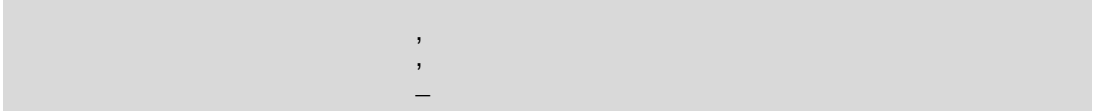


# Home use form for



## Part 1 - About this form and seller's check

### About this form:

- | Under the Home Information Pack Regulations ("the Regulations"), you must 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.
- | Parts 1 and 2 of this form apply to all properties. Part 3 just applies to commonhold properties and Part 4 just applies to leasehold properties. If you do not own a commonhold or leasehold property, please leave part 3 and 4 blank.
- | Someone can complete this form on behalf of the seller(s).
- | Please cross through any questions or answers 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. Guidance on the Regulations is available at [www.homeinformationpacks.gov.uk](http://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 the seller(s), 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 tick 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.

Date: \_\_\_/\_\_\_/\_\_\_\_\_ Signature ..... Print name .....

## Part 2 - All properties

About the property being sold ("the property")	Undisclosed <input type="checkbox"/>
<p>1. Does the owner have access to any parts of the building or surrounding land along with other residents ("common parts")?</p> <p>Examples could include a private road, recreation area or car park:</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Don't know</p> <p>If "Yes", please give details:</p> <div style="background-color: #cccccc; height: 100px; width: 100%;"></div>
<p>2. Will the new owner have to pay a contribution to the costs of maintaining or accessing any common parts?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> There are no common parts for the property</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Don't know</p> <p>If "Yes", please give details:</p> <div style="background-color: #cccccc; height: 100px; width: 100%;"></div>
<p>3. Do any buildings or surrounding land form part of the property (such as a garage or garden) for the owners' use only?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Don't know</p> <p>If "No", please give details:</p> <div style="background-color: #cccccc; height: 100px; width: 100%;"></div>
<p>4. Which services are connected to the property?</p>	<p><input type="checkbox"/> Mains Water</p> <p><input type="checkbox"/> Private water supply</p> <p><input type="checkbox"/> Electricity</p> <p><input type="checkbox"/> Gas</p> <p><input type="checkbox"/> Telephone</p> <p><input type="checkbox"/> Drainage</p> <p><input type="checkbox"/> Septic tank/cesspool</p> <p><input type="checkbox"/> Broadband/digital</p>

<b>About the property being sold ("the property")</b>	
<p>5. Indicate the banding the property is in for council tax purposes:</p> <p>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 <a href="http://www.voa.gov.uk">www.voa.gov.uk</a></p>	<input type="checkbox"/> Band A <input type="checkbox"/> Band B <input type="checkbox"/> Band C <input type="checkbox"/> Band D <input type="checkbox"/> Band E <input type="checkbox"/> Band F <input type="checkbox"/> Band G <input type="checkbox"/> Band H
<b>Boundaries</b>	
<b>Undisclosed</b> <input type="checkbox"/>	
<p>6. Facing the front of the property, who is responsible for maintaining fences, walls, hedges or anything else marking boundaries:</p>	<p>On the right: <input style="width: 100%; height: 20px;" type="text"/></p> <p>On the left: <input style="width: 100%; height: 20px;" type="text"/></p> <p>At the back: <input style="width: 100%; height: 20px;" type="text"/></p> <p>Other: <input style="width: 100%; height: 20px;" type="text"/></p>
<b>Access over and to the property</b>	
<b>Undisclosed</b> <input type="checkbox"/>	
<p>7. Does the owner of the property have right of access through any neighbouring homes, building or land?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <p>If "Yes", please give details:</p> <input style="width: 100%; height: 80px;" type="text"/>
<p>8. Do any neighbouring homes, buildings or land have a right of access through the property?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <p>If "Yes", please give details:</p> <input style="width: 100%; height: 80px;" type="text"/>

**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

Don't know

If "Yes", please give details:

10. If you answered "Yes" in 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

Don't know

If "Yes", 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

Don't know

If "Yes", please give details:

<b>Changes to the property</b>	
<p>12. If the property has not yet been completed or converted, have all necessary planning permissions, building control approvals or listed building been obtained?</p>	<p> <input type="checkbox"/> Yes  <input type="checkbox"/> Application made  <input type="checkbox"/> Needed but not obtained  <input type="checkbox"/> Not applicable         </p> <p>If "Yes", please give details:</p> <div style="background-color: #cccccc; height: 80px; width: 100%;"></div>
<b>Insurance policies, warranties and guarantees</b>	
<b>Undisclosed</b> <input type="checkbox"/>	
<p>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:</p>	<p>The name of the insurer is</p> <div style="background-color: #cccccc; height: 40px; width: 100%;"></div> <p><input type="checkbox"/> No such insurance currently exists for the property</p>

## Part 3 - Commonhold properties

The commonhold community statement ("CCS")	Undisclosed <input type="checkbox"/>
<p>14. Are there any proposals to enlarge or reduce the size of the commonhold?</p>	<p> <input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> Don't know  <input type="checkbox"/> First sale of the commonhold                      If "Yes", please give details:  <div style="background-color: #cccccc; height: 100px; margin-top: 5px;"></div> </p>
Relationship with the commonhold association	Undisclosed <input type="checkbox"/>
<p>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):</p>	<p> <input type="checkbox"/> Included  <input type="checkbox"/> There are no extra rules or regulations made so far                     </p>
<p>16. Please include a copy of any separate amendments proposed to the rules or regulations referred to in question 15:</p>	<p> <input type="checkbox"/> Included  <input type="checkbox"/> Don't know of any proposed                     </p>
<p>17. Name and registered address of the commonhold association:</p>	<div style="background-color: #cccccc; height: 50px;"></div>
<p>18. Has the commonhold association employed an agent to manage the property or will it do so?</p>	<p> <input type="checkbox"/> Yes                      Name and current address:  <div style="background-color: #cccccc; height: 40px; margin-top: 5px;"></div>   <input type="checkbox"/> No  <input type="checkbox"/> Don't know                     </p>
<p>19. Is the commonhold association a member of an ombudsman scheme?</p>	<p> <input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> Don't know                      If "Yes", please give details:  <div style="background-color: #cccccc; height: 100px; margin-top: 5px;"></div> </p>

**Commonhold assessment and reserve fund levy**

Undisclosed



<p>20. Is there any commonhold assessment due for the property which has not been paid?</p>	<p> <input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> None due  <input type="checkbox"/> Don't know                 </p> <p>If "Yes", please give details:</p> <div style="background-color: #cccccc; height: 100px; width: 100%;"></div>
<p>21. Is there any reserve fund levy due for the property which has not been paid?</p>	<p> <input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> None due  <input type="checkbox"/> Don't know                 </p> <p>If "Yes", please give details:</p> <div style="background-color: #cccccc; height: 100px; width: 100%;"></div>
<p>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?</p>	<p> <input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> Don't know  <input type="checkbox"/> First sale of the commonhold                 </p> <p>If "Yes", please give details:</p> <div style="background-color: #cccccc; height: 100px; width: 100%;"></div>
<p>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:</p>	<p>The total is likely to be £ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span></p>

<b>Maintenance of the property</b>		<b>Undisclosed</b> <input type="checkbox"/>
24. When was the outside of the building last maintained?	<input type="checkbox"/> Year: <input style="width: 50px;" type="text"/> <input type="checkbox"/> It has not been maintained during the unit-holder's ownership <input type="checkbox"/> Don't know	
25. When were the common parts last decorated?	<input type="checkbox"/> Year: <input style="width: 50px;" type="text"/> <input type="checkbox"/> They have not been decorated during the unit-holder's ownership <input type="checkbox"/> Don't know	
26. Is there or will there be a unit-holders' or residents' association of any kind?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know If "Yes", please give details: <div style="background-color: #cccccc; height: 100px; width: 100%; margin-top: 5px;"></div>	
<b>Insurance for the property</b>		<b>Undisclosed</b> <input type="checkbox"/>
27. Who is or will be responsible for insuring the unit against damage to it or injury caused by it?	<input type="checkbox"/> Commonhold association <input type="checkbox"/> Unit-holder <input type="checkbox"/> Don't know	

## Part 4 - Leasehold properties

The lease	Undisclosed <input type="checkbox"/>
<p>28. Is the seller aware of any negotiations under way to extend the length of the lease?</p>	<p> <input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> Don't know  <input type="checkbox"/> First sale of the lease                      If "Yes", please give details:  <div style="background-color: #cccccc; height: 100px; margin-top: 5px;"></div> </p>
<p>29. Are there any proposals by or affecting the seller(s) or leaseholder(s) to exercise any right to buy a freehold of the property?</p>	<p> <input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> Don't know  <input type="checkbox"/> First sale of the lease                      If "Yes", please give details:  <div style="background-color: #cccccc; height: 100px; margin-top: 5px;"></div> </p>
<p>30. Is the lease held on a shared equity basis? If so, what percentage has been purchased (and is for sale)?</p>	<p> <input type="checkbox"/> 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  <input type="checkbox"/> No  <input type="checkbox"/> Don't know  <input type="checkbox"/> First sale of the lease  <input type="checkbox"/> Not applicable                 </p>
<p>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>	<p> <input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> Don't know                      If "Yes", please give details:  <div style="background-color: #cccccc; height: 100px; margin-top: 5px;"></div> </p>

Relationship with the landlord		Undisclosed <input type="checkbox"/>
32. Is the landlord's consent needed for the sale of the lease?	<input type="checkbox"/> Yes <input type="checkbox"/> No, none needed <input type="checkbox"/> Don't know If "Yes", please provide details of the landlord's requirement for giving consent (if known): <div style="background-color: #cccccc; height: 40px; width: 100%;"></div>	
33. Has the landlord employed an agent to manage the property or will he or she do so?	<input type="checkbox"/> Yes - name, current address: <div style="background-color: #cccccc; height: 40px; width: 100%;"></div> <input type="checkbox"/> No <input type="checkbox"/> Don't know	
34. If you answered "Yes" in question 33, when did the seller(s) or leaseholder(s) last hear from the agent?	<input type="checkbox"/> Date: <div style="background-color: #cccccc; width: 100px; height: 15px;"></div> <input type="checkbox"/> There has been no contact with the agent <input type="checkbox"/> Don't know <input type="checkbox"/> First sale of the lease	
35. Is the landlord, agent or manager a member of a professional association?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know If "Yes", please give details: <div style="background-color: #cccccc; height: 80px; width: 100%;"></div>	
Rent, service charges and reserve fund payments		Undisclosed <input type="checkbox"/>
36. Is there any ground rent due for the property which has not been paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> None due <input type="checkbox"/> Don't know If "Yes", please give details: <div style="background-color: #cccccc; height: 80px; width: 100%;"></div>	

**Rent, service charges and reserve fund payments**

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 the costs involved:

- Yes
- No
- Don't know

If "Yes", please state how much:

38. Are there any service charge payments due for the property which have not been paid?

- Yes
- No
- None due
- Don't know
- First sale of the lease

If "Yes", please give details:

39. Is there or will there be a reserve fund included within the property?

- Yes
- No
- Don't know

If "Yes", please give details:

<b>Rent, service charges and reserve fund payments</b>	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> First sale of the lease If "Yes", please give details: <div style="background-color: #cccccc; height: 100px; width: 100%;"></div>
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 £ <span style="background-color: #cccccc; display: inline-block; width: 80px; height: 1.2em; vertical-align: middle;"></span>
<b>Maintenance of the property</b>	
<b>Undisclosed</b> <input type="checkbox"/>	
42. Are there any works affecting the unit, common parts or building being undertaken or are there any proposed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know If "Yes", please give details: <div style="background-color: #cccccc; height: 100px; width: 100%;"></div>
43. When was the outside of the property or building last maintained?	<input type="checkbox"/> Year: <span style="background-color: #cccccc; display: inline-block; width: 60px; height: 1.2em; vertical-align: middle;"></span> <input type="checkbox"/> It has not been maintained during the leaseholder's ownership <input type="checkbox"/> Don't know
44. If there are any common parts used with the property, when were these last decorated?	<input type="checkbox"/> Year: <span style="background-color: #cccccc; display: inline-block; width: 60px; height: 1.2em; vertical-align: middle;"></span> <input type="checkbox"/> They have not been decorated during the leaseholder's ownership <input type="checkbox"/> Don't know <input type="checkbox"/> There are no common parts

**Maintenance of the property**

45. Is there or will there be a leaseholders' or residents' association of any kind?

- Yes
- No
- Don't know

If "Yes", please give details:

**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?

- Landlord
- Leaseholder
- Other (please specify):

- Don't know