

# Leasehold Information Form (2<sup>nd</sup> edition)

**TA7**

**Address of the Property**

**Full names of the seller**

**Seller's Solicitor**

**Name of Solicitors firm**

**Address**

**Email**

**Reference Number**

**Definitions**

- 'Seller' means all sellers together where the property is owned by more than one person
- 'Buyer' means all buyers together where the property is being bought by more than one person
- 'Property' means the leasehold property being sold
- 'Building' means the building containing the property
- 'Neighbour' means those occupying flats in the building

**Instructions to the seller**

The seller should provide all relevant documentation relating to the lease when they return this completed form to their solicitor. This may include documents given to the seller when they purchased the property, or documents subsequently given to the seller by those managing the property.

**Instructions to the seller  
And the buyer**

Please read the notes on *TA6 Property Information Form*

## 1 The property

1.1 What type of leasehold property does the seller own? ('Flat' includes maisonette and apartment).

Flat
Shared ownership
Long leasehold house

1.2 Does the seller pay rent for the property? If Yes:

Yes	No
-----	----

(a) How much is the current yearly rent?

£
---

(b) How regularly is the rent paid (e.g. yearly)?

Payments
----------

## 2 Relevant documents

2.1 Please supply a copy of:

(a) the lease and any supplemental deeds

Enclosed	To follow
Already supplied	

(b) any regulations made by the landlord or by the tenants' management company additional to those in the lease

Enclosed	To follow
Not applicable	

2.2 Please supply a copy of any correspondence from the landlord, the management company and the managing agent.

Enclosed	To follow
----------	-----------

2.3 Please supply a copy of any invoices or demands and any statements and receipts for the payment of:

(a) maintenance or service charges for the last three years

Enclosed	To follow
Not applicable	

(b) ground rent for the last three years

Enclosed	To follow
Not applicable	

2.4 Please supply a copy of the buildings insurance policy:

(a) arranged by the seller and a receipt for payment of the last premium, **or**

Enclosed	To follow
----------	-----------

(b) arranged by the landlord or management company and the schedule for the current year

Enclosed	To follow
----------	-----------

2.5 Have the tenants formed a management company to manage the building? If Yes, please supply a copy of:

Yes	No
-----	----

(a) the Memorandum and Articles of Association

Enclosed	To follow
----------	-----------

(b) the share or membership certificate

Enclosed	To follow
----------	-----------

(c) the company accounts for the past three years

Enclosed	To follow
----------	-----------

### 3 Management of the building

3.1 Does the landlord employ a managing agent to collect rent or manage the building?

Yes	No
-----	----

3.2 Has any management company formed by the tenants been dissolved or struck off the register at Companies House?

Yes	No
Not known	

3.3 Do the tenants pass day-to-day responsibility for the management of the building to managing agents?

Yes	No
-----	----

### 4 Contact details

4.1 Please supply contact details for the following, where appropriate. (The landlord may be, for example, a private individual, a housing association, or a management company owned by the residents. A managing agent may be employed by the landlord or by the tenants' management company to collect the rent and/or manage the building.)

#### Landlord

#### Managing agent contracted by the landlord

Name

Address

Tel

Email

#### Managing agent contracted by the tenants' management company

Name

Address

Tel

Email

## 5 Maintenance and service charges

5.1 Who is responsible for arranging the buildings insurance on the property?

Seller  
Management company  
Landlord

5.2 In what year was the outside of the building last decorated?

Year Not known

5.3 In what year were any internal communal parts last decorated?

Year Not known

5.4 Does the seller contribute to the cost of maintaining the building?

Yes No

**If No to question 5.4, please continue to section 6 'Notices' and do not answer questions 5.5–5.9 below.**

5.5 Does the seller know of any expense (e.g. the cost of redecoration of outside or communal areas not usually incurred annually) likely to be shown in the service charge accounts within the next three years? If Yes, please give details:

Yes No

5.6 Does the seller know of any problems in the last three years regarding the level of service charges or with the management? If Yes, please give details:

Yes No

5.7 Has the seller challenged the service charge or any expense in the last three years? If Yes, please give details:

Yes No

5.8 Is the seller aware of any difficulties encountered in collecting the service charges from other flat owners? If Yes, please give details:

Yes No

<b>5.9</b>	Does the seller owe any service charges, rent, insurance premium or other financial contribution? If Yes, please give details:	Yes	No

## 6 Notices

**Note:** A notice may be in a printed form or in the form of a letter.

<b>6.1</b>	Has the seller received a notice that the landlord wants to sell the building? If Yes, please supply a copy.	Yes	No
		Enclosed	To follow
		Lost	

<b>6.2</b>	Has the seller received any other notice about the building, its use, its condition or its repair and maintenance? If Yes, please supply a copy.	Yes	No
		Enclosed	To follow
		Lost	

## 7 Consents

**Note:** A consent may be given in a formal document, a letter or orally.

<b>7.1</b>	Is the seller aware of any changes in the terms of the lease or of the landlord giving any consents under the lease? If Yes, please supply a copy or, if not in writing, please give details:	Yes	No
		Enclosed	To follow
		Lost	

## 8 Complaints

<b>8.1</b>	Has the seller received any complaint from the landlord, the management company or any neighbour about anything the seller has or has not done? If Yes, please give details:	Yes	No
------------	--	-----	----

8.2 Has the seller complained or had cause to complain to or about the landlord, the management company, or any neighbour? If Yes, please give details:

Yes	No
-----	----

## 9 Alterations

9.1 Is the seller aware of any alterations having been made to the property since the lease was originally granted?

Yes	No
-----	----

If No, please go to section 10 'Enfranchisement' and do not answer 9.2 and 9.3 below.

9.2 Please give details of these alterations:

9.3 Was the landlord's consent for the alterations obtained? If Yes, please supply a copy.

Yes	No
Not known	Not required
Enclosed	To follow

## 10 Enfranchisement

**Note:** 'Enfranchisement' is the right of a tenant to purchase the freehold from their landlord and the right of the tenant to extend the term of the lease.

10.1 Has the seller owned the property for at least two years?

Yes	No
-----	----

10.2 Has the seller served on the landlord a formal notice stating the seller's wish to buy the freehold or be granted an extended lease? If Yes, please supply a copy.

Yes	No
Enclosed	To follow
Lost	

10.3 Is the seller aware of the service of any notice relating to the possible collective purchase of the freehold of the building or part of it by a group of tenants? If Yes, please supply a copy.

Yes	No
Enclosed	To follow
Lost	

10.4 Is the seller aware of any response to a notice disclosed in replies to 10.2 and 10.3 above? If Yes, please supply a copy.

Yes	No
Enclosed	To follow
Lost	

Signed: ..... Dated: .....

Each seller should sign this form.