

## Fittings and Contents Form

Address of the property

Full names of the seller

### **Seller's conveyancer**

Name of firm

Address

Email

Reference

**This form is completed by the seller to supply detailed information and documents which may be relied upon for the conveyancing process. It is important that sellers and buyers read the notes below.**

### **Definitions**

“Seller” means all sellers together if the property is owned by more than one person

“Buyer” means all buyers together if the property is being bought by more than one person.

### **Instructions to the Seller**

This form must be completed accurately by the seller, who should check through all answers before signing it. It may become part of the contract between the seller and the buyer.

The seller should indicate clearly what is included in the sale of the property by marking each box on this form

- With a tick
- A question mark if not decided or for discussion
- If the item is excluded, the seller may insert a price for the item. The buyer can then decide whether to accept the seller's offer to sell the item. The seller and buyer should inform their conveyancers of any arrangements made about items offered for sale in this way.

If an item is offered for sale, it is the seller's responsibility to negotiate the sale with the buyer directly, or through their estate agent (if applicable). If the conveyancer is instructed to act in the negotiation, the costs of so doing may not be included in the original quote and may be subject to additional charges.

If the seller removes any fixtures, fittings or contents, the seller should be reasonably careful to ensure that any damage caused is minimised.

Unless stated otherwise, the seller will be responsible for ensuring that all rubbish is removed from the property (including from the loft, garden, outbuildings, garages and sheds), and that the property is left in a reasonably clean and tidy condition.

The buyer should check the information given by the seller in this form carefully.

<b>1</b>	<b>Basic fittings</b>
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	Included	Excluded	None	Price	Comments
Boiler/immersion heater					
Radiators/wall heaters					
Night-storage heaters					
Free-standing heaters					
Gas fires (with surround)					
Electric fires (with surround)					
Light Switches					
Roof insulation					
Window fittings					
Window shutters/grilles					
Internal door fittings					
External door fittings					
Doorbell/chime					
Electric sockets					
Burglar alarm					

Other basic fittings (please state which)


**2 Television and telephone**

	Included	Excluded	None	Price	Comments
Telephone receivers					
Television aerial					
Radio aerial					
Satellite dish					

**3 Kitchen**

**Note: for each, please indicate whether the item is fitted or freestanding and whether it is included or excluded.**

	Fitted	Free-standing	Included	Excluded	None	Price	Comments
Hob							
Extractor hood							
Oven/grill							
Cooker							
Microwave							
Refrigerator/fridge-freezer							
Freezer							
Dishwasher							
Tumble-dryer							
Washing machine							

**4 Bathroom**

	Included	Excluded	None	Price	Comments
Bath					
Shower fitting for bath					
Shower curtain					
Bathroom cabinet					
Taps					

Separate shower and fittings					
Towel rail					
Soap/toothbrush holders					
Toilet roll holders					
Bathroom mirror					

<b>5</b>	<b>Carpets</b>
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	Included	Excluded	None	Price	Comments
Hall, stairs and landing					
Living room					
Dining room					
Kitchen					
Bedroom 1					
Bedroom 2					
Bedroom 3					
Other rooms (please specify)					

<b>6</b>	<b>Curtains and curtain rails</b>
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	Included	Excluded	None	Price	Comments
Curtain rails/poles/pelmets					
Hall, stairs and landing					
Living room					
Dining room					
Kitchen					
Bedroom 1					
Bedroom 2					
Bedroom 3					
Other rooms (please specify)					

Curtains/blinds					
Hall, stairs and landing					
Living room					
Dining room					
Kitchen					
Bedroom 1					
Bedroom 2					
Bedroom 3					
Other rooms (please specify)					

7	Light fittings
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	Included	Excluded	None	Price	Comments
Hall, stairs and landing					
Living room					
Dining room					
Kitchen					
Bedroom 1					
Bedroom 2					
Bedroom 3					
Other rooms (please specify)					

If the seller removes a light fitting, it is assumed that the seller will replace the fitting with a ceiling rose, a flex, bulb holder and bulb and that they will be left in a safe condition.

8	Fitted units
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(For example: fitted cupboards, fitted shelves and fitted wardrobes)

	Included	Excluded	None	Price	Comments
Hall, stairs and landing					
Living room					
Dining room					
Kitchen					

Bedroom 1					
Bedroom 2					
Bedroom 3					
Other rooms (please specify)					

<b>9</b>	<b>Outdoor area</b>
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	Included	Excluded	None	Price	Comments
Garden furniture					
Garden ornaments					
Trees, plants, shrubs					
Barbecue					
Dustbins					
Garden shed					
Greenhouse					
Outdoor heater					
Outside lights					
Water butt					
Clothes line					
Rotary line					
Other items					

<b>10</b>	<b>Stock of fuel</b>
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	Included	Excluded	None	Price	Comments
Oil					
Wood					
Bottled gas					
LPG					

<b>11</b>	<b>Other items</b>
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	Included	Excluded	None	Price	Comments

Signed..... Dated.....

Signed..... Dated.....

**All sellers should sign this form**