

Leasehold information form



Document date

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Address of the property

Postcode

This form should be completed and read in conjunction with the explanatory notes available separately

1 Other leases

1.1 Is there any headlease?

If Yes, please supply a copy.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enclosed
<input type="checkbox"/> To follow	<input type="checkbox"/> Not known	

1.2 Is there any underlease?

If Yes, please supply a copy.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enclosed
<input type="checkbox"/> To follow	<input type="checkbox"/> Not known	

1.3 In respect of any headlease or underlease of the whole or any part of the property, state any amounts owing or owed by or to the seller relating to rent, service charge, insurance premiums or other financial contribution.



2 Management company

2.1 Is there a management company which is run by the tenants?

Yes No

If Yes, please supply copies of the following:

(a) Memorandum and articles of association

Enclosed To follow

(b) The share or membership certificate

Enclosed To follow

(c) The company's accounts for the last three years

Enclosed To follow

(d) The names and addresses of the secretary and treasurer of the company:

2.2 Has the management company been dissolved or removed from the register at Companies House?

Yes No

3 Maintenance charges

3.1 Have there been any problems in the last three years between flat owners and the landlord or management company about maintenance charges, or the method of management?

Yes No

If Yes, please give details:

3.2 Has there been any challenge to the maintenance charges or any expense in the last three years?

Yes No

If Yes, please give details:

3.3 Has the landlord had any problems with collecting the maintenance charges from other flat owners?

Yes No

If Yes, please give details:

4 Notices and consents

4.1 Has a notice been received from any landlord or landlord's agent?

Yes No Enclosed
 To follow

If Yes, please supply a copy.

4.2 Has any other notice been received from any other person or authority?

Yes No Enclosed
 To follow

If Yes, please supply a copy.

4.3 Are any changes to the terms of the lease proposed or has the landlord given any consents under the lease? (This could be in a formal document, a letter or even oral).

Yes No Enclosed
 To follow

If Yes, please give details or supply a copy.

4.4 Please provide the name and address of the landlord or landlord's agent for service of any notice of change of ownership.

To follow Not applicable

Note: A notice could be on a printed form or in the form of a letter and a buyer will wish to know if anything of this sort has been received.

5 Complaints

5.1 Has the seller received any complaint from the landlord, any other landlord, management company or any other occupier about anything the seller has or has not done?

Yes No

If Yes, please give details:

5.2 Has the seller complained or does the seller have cause for complaint to or about the landlord, management company or any other occupier?

Yes No

If Yes, please give details:

6 Buildings insurance of the property

6.1 Is the seller responsible under the terms of the lease for arranging the buildings insurance of the property?

Yes No

If Yes, please supply copies of:

(a) the insurance policy

Enclosed To follow

(b) the receipt for the last payment of the premium

Enclosed To follow

6.2 Is the landlord or management company responsible for arranging the buildings insurance of the property?

Yes No

If Yes, please supply copies of:

(a) the insurance policy

Enclosed To follow

(b) the schedule for the current year

Enclosed To follow

6.3 Do the insurers record the interests of the buyer's mortgagee and the buyer on the policy?

Yes No Not known

7 Decoration

7.1 When was the outside of the building last decorated?

In the year Not known

7.2 When were any internal communal parts last decorated?

In the year Not known

7.3 When was the inside of the property last decorated?

In the year Not known

8 Alterations

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

Yes No Not known

If Yes, please give details:

8.2 If alterations have been made to the property since the lease was originally granted, was the landlord's consent obtained?

Yes No
 Enclosed To follow
 Not known Not required

If Yes, please supply copies of any consents obtained.

9 Occupation

9.1 Is the seller now occupying the property as their sole or main home?

Yes No

9.2 Has the seller occupied the property as their sole or main home (apart from usual holidays and business trips):

(a) continuously throughout the last 12 months?

Yes No

(b) continuously throughout the last three years?

Yes No

(c) for periods totalling at least three years during the last 10 years?

Yes No

10 Enfranchisement

10.1 Has the seller served on the landlord or any other person a notice under the enfranchisement legislation stating the desire to buy the freehold or be granted an extended lease?

Yes No Enclosed
 To follow

If Yes, please supply a copy.

10.2 If the property is a flat in a block, is the seller aware of the service of any notice under the enfranchisement legislation relating to the possible collective purchase of the freehold of the block or part of it?

Yes No Enclosed
 To follow

If Yes, please supply a copy.

10.3 Has the seller received any response to that notice?

Yes No Enclosed
 To follow

If Yes, please supply a copy.

The information in this form has been given by:

Name



The Law Society

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