

# Residential Sales & Letting

# LINLEY & SIMPSON

## Seller Questionnaire and Verification

Name of Seller 1:

Name of Seller 2:

Property Address:

  
  


Property Address:

  
  


Date:

Date:

**MONEY LAUNDERING REGULATIONS 2007**, in accordance with the Regulations, Linley and Simpson are required to confirm the identity of the seller (s) of the Property (see the separate list of documents we are able to accept as proof of identity.) We are also required to keep a record of the evidence we have verified. If for any reason, we are unable to confirm your identity in the course of establishing a business relationship with you, we reserve the right to withdraw the Property for sale until formal proof of identity is received.

**Seller 1**

Name	
Proof of ID Seen	
Document Number	
Date of Issue and Expiry	
Issuing Authority	
Place & DOB	

**Seller 2**

Name	
Proof of ID Seen	
Document Number	
Date of Issue and Expiry	
Issuing Authority	
Place & DOB	

Proof of Residency	
Date of Visit / Issue	
Name of Issuer	
Ref Number	

Proof of Residency	
Date of Visit / Issue	
Name of Issuer	
Ref Number	

Name of Linley & Simpson Representative

Name of Linley & Simpson Representative

Signed

Signed

I have verified the identity of the seller(s) by checking the original documents listed above.

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### IMPORTANT NOTICE:

Under the Consumer Protection Regulations, we are obliged to ensure that any information used in the marketing of your property does not misrepresent the position to any material extent. Accordingly it is important that you provide us with accurate answers to the following questions which are applicable to your property, since any prospective buyer may rely upon this information when negotiating a sale. Misrepresenting or the omission of a material factor could give rise to serious legal consequences.

**ENERGY PERFORMANCE CERTIFICATES:**

Arranged through Linley & Simpson

YES  NO

Arranged through Third Party

YES  NO

**PART 1: ALL PROPERTIES**

1. When was the property purchased?

1a. When was the property built?

2. Is the property a listed building or located in a listed building?

YES  NO  If YES, which grade?

2a. Is this property located in a conservation area?  YES  NO

3. What council tax band is the property?

A  B  C  D  E  F  G  H

4. What parking arrangements exist at your property?

Garage  Allocated parking space  Driveway  On street

Resident Permit  Metered parking  Shared parking

Is your garage/parking area within your plot?

**OTHER ISSUES AFFECTING THE PROPERTY**

5. Has there been any damage to your property as a result of storm or fire since you have owned it?  YES  NO

6. If you have answered YES to question 5, was the damage the subject of an insurance claim?  YES  NO

If YES, please state whether any of these claims are outstanding.

7. Are you aware of any flooding at your property since you have owned it or before?  YES  NO

8. Have you checked the freely available flood risk data at the Environmental Agency's website?  YES  NO  
<http://environment-agency.gov.uk/subjects/flood>

9. Are there any tree preservation orders on trees or woodland at the property?  YES  NO

10. Has there been any treatment of or preventative work for dry rot, wet rot, damp, or any form of timber infestation, in the property since you have owned it?  YES  NO

If YES, please give details of any guarantees relating to the work and who holds the guarantees.

10a. Has there ever been any subsidence at the property?  YES  NO

10b. Is the construction timber framed or non-traditional? Please specify:

10c. **Japanese Knotweed** - Are you aware of, or do you have knowledge of Japanese Knotweed within the boundaries of your property or a neighbouring property, either currently or historically?  YES  NO

If 'Yes' is there a management plan in place?  YES  NO  
Note: If 'Yes', please provide a copy

10d. **Radon Gas** - Have you ever had any report carried out for the presence of Radon Gas in your property?  YES  NO

Was the test result below the 'recommended action level?'  YES  NO

10e. **Right to quiet enjoyment at the property**

Have you ever had any dispute of any kind regarding the property?  YES  NO

Have you had cause to complain about the behaviour of neighbours?  YES  NO

10f. Have boundaries been altered within the last 3 years or is there a current application to alter the boundaries?  YES  NO

**UTILITIES AND SERVICES**

11. Is there any central heating in your property?  YES  NO

If YES, please give details of the type of central heating. (examples: gas-fired, oil-fired, solid-fuel, liquid gas petroleum)

12. When was your central heating or other primary heating system last serviced?  MONTH  YEAR

12a. Evidence supplied?  YES  NO

13. When was the electrical wiring in your property last checked?  YEAR

13a. Evidence supplied?  YES  NO

14. Please indicate which services are connected to your property:

Electricity  Gas  Mains water   
Private water supply  Drainage to public sewer   
Drainage to private system  Telephone   
Cable TV or Satellite  Broadband

14a. Is the fuel supply shared?  YES  NO

15. Is the loft boarded?  UNSURE  YES  NO

15a. Is the loft insulated?  UNSURE  YES  NO

**CHANGES TO THE PROPERTY**

16. Have you carried out any structural alterations, additions or extensions (e.g. provision of an extra bedroom or bathroom) to the property?  YES  NO

- 16a. Was building regulation approval obtained?  YES  NO
- 16b. Was planning permission obtained?  YES  NO
- 16c. Do you have a Completion Certificate?  YES  NO  N/A
- 16d. Was listed building consent obtained?  YES  NO  N/A

16e. If the response was NO for any of (a) to (c), please state why not (e.g. "not required" or "work completed under approved person scheme")

17. Have you had replacement windows, doors, patio doors or double glazing installed in your property?

FULL  PARTIAL  YES  NO

If YES, please give details of changes and guarantees, if held.

- 18a. Is there cavity wall insulation?  UNSURE  YES  NO

- 18b. Is the property subject to any green deal loan or financed home improvement scheme?  UNSURE  YES  NO

## ACCESS

19. Do you have the right of access through any neighbouring homes, buildings or land?  YES  NO

If YES, please give details.

20. Does any other person have right of access through your property?  YES  NO

If YES, please give details.

- 20a. Is the road access to the property a road or a public highway?

PRIVATE  PUBLIC  UNSURE

- 21a. Have you received notice that a neighbour has made a planning application within the last 3 years?  YES  NO

- 21b. Have you received notice of a planning application that could affect the property or the views it enjoys?  YES  NO

- 21c. Have you received notice that maintenance, repairs or improvements are required to the property?  YES  NO

## LEASEHOLD PROPERTIES

22. Is your property Leasehold?  YES  NO

If YES, complete part 2 of this questionnaire.

If NO, go to question 32.

## ADDITIONAL INFORMATION FOR LEASEHOLD PROPERTIES

23. What is the name of the person or organisation to whom you pay?

24a. Ground rent; and

24b. Service charges (if different from (a) above)

25. How many years does your lease have left to run?  YEARS

- 25a. Has documentation been seen to verify this information?  YES  NO

25b. Who holds a copy of the lease?

26. How much is your current annual ground rent? £

- 26a. Has documentation been seen to verify this information?  YES  NO

27. How much is your current annual service charge? £

- 27a. Has documentation been seen to verify this information?  YES  NO

28. How much is your current annual buildings insurance premium (if not included in the service charge)?

£

- 28a. Has documentation been seen to verify this information?  YES  NO

29. Are you aware of any proposed or ongoing major works to this property by the freeholder/landlord?  YES  NO

- 29a. If YES, what type of works are they and what is the expected cost relating to this property (if known)?

30. Does the lease prevent you from:- Sub-letting?  YES  NO

Keeping pets?  YES  NO

31. Does the lease allow you to:- Use a car park or space?  YES  NO

Have access to a communal garden (if applicable)?  YES  NO

32. Leases often permit or prevent certain types of activity relating to the use of the property, those referred to in question (25) are examples. Are there any other conditions or restrictions in the lease which could significantly impact on a person's use of the property?  YES  NO

If YES, please specify.

## IF SHARED OWNERSHIP, PLEASE ANSWER THE FOLLOWING:

33. What percentage share of the property are you selling?  %

- 33a. What rental figure do you pay on the balance?

£   Per month  Per year

- 33b. Who owns the Freehold?

- 33c. Is there anything within the Lease which prevents the immediate sale of your share? (i.e has to be offered back to the Freeholder or a payment is requested to the Freeholder upon sale)  YES  NO

If YES, please give details.



**I/We confirm that to the best of my/our knowledge and belief, the information and statements contained in this Property Factfind are fair and accurate and the information provided may be used in connection with the proposed sale of my/our property and that the Agent's discretion, released to any prospective purchaser and do hereby indemnify the Agent.**

Name:	
Signature:	Date:
Address:	

Name:	
Signature:	Date:
Address:	