

PROPERTY INFORMATION QUESTIONNAIRE (PIQ)

Part 1

This form should be completed by the seller. The seller may be the owner or owners; a representative with the necessary authority to sell the property for an owner who has died; a representative with the necessary authority to sell the property for a living owner (e.g. a power of attorney) or be selling in some other capacity. The form should be completed and read as though the questions were being answered by the owner.

If you are the seller, you should be aware –

Answers given in this form should be truthful and accurate to the best of your knowledge. The questions have been designed to help the smooth sale of your home. Misleading or incorrect answers are likely to be exposed later in the conveyancing process and may endanger the sale.

- *Information included in this form does not replace official documents or legal information. You should be prepared to provide such documents on request in support of the answers given in this form.*
- *If you hold any guarantees for work on your property, your buyer's conveyancer is likely to ask for evidence, which it is in your interests to make available as soon as possible.*
If anything changes to affect the information given in this form prior to the sale of your home, you should inform your conveyancer or estate agent immediately,

If you are an estate agent you should be aware –

- *This form should be completed by the seller but it is your responsibility to ensure that it is included in the Home Information Pack.*
- *The Property Misdescriptions Act 1991 does not apply where the form has been completed solely by the seller.*

If you are the buyer you should be aware –

- *This information contained in this document should have been completed truthfully and accurately by the seller. However, the information only relates to the period during which the seller has owned the property (see question 1) and does not replace official documents or legal information and you should confirm any information with your conveyancer*

The seller must provide the information set out in Part 1 of this questionnaire.

Where the property being sold is a leasehold property, the seller must also complete Part 2 of this

ALL PROPERTIES

Name(s) of Seller	
Full Postal Address	
Date that this Form was completed	

1. When did you purchase the property.	<div style="display: flex; justify-content: space-between;"> [month] [year] </div>
2. Is the property as listed building or form part of a listed building.	Yes No
3. What Council tax band applies to the property. <i>[Note Buyers should be aware that improvements carried out by the seller may affect the property's council tax banding following a sale]</i>	A B C D E F G H
4. What parking arrangements exist at the property.	Garage Allocated parking space Driveway On street Resident permit Metered parking Shared parking Specify other:-
OTHER ISSUES AFFECTING THE PROPERTY	
5. Has there been any damage to your property as a result of storm or fire since you have owned it. <i>[if "yes" please give details]</i>	Yes No Don't Know
6. If you have answered "yes" to question 5, was the damage the subject to an insurance claim. <i>[if "yes" please give details]</i>	Yes No Don't Know

<p>7. Are you aware of any flooding at your property since you have owned it or before. <i>[if “yes” please give details]</i></p>	<p>Yes No</p>
<p>8. Have you checked the freely available flood risk data at the Environment Agency’s website (http://www.environment-agency.gov.uk/subjects/flood). <i>[if “yes” please give details]</i></p> <p>If “no” the buyer is advised to check the Environment Agency website for an indication of flood risk in the area.</p>	<p>Yes No Don’t know</p>
<p>9. Has there been any treatment of or preventative work for dry rot, wet rot or damp in the property since you have owned the property. <i>[if “yes” please give details].</i></p>	<p>Yes No Don’t know</p>
UTILITIES AND SERVICES	
<p>10. Is there central heating in the property.</p> <p>If yes, please give details of the type of central heating (examples: gas-fired, oil fired, solid fuel, liquid gas, petroleum.</p>	<p>Yes No Don’t know</p>
<p>11. When was your central heating or other primary heating system last serviced.</p>	<p>Last Serviced [year] A report is / is not available</p>

	Not Serviced Don't know														
12. When was the electrical wiring in your property last checked.	Last Serviced [year] A report is / is not available Not Checked Don't know														
13. Please indicate which services are connected to your property:- <ul style="list-style-type: none"> • Electricity • Gas • Water mains or private water supply • Drainage to public sewer (if not connected please indicate whether there is a cesspool or septic tank.) • Telephone • Cable TV or Satellite • Broadband 	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Yes	No														
Yes	No														
Yes	No														
Yes	No														
Yes	No														
Yes	No														
Yes	No														
CHANGES TO THE PROPERTY															
14. Have you carried out any structural alterations, additions or extensions (e.g. provision of an extra bedroom or bathroom) to the property. If "yes" please give details of the nature of the work.	Yes No Don't know														
14a. Was Building Regulation Approval obtained.	Yes No Don't know														
14b. Was Planning Permission obtained.	Yes No Don't know														
14c. Was Listed Building Consent obtained where applicable.	Yes No Don't know														

<p>15. Have you had replacement windows, doors, patio doors or double glazing installed. <i>[If “yes” please give details of changes and any guarantees held.]</i></p>	<p>Yes No Don’t know</p>
ACCESS	
<p>16. Do you have right of access through any neighbouring homes, buildings or land. <i>[if “yes” please give details]</i></p>	<p>Yes No Don’t know</p>
<p>17. Does any other person have a right of access through your property. <i>[if “yes” please give details]</i></p>	<p>Yes No Don’t know</p>
LEASEHOLD PROPERTIES	
<p>18. Is your property a leasehold property. <i>If “yes” complete Part 2 of this questionnaire.</i></p>	<p>Yes No</p>

LEASEHOLD PROPERTIES ONLY

Part 2

Before entering into a binding commitment, buyers should confirm any matter relating to the leasehold ownership by reading the lease and checking the position with their conveyancer.

<p>19. What is the name of the person or organization to whom you pay –</p> <p>Ground Rent :</p> <p>Service Charges:</p>	
<p>20. How many years does your lease have left to run.</p>	
<p>21. How much is your current annual ground rent.</p>	
<p>22. How much is your current annual service charge.</p>	
<p>23. How much is your current annual buildings insurance premium (if not included in the service charge).</p>	
<p>24. Are you aware of any proposed or ongoing major works to this property.</p> <p>If “yes”, what type of works are they and what is the expected cost relating to this property (if known).</p>	<p>Yes</p> <p>No</p> <p>Don’t know</p>
<p>25. Does the Lease prevent you from:</p> <p>Sub-letting ?</p> <p>Keeping Pets ?</p>	<p>Yes</p> <p>No</p> <p>Don’t know</p> <p>Yes</p> <p>No</p> <p>Don’t know</p>

<p>26. Does the Lease allow you to: Use a car park or space</p> <p>Have access to a communal garden (where applicable)</p>	<p>Yes No Don't know</p> <p>Yes No Don't know</p>
<p>27. Leases often permit or prevent certain types of activity relating to the use of the property, those referred to in question (25) are examples. Are there any other conditions or restrictions in the lease which could significantly impact on the person's use of the property. <i>[if "yes" please give details]</i></p>	<p>Yes No Don't know</p>

EXPLANATORY NOTES TO NUMBERED ITEMS.

19. The landlord will normally be the person to whom the ground rent is payable, although it is possible that an agent may be employed to collect this on the landlord's behalf. The person or the organisation to whom the service charge is payable may be your landlord or head landlord or a residents' management company - you should find the landlord's details on your latest service charge demand. It is also possible that an agent has been employed to collect service charges on their behalf.

20. The number of years is calculated by taking the original number of years the lease was granted for and deducting the number of years that have expired since the lease was first granted.

21. This information will be found in the lease.

22. This information will be found on the previous year's service charge demands.

24. Leaseholders should have been notified of this as part of the required consultation process where their contribution towards the work exceeds £250.

Please note : All leaseholders should have their own copy of the lease although sometimes this is held by the mortgage lender or the conveyancer who handled the purchase. A copy can normally be obtained from the Land Registry - www.landregisteronline.gov.uk. It is unlikely that the managing agent will be able to provide a copy of the lease