

Home use form for

Insert address of property to be sold below and include postcode.

About this form and seller's check

About this form:

- Under the Home Information Pack Regulations (“the Regulations”), you can include this form in your Home Information Pack. You may choose not to disclose the information requested by checking the “undisclosed” box for any given section. However, disclosing information should help negotiations with buyers and speed up the sale.
- A buyer’s legal adviser and mortgage lender are also likely to ask many of these questions during the sale, so answering them now should save time later.
- Part 1 of this form applies to all properties. Part 2 just applies to commonhold properties and Part 3 just applies to leasehold properties. If you do not own a commonhold or leasehold property, please leave Part 2 and 3 blank.
- Someone else can complete this form on behalf of a seller.
- Please cross through any questions that are not relevant and use the suggested answers by checking the relevant box and adding any further information asked for. Where alternatives are offered, please indicate which one (or more) applies.
- If the property has not yet been completed or converted, please answer the questions as if the property is finished.
- The Regulations also tell you what other documents must and may be in the Home Information Pack, and guidance on the Regulations is available at www.homeinformationpacks.gov.uk
- The Home Condition Report, where included, will provide additional information .

Seller's check of this form

- Someone can complete this form on behalf of a seller, but given that a buyer and mortgage lender might rely on the information in this form, it is important that the seller checks the answers to ensure that they are as truthful and as accurate as possible.

Please check the boxes below to confirm that:

This form has been completed by the seller(s) or with their authority; and to the best of the seller’s knowledge, the answers are true and accurate.

Part 1 - All properties

About the property being sold ("the property")	Undisclosed									
1. Does the owner have access to any parts of the building or surrounding land along with other residents ("common parts")? Examples could include a private road, recreation area or car park:	Yes No or Don't know If "Yes", please give details:									
2. Will the new owner have to pay a contribution to the costs of maintaining or accessing any common parts?	Yes There are no common parts for the property No or Don't know If "Yes", please give details:									
3. Do any buildings or surrounding land form part of the property (such as a garage or garden) for the owners' use only?	Yes No or Don't know If "No", please give details:									
4. Which services are connected to the property?	Mains Water Private water supply Electricity Gas Telephone Drainage Septic tank/cesspool Broadband/digital									
5. Indicate the banding the property is in for council tax purposes: Note: The current council tax band may increase following a sale of the property if it has undergone improvements, such as an extension, since it was last assessed by the Valuation Office Agency (VOA). The current council tax bands for all domestic properties in England and Wales, together with further information, are available on the VOA's website at www.voa.gov.uk .	Band A Band B Band C Band D Band E Band F Band G or Band H									
Boundaries	Undisclosed									
6. Facing the front of the property, who is responsible for maintaining fences, walls, hedges or anything else marking boundaries:	<table border="0"> <tr> <td data-bbox="810 1532 1059 1644">On the right?</td> <td data-bbox="1059 1532 1511 1644"> Owner Neighbour Other (Please specify) </td> </tr> <tr> <td data-bbox="810 1644 1059 1756">On the left?</td> <td data-bbox="1059 1644 1511 1756"> Owner Neighbour Other (Please specify) </td> </tr> <tr> <td data-bbox="810 1756 1059 1868">At the back?</td> <td data-bbox="1059 1756 1511 1868"> Owner Neighbour Other (Please specify) </td> </tr> <tr> <td data-bbox="810 1868 1059 2002">Other:</td> <td data-bbox="1059 1868 1511 2002"> Owner Neighbour Other (Please specify) </td> </tr> </table>		On the right?	Owner Neighbour Other (Please specify)	On the left?	Owner Neighbour Other (Please specify)	At the back?	Owner Neighbour Other (Please specify)	Other:	Owner Neighbour Other (Please specify)
On the right?	Owner Neighbour Other (Please specify)									
On the left?	Owner Neighbour Other (Please specify)									
At the back?	Owner Neighbour Other (Please specify)									
Other:	Owner Neighbour Other (Please specify)									

Access over and to the property	Undisclosed
7. Does the owner of the property have right of access through any neighbouring homes, building or land?	Yes No or Don't know If "Yes", please give details:
8. Do any neighbouring homes, buildings or land have a right of access through the property?	Yes No or Don't know If "Yes", please give details:
Changes to the property	Undisclosed
9. While the current owner has owned the property, have there been any building works to the property?	Yes No or Don't know If "Yes", please give details:
10. If you answered "Yes" to question 9, was any planning permission, building control approval or listed building consent obtained for the works?	Yes Needed but not obtained No, but work covered by approved person scheme No, not needed or Don't know If "Yes" or "No, but work covered by approved person scheme" please give details:
11. Has planning permission, building control approval or listed building consent been obtained for any future works to the property?	Yes No or Don't know If "Yes", please give details:
12. If the property has not yet been completed or converted, have all necessary planning permissions, building control approvals or listed building consent been obtained?	Yes Application made Needed but not obtained or Not applicable If "Yes", please give details:
Insurance policies, warranties and guarantees	Undisclosed
13. Please give the name of any insurer who covers the property against damage and against injury or death caused by or within the property:	The name of the insurer is or No such insurance currently exists for the property

Part 2 - Commonhold properties

The commonhold community statement ("CCS")	Undisclosed
14. Are there any proposals to enlarge or reduce the size of the commonhold?	Yes No Don't Know or First sale of the commonhold If "Yes", please give details:
15. Please include copies of any extra rules or regulations about the use of the commonhold made or that will be made by the commonhold association or its agent or manager (which apply as well as those in the commonhold community statement):	Included or There are no extra rules or regulations made so far
16. Please include a copy of any separate amendments proposed to the rules or regulations referred to in question 15:	Included or Don't know of any proposed
17. Name and registered address of the commonhold association:	
18. Has the commonhold association employed an agent to manage the property or will it do so?	Yes, and Name and current address: or No, or Don't know
19. Is the commonhold association a member of an ombudsman scheme?	Yes No Don't know If "Yes", please give details:
Commonhold assessment and reserve fund levy	Undisclosed
20. Is there any commonhold assessment due for the property which has not been paid?	Yes No None due or Don't know If "Yes", please state how much:
21. Is there any reserve fund levy due for the property which has not been paid?	Yes No None due or Don't know If "Yes", please state how much:
22. At the end of the financial year are there expected to be any additional expenses due for works to the unit or the common parts which will not be covered by commonhold assessment or reserve fund levy?	Yes No Don't know or First sale of the commonhold If "Yes", please give details:

23. If this is the first sale of the commonhold, please provide a total estimate of any commonhold assessment and reserve fund levy payable during the first 12 months of a new unit-holder's ownership:	The total is likely to be £
Maintenance of the property Undisclosed	
24. When was the outside of the building last maintained?	Year: It has not been maintained during the unit-holder's ownership or Don't know
25. When were the common parts last decorated?	Year: They have not been decorated during the unit-holder's ownership or Don't know
26. Is there or will there be a unit-holders' or residents' association of any kind?	Yes No or Don't know If "Yes", please give details:
Insurance for the property Undisclosed	
27. Who is or will be responsible for insuring the unit against damage to it or injury caused by it?	Commonhold association Unit-holder or Don't know

Part 3 - Leasehold properties

The lease Undisclosed	
28. Is the seller aware of any negotiations under way to extend the length of the lease?	Yes No Don't Know or First sale of the lease If "Yes", please give details:
29. Are there any proposals by or affecting the seller or leaseholder to exercise any right to buy a freehold of the property?	Yes No Don't Know or First sale of the lease If "Yes", please give details:
30. Is the lease held on a shared equity basis? If so, what percentage has been purchased (and is for sale)?	Yes and % has already been bought from the Landlord and is now being offered for sale and % is the maximum additional equity share that can be bought from the Landlord in the future or No Don't know First sale of the lease or Not applicable

31. Is a share of the freehold interest of the building containing the property also included in the sale? If yes, will it be owned jointly with others in addition to the buyer of this property?	<p>Yes No or Don't Know</p> <p>If "Yes", please give details:</p>
Relationship with the landlord Undisclosed	
32. Is the landlord's consent needed for the sale of the lease?	<p>Yes No, none needed or Don't know</p> <p>If "Yes", please provide details of the landlord's requirement for giving consent (if known):</p>
33. Has the landlord employed an agent to manage the property or will he or she do so?	<p>Yes and Name and current address:</p> <p>or No or Don't know</p>
34. If you answered "Yes" in question 33, when did the seller or leaseholder last hear from the agent?	<p>Date There has been no contact with the agent Don't know or First sale of the lease</p>
35. Is the landlord, agent or manager a member of a professional association?	<p>Yes No or Don't Know</p> <p>If "Yes", please give details:</p>
Rent, service charges and reserve fund payments Undisclosed	
36. Is there any ground rent due for the property which has not been paid?	<p>Yes No or None due or Don't know</p> <p>If "Yes", please state how much:</p>
37. Must the current leaseholder pay a service charge? A service charge is a payment in addition to ground rent which is payable, for services, repairs, maintenance, improvements or insurance or the landlord's costs of management. The amount typically varies according to the costs involved:	<p>Yes No or Don't know</p> <p>If "Yes", please state how much:</p>
38. Are there any service charge payments due for the property which have not been paid?	<p>Yes No None due Don't know or First sale of the lease</p> <p>If "Yes", please state how much:</p>

39. Is there or will there be a reserve fund included within the property?	<p>Yes No or Don't know</p> <p>If "Yes", please give details:</p>
40. At the end of the financial year, are there expected to be any additional service charges payable for works to the property or the common parts or payment made from any reserve fund?	<p>Yes No Don't know or First sale of the lease</p> <p>If "Yes", please give details:</p>
41. If this is the first sale of the lease, please provide a total estimate of any ground rent, service charges and reserve fund payments payable during the first 12 months of a new leaseholder's ownership:	The total is likely to be £
Maintenance of the property	Undisclosed
42. Are there any works affecting the unit, common parts or building being undertaken or are there any proposed?	<p>Yes No or Don't know</p> <p>If "Yes", please give details:</p>
43. When was the outside of the property or building last maintained?	<p>Year: It has not been maintained during the leaseholder's ownership or Don't know</p>
44. If there are any common parts used with the property, when were these last decorated?	<p>Year: They have not been decorated during the leaseholder's ownership Don't know or There are no common parts</p>
45. Is there or will there be a leaseholders' or residents' association of any kind?	<p>Yes No or Don't know</p> <p>If "Yes", please give details:</p>
Insurance for the property	Undisclosed
46. Who is or will be responsible for insuring the property or the building against damage to it or injury caused by it?	<p>Landlord Leaseholder Other (please specify): or Don't know</p>