

# Commonhold 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 Commonhold association

1.1 Please supply copies of the commonhold association's accounts for the last three years.

Enclosed  To follow  Lost

1.2 Please supply the names and addresses of:

(a) the directors of the association

(b) the secretary of the association

(c) any managing agents appointed by the association

1.3 Does the seller know of any proposal to amend the terms of the commonhold community statement?

Yes  No

If Yes, please give details:



**1.4** Does the seller know of any proposal to enlarge the commonhold?

Yes  No

If Yes, please give details:

**1.5** Is the commonhold association a member of an approved ombudsman scheme?

Yes  No

If Yes, please give the ombudsman's name and address:

## **2 Commonhold assessments and reserve fund levies**

**2.1** Has the commonhold association made any commonhold assessments in respect of the seller's unit during the last three years?

Yes  No

If Yes, please give details:

**2.2** Has the commonhold association established any reserve funds (to pay for major expenditure on such items as outside painting, roof repairs, lift replacement)?

Yes  No

If Yes, please give details:

**2.3** Has the commonhold association made levies (demanded contributions) in respect of the seller's unit during the last three years?

Yes  No

If Yes, please give details of how much was payable to which fund:

**2.4** Does the seller know of any expense, which is not usually incurred every year and is not covered by a reserve fund (e.g. redecoration, repairing drives), which the commonhold association is likely to incur within the next three years?

Yes  No

If Yes, please give details:

**2.5** Has the seller challenged, or does the seller know of any other unit-holder who has challenged, the amount of any commonhold assessment or reserve fund levy during the last three years?

Yes  No

If Yes, please give details:

**2.6** Does the seller know of any problems in the last three years between unit-holders and the commonhold association about the payment of commonhold assessments or reserve fund levies?

Yes  No

If Yes, please give details:

**2.7** Please obtain a commonhold unit information certificate from the commonhold association and supply a copy.

Enclosed  To follow

### 3 Notices

**3.1** Has the seller had any notice about the unit being sold or any other part of the commonhold, its use, its condition, or its repair and maintenance?

Yes  No  Enclosed  
 To follow

If Yes, please supply a copy.

**Note:** A notice could be in a printed form or in the form of a letter. It could come from the commonhold association, another unit-holder, a neighbouring owner or an official body.

## 4 Common parts

4.1 Does the seller know of any dispute about the use of the common parts during the last three years?

Yes  No

If Yes, please give details:

4.2 Does the seller know of any proposal to lease or dispose of any of the common parts?

Yes  No

If Yes, please give details:

4.3 Does the seller know of any proposal to mortgage all or any part of the common parts?

Yes  No

If Yes, please give details:

## 5 Insurance

5.1 Please supply a copy of the insurance policy covering the unit being sold (whether or not the policy also covers other property) and evidence of payment of the latest premium. (If the commonhold association arranges the insurance, please obtain particulars from the association.)

Enclosed  To follow

5.2 If the common parts are separately insured, please obtain from the commonhold association, and supply a copy of, the insurance policy covering the common parts and evidence of payment of the latest premium.

Enclosed  To follow

## 6 Consents

6.1 Does the seller know if the commonhold association has given its consent to the transfer of part only of any of the units?

Yes  No

If Yes, please give details:

6.2 Does the seller know if the commonhold association has refused to give its consent to the transfer of part only of any of the units?

Yes  No

If Yes, please give details:

## 7 Complaints

7.1 Has the seller received any complaint from the commonhold association, another unit-holder or the occupier of any unit about anything you have or have not done?

Yes  No

If Yes, please give details:

7.2 Has the seller complained to the commonhold association, another unit-holder or the occupier of any unit about anything they have or have not done?

Yes  No

If Yes, please give details:

7.3 Please supply a copy of any decision made by the ombudsman affecting the unit or the common parts.

Enclosed  To follow  
 Not applicable

## 8 Rights for the developer

8.1 Has the developer ceased to be entitled to exercise any of the rights?

Yes  No  Not applicable

If Yes, please give details including the name and address of the developer who is now entitled to exercise the rights:

**Note:** 'Development rights' may be rights to complete the building work, rights in connection with marketing units or the right to appoint directors of the commonhold association.

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The information in this form has been given by:

Name



The Law Society

Oyez  
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