

## Sombuild Survey Property Professionals

Address.....

.....Post Code.....

Ref:.....

Date...../...../201.....

### SELLER ENQUIRY FORM TO ASSIST THE SURVEYOR & PRODUCTION OF THE LEGAL PACK

Please take time to carefully answer the following questions; your answers will be helpful in the preparation of the Legal Pack and will help the surveyor prepare for the inspection of your property. Complete this form as best you can. It is accepted that some answers may be approximate or guessed – be as precise as you can.

LEAVE THIS FORM ON-SITE WITH/FOR THE SURVEYOR.

QUESTION	ANSWER			
<b>Section One – General Information</b>				
01	Please confirm the tenure:	Freehold <input type="checkbox"/> Leasehold <input type="checkbox"/> Term remaining:    yrs		
		Ground rent: £            Service Charge: £		
		Management: Company <input type="checkbox"/> Shared <input type="checkbox"/> None <input type="checkbox"/> Shared Ownership    %		
02	Do you know how old is the original building?	It was constructed in..... / or it is about ..... years old (delete as appropriate)		
03	Is the building Listed?	Yes	No	Not sure
		Notes		
04	Is the building in a conservation area?	Yes	No	Not sure
		Notes		
05	Is the property on a private road?	Yes	No	Not sure
		Notes		
06	Do you have a garage?	Yes	No	Not sure
		Notes		
07	If Yes, is it within the boundary of the property or elsewhere (such as a separate garage block)?	Within the boundary		Elsewhere (please give details)
08	Do you have a cellar?	Yes	No	Not sure
		Notes		
09	How long have you lived here? (if you do not live at this address, how long have you owned the property)?	years		
10	Do you have an allocated Car Parking space?	Yes	No	Not sure
		Notes		
11	If Yes, is it within the boundary of the property or elsewhere (such as a car park)?	Within the boundary		Elsewhere (please give details)
12	Do you have any other buildings/structures on the site? (Only list permanent structures. Do not include wooden garden sheds.)	Yes	No	Not sure
		Notes		

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13	Which services are connected to the property	Gas	Mains					Other				
		Electricity	Mains					Other				
		Water	Mains					Other				
		Drainage	Mains					} Cess pit				
		Oil						} Septic tank				
Where you have stated <i>Other</i> , please give details:												
14	Do you have any easements for services etc. crossing the property	Underground pipes	Yes	No	Not sure	Notes						
		Above ground pipes	Yes	No	Not sure	Notes						
		Underground cables	Yes	No	Not sure	Notes						
		Above ground cables	Yes	No	Not sure	Notes						
		Watercourses	Yes	No	Not sure	Notes						
15	Do you have any tree preservation orders within your boundary or near by?	Yes	No	If Yes, please give details:								
16	If you have a Central Heating boiler do you know how old it is?	Yes it is ..... years old					No					
17	Do you have it serviced regularly?	Yes					No					
	Do you the manufacturers instructions, service details & or log book	Yes					No					
<i>If you answered Yes to the above, you will need to sort out the relevant documents. for your solicitor/conveyancer may wish to include these in the legal pack</i>												
18	Looking from the highway towards the front of the property do you own or maintain the boundary fence/wall/hedge to the left, to the right or both and the bottom of the garden	We do / do not own and maintain fence/wall/hedge to the left										
		We do / do not own and maintain fence/wall/hedge to the right										
		We do / do not own and maintain fence/wall/hedge at the bottom of the garden										
		Not sure who owns boundary fence/wall/hedge										
19	What other services do you have that could remain at the property?	Satellite Dish	Yes					No				
		Cable TV/Telephone	Yes					No				
		Broadband	Yes					No				
		Solar heating panels	Yes					No				
		Security system	Yes					No				
		Photovoltaic (PV) panels	Yes	No	If Yes	Owned	Yes	No	Leased	Yes	No	
Where you have stated <i>Other</i> , please give details:												

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<b>Section Two – Changes to the Property</b>						
20	Has it ever been extended or have significant internal changes been made or building works undertaken?	Yes	No	Not sure	Notes	
	If Yes, did you carry out the works?	Yes	No	Notes		
<i>If you answered Yes to this question then you will need to sort out all the relevant consents etc (planning, building control etc) Your solicitor/conveyancer may want to include copies in the legal pack.</i>						
21	If you answered Yes to Q20, then please provide a bit more information.	Types of building works undertaken (tick all that apply) :		Approximate date of the works:	Planning Consents Available? (see note below)	Building Regulation Approval Available? (see note below)
	1. Attic conversion...					
	2. Two storey extension...					
	3. Single storey extension...					
	4. Garage conversion...					
	5. Foundation Underpinning (see also section 4)					
	6. Conservatory					
	7. Other					
If you answered <i>Other</i> to this question, please can you provide a description here:-						
<i>Note From Question 21 above – If you answered Yes to this question then you will need to sort out all the relevant consents etc (planning, building control etc) Your solicitor/conveyancers may want to include copies in the legal pack.</i>						
<b>Section 3 – Inconveniences You May Have Experienced With the Property</b>						
22	Have you ever had an insurance claim?	Yes	No	Notes		
23	To the best of your knowledge, has the property ever been subject to storm damage?	Yes	No	Notes		
24	If Yes, when did this occur?	In	Not sure	Notes		
If Yes, please provide details if known:-						
25	Has the home or plot ever flooded?	Yes	No	Notes		
26	If Yes, when did this occur?	In	Not sure	Notes		
27	Do you know if your home was built upon a landfill site or a formerly contaminated site?	Yes	No	Notes		

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28	Do you know if the property has ever been monitored for Radon Gas or Methane Gas?	Yes	No	Notes	
	If Yes, please give details:				
29	If Yes, do you have a land Remediation Certificate	Yes	No	Notes	
30	Do you know if the site has ever suffered from any landslip	Yes	No	Notes	
31	Have you ever had a dispute with a neighbour?	Yes	No	Notes	
	If Yes, please provide details				
32	Have any Party Wall Act Notices been served by you, or upon you?	Yes	No	Notes	
	If Yes, please provide details				
<b>Section 4 – Guarantees and Warranties</b>					
33	Do you know if any guarantees or warranties pass with the property?	Yes	No	Notes	
	If Yes, please state what they are. Types of Works:	When Carried Out		Length of Warranty/Guarantee/ test certificate	Could It Still be Enforced?
	Damp remedial works				Yes No
	Insect damage				Yes No
	Cavity wall tie replacements				Yes No
	Cavity wall insulation				Yes No
	Double Glazing				Yes No
	Conservatory				Yes No
	Boiler replacement				Yes No
	Rewiring or electricians tests				Yes No
	Gas Appliance testing				Yes No
	Underpinning				Yes No
	Chimney swept/inspected				Yes No
	Others: Please state				Yes No
	Any alterations, additions or repairs to any of the of the above after the issue date of warranty, guarantee or test certificate	yes	No	If Yes, please provide details	

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34	Do you have a Energy Performance Certificate for the property	Yes	No	If yes what is the Report Reference Number
35	Further information that might aid the surveyor when surveying the property?	Notes:		
36	Are there any safety issues the surveyor should be made aware of?	Yes	No	If Yes, please provide details:
37	Does the Surveyor have your consent to check the normal operation of water and electricity systems, and to switch heating systems on for the duration of the inspection	Yes	No	

**FORM COMPLETED BY**

**PRINT NAME:** .....

**SIGNATURE:** .....

**DATE**.....

**STATUS OWNER / AGENT / REPRESENTATIVE ( POSITION )** .....