PROPERTY INFORMATION QUESTIONNAIRE

Independent Estate Agents Est. 1982 Cardwells
www.cardwells.co.uk

Fillable copy - on iPhone, open in Adobe Acrobat Reader

Please answer as much as you can. No question is mandatory. If you do not know an answer, choose Unsure or leave it blank. Return the form even if information or documents are still to follow.

RETURNING THIS FORM

Reply to the Cardwells email that sent you this questionnaire, or email Bury - bury@cardwells.co.uk or Bolton - bolton@cardwells.co.uk. You can attach photographs or PDF copies of documents at the same time.

1. PROPERTY DETAILS, OWNERS / AUTHORISED PERSONS AND SELLER CAPACITY

Property Address

Owner / Authorised Person 1 - Full Name

Capacity / Relationship to Sale

Email Address

Telephone Number

Owner / Authorised Person 2 - Full Name

Capacity / Relationship to Sale

Email Address

Telephone Number

Capacity may include:

- ☐ Legal owner
- ☐ Power of attorney
- ☐ Mortgagee / lender in possession
- ☐ Executor / personal representative
- ☐ Company / trust representative
- ☐ Other

Capacity / Authority Details (if applicable)

2. CONVEYANCING QUOTES AND SOLICITOR DETAILS

Would you like Cardwells to arrange quotations for the legal conveyancing work for you?

☐ Yes ☐ No, thank you ☐ Please contact me first

There is no obligation to use the company who provide quotes. You remain free to choose your own solicitor or conveyancer.

Have you already instructed a solicitor or conveyancer for this sale? ☐ Yes ☐ No ☐ Unsure

Solicitor / Conveyancing Firm

Contact Name

Email Address

Telephone / Reference

3. TENURE AND OWNERSHIP STRUCTURE

How is the property owned?

- ☐ Freehold
- ☐ Leasehold
- ☐ Commonhold
- ☐ Freehold with managed / common areas
- ☐ Shared ownership
- ☐ Other / Unsure

Are there any resale, occupancy or ownership restrictions you are aware of? ☐ Yes ☐ No ☐ Unsure

Is there a mortgage, secured loan or other charge on the property? ☐ Yes ☐ No ☐ Unsure

PROPERTY INFORMATION QUESTIONNAIRE

Titles, leasehold, legal documents and utilities

4. TITLE INFORMATION

Do you believe you legally own all of the land and buildings that will be included in the sale? ☐ Yes ☐ No ☐ Unsure

Do you believe the property is made up of more than one Land Registry title? ☐ Yes ☐ No ☐ Unsure

Title Number 1 | **Title Number 2** | **Title Number 3**

Does the sale include any of the following?

- ☐ Garage
- ☐ Parking space
- ☐ Driveway
- ☐ Garden / side land
- ☐ Access strip / private road
- ☐ Outbuilding / store
- ☐ Additional land
- ☐ Other

Title / additional land details

5. CHANGES TO THE LAND OR TITLE

Was any land, garage, parking area, garden or building acquired separately from the main property? ☐ Yes ☐ No ☐ Unsure

Has any land or building that previously formed part of the property been sold, transferred or given away? ☐ Yes ☐ No ☐ Unsure

Does the title plan, as far as you know, match the boundaries and land you intend to sell? ☐ Yes ☐ No ☐ Unsure

Is any part of the property being marketed not within the legal owner's ownership? ☐ Yes ☐ No ☐ Unsure

6. LEASEHOLD / SHARED OWNERSHIP - COMPLETE ONLY IF RELEVANT

Original Lease Term | **Lease Start Date** | **Approx. Years Remaining** | **Ground Rent / Year**

Service Charge per Year | **Known Fees Payable on Sale**

Freeholder / Landlord | **Managing Agent / Management Company**

Are major works, Section 20 works or unusually large expenditure planned, proposed or recently completed? ☐ Yes ☐ No ☐ Unsure

Is any garage, parking space, storage area, garden or other land held under a separate lease, title, licence or agreement? ☐ Yes ☐ No ☐ Unsure

7. UTILITIES, SERVICES AND MAINTENANCE

Which services are connected?

- ☐ Mains electricity
- ☐ Mains gas
- ☐ Mains water
- ☐ Public sewer / mains drainage
- ☐ Private water supply
- ☐ Septic tank / cesspit / treatment plant
- ☐ Broadband
- ☐ Other

Main heating source

- ☐ Gas central heating
- ☐ Electric heating
- ☐ Oil / LPG
- ☐ Heat pump
- ☐ Communal heating
- ☐ Wood / solid fuel
- ☐ Other / Unsure

Has the heating / boiler been serviced or maintained? ☐ Yes ☐ No ☐ Unsure

Has a gas safety certificate been completed? ☐ Yes ☐ No ☐ Unsure

Has an electrical inspection / electrical certificate been completed? ☐ Yes ☐ No ☐ Unsure

If there is private drainage, is it shared with another property or located on land you do not own? ☐ Yes ☐ No ☐ Unsure

If available, please send copies of maintenance, gas safety and electrical documents with this form.

Are solar panels installed?	☐ Yes	☐ No	☐ Unsure
If solar panels are installed, are they leased or subject to a roof / airspace agreement?	☐ Yes	☐ No	☐ Unsure

EPC Rating (if known)

8. PARKING AND ACCESS

What parking is included with the property?

- ☐ Garage
- ☐ Driveway
- ☐ Allocated space
- ☐ Shared parking
- ☐ Permit / street parking
- ☐ Disabled parking
- ☐ EV parking
- ☐ None

Is any garage or parking space included under a separate title, lease, licence or contract?	☐ Yes	☐ No	☐ Unsure
Are there parking permits, restrictions, charges or limits a buyer should know about?	☐ Yes	☐ No	☐ Unsure
Does access to any part of the property pass over land owned by someone else?	☐ Yes	☐ No	☐ Unsure
Do other people have rights to pass over, park on, use or maintain anything on your property?	☐ Yes	☐ No	☐ Unsure

9. BOUNDARIES AND SERVICES CROSSING LAND

Who is responsible for the maintenance of the following boundary features? (For example: seller, shared, neighbour or not known.)

Left Boundary	Right Boundary	Rear Boundary	Front Boundary

Have any fences, walls, hedges or other boundary features been moved during your ownership?	☐ Yes	☐ No	☐ Unsure
Do any drains, pipes, wires or other services cross neighbouring land to serve the property, or cross your property to serve a neighbour?	☐ Yes	☐ No	☐ Unsure

10. BUILDING SAFETY AND CONSTRUCTION

Does the property or building have external cladding or another external wall system that may require building-safety information?	☐ Yes	☐ No	☐ Unsure
If applicable, has an EWS1 or similar external wall assessment been completed?	☐ Yes	☐ No	☐ Unsure
Is the property in a building of seven or more storeys, or approximately 18 metres or more in height?	☐ Yes	☐ No	☐ Unsure
Has spray foam insulation been installed?	☐ Yes	☐ No	☐ Unsure
Are you aware of asbestos or any other building material that may require specialist attention?	☐ Yes	☐ No	☐ Unsure
Has the property experienced subsidence, structural movement or another significant structural defect?	☐ Yes	☐ No	☐ Unsure
Has any dry rot, wet rot or damp treatment been carried out?	☐ Yes	☐ No	☐ Unsure
Are you aware of any fire or building-safety concern, remediation work, or related cost that a buyer should know about?	☐ Yes	☐ No	☐ Unsure
Do you have guarantees, warranties, certificates or service agreements that should be passed to the buyer?	☐ Yes	☐ No	☐ Unsure

Building safety / construction / guarantee details

11. ALTERATIONS, RESTRICTIONS AND RIGHTS

Have there been extensions, loft or garage conversions, removal of walls / chimneys, structural works or a change of use?	☐ Yes	☐ No	☐ Unsure
Where required, were planning permission, Building Regulations approval and completion certificates obtained?	☐ Yes	☐ No	☐ Unsure
Was any consent required under a lease, covenant or title restriction for those works?	☐ Yes	☐ No	☐ Unsure

Are you aware of any of these restrictions or designations?

- ☐ Listed building
- ☐ Conservation area
- ☐ Article 4 / permitted development restriction
- ☐ Tree Preservation Order
- ☐ Restrictive covenant
- ☐ Lease restriction
- ☐ Other / Unsure

Does the property benefit from rights over neighbouring land, such as access, parking or maintenance rights?	☐ Yes	☐ No	☐ Unsure
Has any Party Wall notice been received or served in relation to the property?	☐ Yes	☐ No	☐ Unsure

12. ENVIRONMENT, PLANNING, DISPUTES AND INSURANCE

Has the property flooded during your ownership, or are you aware of a current flood risk?	☐ Yes	☐ No	☐ Unsure
Are you aware of mining, subsidence, sinkholes, ground instability, Japanese knotweed or another environmental issue affecting the property?	☐ Yes	☐ No	☐ Unsure
Are you aware of nearby planning applications, major developments or infrastructure works that may affect the property?	☐ Yes	☐ No	☐ Unsure
Have there been disputes or complaints involving neighbours, access, boundaries, parking, noise or shared facilities?	☐ Yes	☐ No	☐ Unsure
Have you received any legal, planning, Party Wall, management or other notice affecting the property?	☐ Yes	☐ No	☐ Unsure

13. OCCUPIERS AND SALE ARRANGEMENTS

Does the seller currently live at the property?	☐ Yes	☐ No	☐ Unsure
Does anyone aged 17 or over live at the property other than the legal owner(s)?	☐ Yes	☐ No	☐ Unsure
Is the property let to tenants or occupied under a tenancy, licence or other agreement?	☐ Yes	☐ No	☐ Unsure
If other occupiers are present, have they agreed that they will vacate the property when required for completion?	☐ Yes	☐ No	☐ Unsure
Is the sale dependent on the seller completing the purchase of another property on the same day?	☐ Yes	☐ No	☐ Unsure

Important Timing / Completion Requirements

Items You Intend to Remove

Additional Items You May Include

Anything Else That Could Affect a Buyer's Decision?

14. IDENTIFICATION AND PROOF OF ADDRESS

If you have not already provided identification and proof of address, please attach clear photographs or PDF copies when you return this form. Please provide two suitable documents - ideally one photographic identification document and one proof-of-address document.

Examples of documents that may be suitable include:

- ☐ Passport
- ☐ National identity card
- ☐ Gas bill
- ☐ Water bill
- ☐ Mortgage statement
- ☐ Other suitable identification
- ☐ Photocard driving licence
- ☐ Council tax bill
- ☐ Electricity bill
- ☐ Bank / building society statement
- ☐ HMRC / DWP / local authority correspondence
- ☐ Other suitable proof of address

Other documents may be acceptable. Cardwells will confirm if any additional or alternative evidence is required.

15. SUPPORTING DOCUMENTS - ATTACH WHAT YOU ALREADY HAVE

Useful documents include:

- ☐ Title plan / Land Registry title plan
- ☐ Lease / lease extension / lease variation
- ☐ Service charge / ground rent / estate charge information
- ☐ Planning / Building Regulations certificates
- ☐ Gas safety certificate / boiler service record
- ☐ Tenancy agreement / notices (if applicable)
- ☐ Title register / deeds / transfer document
- ☐ Garage / parking / additional-land document
- ☐ Management company / major works information
- ☐ Guarantees / warranties / EPC
- ☐ Electrical certificate / electrical inspection report

Status of supporting documents

- ☐ Attached now
- ☐ I do not currently have them
- ☐ Some attached - more to follow
- ☐ Unsure what I have

16. SELLER DECLARATION

I confirm that the information I have provided is accurate to the best of my knowledge. I understand that this questionnaire helps Cardwells prepare the property and identify information that may need checking. It does not replace formal conveyancing forms, searches or legal advice.

To help the conveyancing process run as quickly and smoothly as possible, Cardwells may provide this completed questionnaire and relevant supporting documents to your conveyancer and, once a sale is agreed, to the buyer's conveyancer. By returning this form, you authorise Cardwells to share it for that purpose. Information will be handled in accordance with the Cardwells Privacy Notice.

Please confirm:

- ☐ I confirm the information provided is accurate to the best of my knowledge.
- ☐ I will tell Cardwells if I later become aware that an answer is inaccurate or has changed.

Date Completed

MISSING DOCUMENTS DO NOT STOP THE FORM

Please return the form even if you cannot answer every question or locate every document. Cardwells can follow up with you, your conveyancer or HM Land Registry where appropriate.

TITLE PLAN / LEGAL DOCUMENTS

If you have a title plan, title register, transfer plan, lease plan, deeds or other legal documents relating to the property, attach clear photographs or PDF copies. If you do not have them, send the form anyway.

17. RETURNING YOUR FORM

Reply to the Cardwells email that sent you this questionnaire, or email the appropriate office:

Bury: bury@cardwells.co.uk | Bolton: bolton@cardwells.co.uk

Attach any title plans, legal documents, identification, proof of address, certificates or other supporting information you already have.

Thank you. The purpose of this questionnaire is to identify useful information early and reduce avoidable delays later in the sale.