ☐ Yes ☐ No

6.2 If not, why not?

6.3 If the property is a flat, does the landlord insure the building? ☐ Yes ☐ No

6.4 Has any buildings insurance taken out by the seller ever been:

(a) subject to an abnormal rise in premiums? ☐ Yes ☐ No

(b) subject to high excesses? ☐ Yes ☐ No

(c) subject to unusual conditions? ☐ Yes ☐ No

(d) refused? ☐ Yes ☐ No

If Yes, please give details:

6.5 Has the seller made any buildings insurance claims? If Yes, please give details: ☐ Yes ☐ No

© Law Society 2020

7. Environmental matters

Flooding

Note: Flooding may take a variety of forms: it may be seasonal or irregular or simply a one-off occurrence. The property does not need to be near a sea or river for flooding to occur. Further information about flooding can be found at: **www.gov.uk/government/organisations/department-for-environment-food-rural-affairs.** The flood risk check can be found at: **www.gov.uk/check-flood-risk.**

Read our updated Flood Risk Practice Note at **https://www.lawsociety.org.uk/support-services/advice/practice-notes/flood-risk/**

7.1 Has any part of the property (whether buildings or surrounding garden or land) ever been flooded? If Yes, please state when the flooding occurred and identify the parts that flooded: ☐ Yes ☐ No

If No to question 7.1 please continue to 7.3 and do not answer 7.2 below.

7.2 What type of flooding occurred?

(a) Ground water ☐ Yes ☐ No

(b) Sewer flooding ☐ Yes ☐ No

(c) Surface water ☐ Yes ☐ No

(d) Coastal flooding ☐ Yes ☐ No

(e) River flooding ☐ Yes ☐ No

(f) Other (please state):

7.3 Has a Flood Risk Report been prepared? If Yes, please supply a copy. ☐ Yes ☐ No ☐ Enclosed ☐ To follow

Further information about the types of flooding and Flood Risk Reports can be found at: **www.gov.uk/government/organisations/environment-agency**.

Radon

Note: Radon is a naturally occurring inert radioactive gas found in the ground. Some parts of England and Wales are more adversely affected by it than others. Remedial action is advised for properties with a test result above the 'recommended action level'. Further information about Radon can be found at: **www.gov.uk/government/organisations/public-health-england** and **www.publichealthwales.wales.nhs.uk**.

7.4 Has a Radon test been carried out on the property? ☐ Yes ☐ No

If Yes:

(a) please supply a copy of the report ☐ Enclosed ☐ To follow

(b) was the test result below the 'recommended action level'? ☐ Yes ☐ No

© Law Society 2020

7.5 Were any remedial measures undertaken on construction to reduce Radon gas levels in the property?

☐ Yes ☐ No
☐ Not known

Energy efficiency

Note: An Energy Performance Certificate (EPC) is a document that gives information about a property's energy usage. Further information about EPCs can be found at:
https://www.gov.uk/buy-sell-your-home/energy-performance-certificates

7.6 Please supply a copy of the EPC for the property.

☐ Enclosed ☐ To follow
☐ Already supplied

7.7 Have any installations in the property been financed under the Green Deal scheme? If Yes, please give details of all installations and supply a copy of your last electricity bill.

☐ Yes ☐ No
☐ Enclosed ☐ To follow

Further information about the Green Deal can be found at:
www.gov.uk/green-deal-energy-saving-measures

Japanese knotweed

Note: Japanese knotweed is an invasive non-native plant that can cause damage to property if left untreated. The plant consists of visible above ground growth and an invisible rhizome (root) below ground in the soil. It can take several years to control and manage through a management and treatment plan and rhizomes may remain alive below the soil even after treatment.

7.8 Is the property affected by Japanese knotweed?

☐ Yes ☐ No
☐ Not known

If Yes, please state whether there is a Japanese knotweed management and treatment plan in place and supply a copy with any insurance cover linked to the plan.

☐ Yes ☐ No
☐ Not known
☐ Enclosed ☐ To follow

8. Rights and informal arrangements

Note: Rights and arrangements may relate to access or shared use. They may also include leases of less than seven years, rights to mines and minerals, manorial rights, chancel repair and similar matters. If you are uncertain about whether a right or arrangement is covered by this question, please ask your solicitor.

8.1 Does ownership of the property carry a responsibility to contribute towards the cost of any jointly used services, such as maintenance of a private road, a shared driveway, a boundary or drain? If Yes, please give details:

☐ Yes ☐ No

© Law Society 2020

8.2 **Does the property benefit from any rights or arrangements over any neighbouring property (this includes any rights of way)? If Yes, please give details:** ☐ Yes ☐ No

8.3 **Has anyone taken steps to prevent access to the property, or to complain about or demand payment for access to the property? If Yes, please give details:** ☐ Yes ☐ No

8.4 **Does the seller know if any of the following rights benefit the property?**

(a) Rights of light ☐ Yes ☐ No

(b) Rights of support from adjoining properties ☐ Yes ☐ No

(c) Customary rights (e.g. rights deriving from local traditions) ☐ Yes ☐ No

8.5 **Does the seller know if any of the following arrangements affect the property?**

(a) Other people's rights to mines and minerals under the land ☐ Yes ☐ No

(b) Chancel repair liability ☐ Yes ☐ No

(c) Other people's rights to take things from the land (such as timber, hay or fish) ☐ Yes ☐ No

If Yes, please give details:

8.6 **Are there any other rights or arrangements affecting the property? This includes any rights of way. If Yes, please give details:** ☐ Yes ☐ No

Services crossing the property or neighbouring property

8.7 **Do any drains, pipes or wires serving the property cross any neighbour's property?** ☐ Yes ☐ No ☐ Not known

8.8 **Do any drains, pipes or wires leading to any neighbour's property cross the property?** ☐ Yes ☐ No ☐ Not known

© Law Society 2020

8.9 Is there any agreement or arrangement about drains, pipes or wires?

☐ Yes ☐ No ☐ Not known

If Yes, please supply a copy or give details:

☐ Enclosed ☐ To follow

9. Parking

9.1 What are the parking arrangements at the property?

9.2 Is the property in a controlled parking zone or within a local authority parking scheme?

☐ Yes ☐ No ☐ Not known

10. Other charges

Note: If the property is leasehold, details of lease expenses such as service charges and ground rent should be set out on the separate TA7 Leasehold Information Form. If the property is freehold, there may still be charges: for example, payments to a management company or for the use of a private drainage system.

10.1 Does the seller have to pay any charges relating to the property (excluding any payments such as council tax, utility charges, etc.), for example payments to a management company? If Yes, please give details:

☐ Yes ☐ No

11. Occupiers

11.1 Does the seller live at the property?

☐ Yes ☐ No

11.2 Does anyone else, aged 17 or over, live at the property?

☐ Yes ☐ No

If No to question 11.2, please continue to section 12 'Services' and do not answer 11.3-11.5 below.

© Law Society 2020

11.3 Please give the full names of any occupiers (other than the sellers) aged 17 or over:

11.4 Are any of the occupiers (other than the sellers), aged 17 or over, tenants or lodgers? ☐ Yes ☐ No

11.5 Is the property being sold with vacant possession? ☐ Yes ☐ No

If Yes, have all the occupiers aged 17 or over:

(a) agreed to leave prior to completion? ☐ Yes ☐ No

(b) agreed to sign the sale contract? If No, please supply other evidence that the property will be vacant on completion. ☐ Yes ☐ No ☐ Enclosed ☐ To follow

12. Services

Note: If the seller does not have a certificate requested below this can be obtained from the relevant Competent Persons Scheme. Further information about Competent Persons Schemes can be found at: **https://www.gov.uk/guidance/competent-person-scheme-current-schemes-and-how-schemes-are-authorised**

Electricity

12.1 Has the whole or any part of the electrical installation been tested by a qualified and registered electrician? ☐ Yes ☐ No

If Yes, please state the year it was tested and provide a copy of the test certificate. ☐ Year ☐ Enclosed ☐ To follow

12.2 Has the property been rewired or had any electrical installation work carried out since 1 January 2005? ☐ Yes ☐ No ☐ Not known

If Yes, please supply one of the following:

(a) a copy of the signed BS7671 Electrical Safety Certificate ☐ Enclosed ☐ To follow

(b) the installer's Building Regulations Compliance Certificate ☐ Enclosed ☐ To follow

(c) the Building Control Completion Certificate ☐ Enclosed ☐ To follow

© Law Society 2020

Central heating

12.3 Does the property have a central heating system? ☐ Yes ☐ No

If Yes:

(a) What type of system is it (e.g. mains gas, liquid gas, oil, electricity, etc.)?

(b) When was the heating system installed? If on or after 1 April 2005 please supply a copy of the 'completion certificate' (e.g. CORGI or Gas Safe Register) or the 'exceptional circumstances' form.
☐ Date
☐ Not known
☐ Enclosed ☐ To follow

(c) Is the heating system in good working order? ☐ Yes ☐ No

(d) In what year was the heating system last serviced/maintained? Please supply a copy of the inspection report.
☐ Year
☐ Not known
☐ Enclosed ☐ To follow
☐ Not available

Drainage and sewerage

Note: Further information about drainage and sewerage can be found at: **www.gov.uk/government/organisations/environment-agency**

12.4 Is the property connected to mains:

(a) foul water drainage? ☐ Yes ☐ No ☐ Not known

(b) surface water drainage? ☐ Yes ☐ No ☐ Not known

If Yes to both questions in 12.4, please continue to section 13 'Connection to utilities and services' and do not answer 12.5-12.10 below.

12.5 Is sewerage for the property provided by:

(a) a septic tank? ☐ Yes ☐ No

If the property is in England and you answered Yes to question 12.5 and your septic tank discharges directly into surface water, you must do one of the following as soon as possible:

- **connect to mains sewer**
- **install a drainage field (also known as an infiltration system) so the septic tank can discharge to ground instead**
- **replace your septic tank with a small sewage treatment plant**

You must have plans in place to carry out this work within a reasonable timescale, typically 12 months.

12.5.1 When was the septic tank last replaced or upgraded?
☐ Month
☐ Year

(b) a sewage treatment plant? ☐ Yes ☐ No

(c) cesspool? ☐ Yes ☐ No

© Law Society 2020

12.6 Is the use of the septic tank, sewage treatment plant or cesspool shared with other properties? If Yes, how many properties share the system? ☐ Yes ☐ No ☐ Properties share

12.7 When was the system last emptied? ☐ Year

12.8 If the property is served by a sewage treatment plant, when was the treatment plant last serviced? ☐ Year

12.9 When was the system installed? ☐ Year

Note: Some systems installed after 1 January 1991 require Building Regulations approval, environmental permits or registration. Further information about permits and registration can be found at: **www.gov.uk/government/organisations/environment-agency**

12.10 Is any part of the septic tank, sewage treatment plant (including any soakaway or outfall) or cesspool, or the access to it, outside the boundary of the property? If Yes, please supply a plan showing the location of the system and how access is obtained. ☐ Yes ☐ No ☐ Enclosed ☐ To follow

Specific information about permits and general binding rules can be found at: **www.gov.uk/permits-you-need-for-septic-tanks**

13. Connection to utilities and services

Please mark the Yes or No boxes to show which of the following utilities and services are connected to the property and give details of any providers.

Mains electricity ☐ Yes ☐ No

Provider's name

Location of meter

Mains gas ☐ Yes ☐ No

Provider's name

Location of meter

Mains water ☐ Yes ☐ No

Provider's name

Location of stopcock

Location of meter, if any

Mains sewerage ☐ Yes ☐ No

Provider's name

Telephone ☐ Yes ☐ No

Provider's name

Cable ☐ Yes ☐ No

Provider's name

© Law Society 2020

14. Transaction information

14.1 Is this sale dependent on the seller completing the purchase of another property on the same day? ☐ Yes ☐ No

14.2 Does the seller have any special requirements about a moving date? If Yes, please give details: ☐ Yes ☐ No

14.3 Will the sale price be sufficient to repay all mortgages and charges secured on the property? ☐ Yes ☐ No ☐ No mortgage

14.4 Will the seller ensure that:

(a) all rubbish is removed from the property (including from the loft, garden, outbuildings, garages and sheds) and that the property will be left in a clean and tidy condition? ☐ Yes ☐ No

(b) if light fittings are removed, the fittings will be replaced with ceiling rose, flex, bulb holder and bulb? ☐ Yes ☐ No

(c) reasonable care will be taken when removing any other fittings or contents? ☐ Yes ☐ No

(d) keys to all windows and doors and details of alarm codes will be left at the property or with the estate agent? ☐ Yes ☐ No

Signed: _____ Dated: _____

Signed: _____ Dated: _____

Each seller should sign this form.

The Law Society

The Law Society is the representative body for solicitors in England and Wales.