

PROPERTY QUESTIONNAIRE LEASEHOLD ENQUIRIES

1. PROPERTY:

Lease

A. Please supply the name, address and telephone number of:-

(i) the current Landlord

Name: _____

Address: _____

Tel: _____

(ii) any Managing Agents:-

Name: _____

Address: _____

Tel: _____

2. RENT & SERVICE CHARGES

A. Please give the name and address of the person to whom the ground rent is payable and please provide the last receipt for the same. (Please note that this will be required before completion can take place as evidence that there has been no breach of any terms of the Lease. If you do not have a receipt, please obtain and forward this as soon as possible).

Name: _____

Address: _____

B. Do you pay a Service Charge? Yes/No

If yes:-

(i) Please supply full particulars of the payments and supply copies of the last 3 years service charge accounts, and demands/invoices, and the estimate for the current year,

(ii) Please specify when the last payment was made, for what period, and provide the name and address of the person to whom it was paid, together with the receipt for payment. (Please note this receipt will also be required as evidence there are no arrears of service charges before completion can take place)

Date of last Payment: _____

For what period?: _____

Name: _____

Address: _____

- (iii) Are there any sums still outstanding in respect of Service Charges for the current financial year?
If so, please give details and if possible please pay any outstanding monies and provide us with a receipt:-

- C. Is there any form of Sinking Fund? Yes/No

If so, please give details of the amounts paid toward such Fund:-

- D. Have you or anyone else to your knowledge challenged any Service Charge or Insurance Rents which the Landlord has sought to recover for the last 3 years? Yes/No

If so, please give details:-

- E. Has there been any unusually large Service Charge expenditure in the past or is any anticipated in the future which may substantially increase the Service Charge contribution payable? Yes/No

If so, please give details of the works, the expenditure or anticipated expenditure for the future works together with any copy documentation you may have received:-

3. COVENANTS

- A. Has the Landlord ever complained or had cause to complain or any breach of covenant on your part as the Lessee, contained in the Lease? Yes/No

If so, please supply details:-

- B. Have you, or any other Lessee to your knowledge, had cause to complain of any breach of covenant on the part of the Landlord, contained in the Lease? Yes/No

If so, please supply details:-

4. INSURANCE

A. Who currently insures the building? (i.e. your Landlord or yourself via your Building Society /Bank)

B. Please supply a copy of the current Buildings Insurance Policy and up to date Schedule.

C. Please advise the name and address of the Insurance Company together with the Policy Number.

Name: _____

Address: _____

Policy No: _____

D. How much is the property/building currently insured for?

E. How much is your contribution towards the insurance premium?

Has this been paid to date?

Yes/No

5. RESIDENTS ASSOCIATION ETC

A. Is there a Management Company and/or Residents Association?

Yes/No

B. If so, please supply the name and address of the Secretary and Treasurer.

Secretary's Name: _____

Address: _____

Treasurer's Name: _____

Address: _____

6. MISCELLANEOUS

A. When was the property last painted/decorated?

(i) Inside? _____

(ii) Outside? _____

(iii) Common parts? _____

B. Has the Landlord ever asked you to carry out any repairs to the property or served you with any notices concerning your obligations under the Lease? Yes/No

If yes, please give details:- _____

C Have you ever had cause to complain that neighbours or adjoining owners have breached the covenants of their Lease? Yes/No

If yes, please state briefly the nature of such breaches and the result of such complaint:-_____

D Have any alterations been made to the premises requiring the Landlord's consent as stipulated in the Lease? Yes/No

(If applicable please supply a copy of the written consent or approved plans).

E Under the terms of your Lease are you required to make any contributions towards maintenance and repair of certain parts of the building including shared passageways etc. Yes/No

If so;

(i) please provide full details of all contributions made or requested and dates of when paid or due:-

(ii) do you know of any repairs which are necessary to the building but have not yet been carried out? Yes/No

(iii) If so, please give details of such repairs and advise of likely expenditure:

F Are you aware of any major exterior repairs anticipated in the next 18 months for which you will be obliged to contribute? Yes/No

G Have you ever entered into a separate Deed of Covenant with any other occupant of the building with regard to the repair and/or maintenance of the roof, gutter etc.? Yes/No

If yes, please provide a copy.

H How many flats are there in the building _____

I How many are sold as long Leases? _____

J Is the property purpose built or a conversion? _____

K If known, please state the date the property was built/converted _____

L Have you received any notices of breach under the terms of the Lease? Yes/No

If yes, please provide details and copies:-

M Have you received any notice from your Landlord relating to the disposal of the freehold? Yes/No

If yes, please supply details and a copy:-

N Have you ever approached the Landlord with a view to extending your Lease or buying the freehold?
Yes/No

If yes, please supply details:-

Signed: _____
NAME/S:

DATED: _____