



**THIS IS AN IMPORTANT DOCUMENT, PLEASE COMPLETE IT WITH CARE AND TO THE BEST OF YOUR KNOWLEDGE AND BELIEF**

**VENDOR(S) QUESTIONNAIRE**

1. ADDRESS OF PROPERTY TO BE SOLD (including post code) \_\_\_\_\_  
(Is the property held as tenants in Common? If so what %?) \_\_\_\_\_  
\_\_\_\_\_

2. FULL NAMES OF ALL VENDOR(S) (including any aliases) (is the property owned in the name of a Company or Co Owners?) a.) \_\_\_\_\_  
b.) \_\_\_\_\_

PERMANENT ADDRESS OF OWNERS (including postcode) a.) \_\_\_\_\_  
b.) \_\_\_\_\_

NATIONALITIES a.) \_\_\_\_\_  
b.) \_\_\_\_\_

DATES OF BIRTH a.) \_\_\_\_\_  
b.) \_\_\_\_\_

PLACES OF BIRTH a.) \_\_\_\_\_  
b.) \_\_\_\_\_

OCCUPATIONS a.) \_\_\_\_\_  
b.) \_\_\_\_\_

3. TELEPHONE NUMBERS  
Home \_\_\_\_\_  
Work \_\_\_\_\_  
Mobile \_\_\_\_\_  
Fax No. (if applicable) \_\_\_\_\_  
E-mail address (if applicable) \_\_\_\_\_

4. SALE PRICE £ \_\_\_\_\_
5. DETAILS OF PURCHASER(S) \_\_\_\_\_
6. DETAILS OF ESTATE AGENT  
(if any) \_\_\_\_\_
7. DETAILS OF THE ADVOCATE  
ACTING FOR THE PURCHASER  
OF THE PROPERTY \_\_\_\_\_
8. ADDRESS (including post code)  
OF ANY PROPERTY BEING  
PURCHASED IN CONJUNCTION  
WITH THIS SALE \_\_\_\_\_
- If not, please supply forwarding  
Address \_\_\_\_\_
9. REQUIRED COMPLETION DATE  
(approximate) \_\_\_\_\_
10. IF A PROPERTY IS ALSO BEING  
PURCHASED WILL COMPLETION  
DATES BE THE SAME? \_\_\_\_\_
11. HAVE THE RATES BEEN PAID  
IN RESPECT OF YOUR PROPERTY  
FOR THE CURRENT YEAR? YES NO  
(If the current rates have not been  
paid they will be deducted from the  
net proceeds of sale together with any  
arrears incurred during your ownership  
of the property)
12. DETAILS OF ANY MORTGAGES  
SECURED ON THE PROPERTY
- a.) Name of Lender \_\_\_\_\_
- b.) Branch (if applicable) \_\_\_\_\_
- c.) Approximate amount outstanding £ \_\_\_\_\_
- d.) Mortgage Account number \_\_\_\_\_

13. ARE YOU RESPONSIBLE FOR THE SOLE MAINTENANCE OF ANY OF THE BOUNDARIES OF YOUR PROPERTY?

YES

NO

14. HAVE YOU MOVED ANY OF THE BOUNDARIES OR ARE YOU AWARE THAT ANY PREVIOUS OWNER MOVED ANY BOUNDARY?

YES

NO

15. HAVE YOU HAD ANY DISPUTES WITH A NEIGHBOUR REGARDING YOUR PROPERTY?

YES

NO

(If yes, please give details)

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16. HAVE YOU RECEIVED ANY NOTICES CONCERNING YOUR PROPERTY?

YES

NO

17. a) Do any pipes or wires or cables serving your property cross any adjoining properties?

YES

NO

Have you been required to enter any adjoining properties to maintain any services or any buildings on your property? Including access ways/ drainage

YES

NO

c) Have you incurred any expense from any maintenance, repair or renewal required?

YES

NO

If yes, how much? How often?

£ \_\_\_\_\_

18. PLEASE GIVE DETAILS OF ALL OCCUPANTS OF YOUR PROPERTY (including ages if under 21)

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19. HAVE YOU OR THE PREVIOUS OWNERS CARRIED OUT ANY ALTERATIONS TO THE PROPERTY DURING YOUR OWNERSHIP INCLUDING THE REPLACEMENT OF ANY WINDOWS? YES NO

If yes, please supply:-

- a) Full details of alterations
- b) Copies of all Planning and Byelaw Permissions obtained
- c) Copies of all Completion Certificates obtained
- d) If completion certificates aren't available please supply a letter of comfort. If none available please arrange for a Certificate of Regularisation to be supplied

20. TO YOUR KNOWLEDGE HAS THE PROPERTY EVER BEEN RE-ROOFED OR REPLACED? YES NO  
 If yes, please be aware that this requires Building Control .  
 If this has not been issued please arrange for a certificate to be issued in respect of this.

21. HAS ANY WORK BEEN CARRIED OUT WHICH MAY AFFECT THE RATEABLE VALUE YES NO

22. OTHER THAN THE RATES DO YOU INCUR ANY ADDITIONAL PERIODIC CHARGES (please provide details) YES NO

23. DO YOU HAVE ANY GUARANTEES OR INSURANCE POLICIES RELATING TO YOUR PROPERTY AS FOLLOWS:-

- a.) N.H.B.C. YES NO
- b.) Damp Course YES NO
- c.) Double Glazing YES NO
- d.) Electrical Work YES NO
- e.) Roofing YES NO
- f.) Rot or infestation YES NO
- g.) Central Heating YES NO

- |     |                        |     |    |
|-----|------------------------|-----|----|
| h.) | Cavity wall insulation | YES | NO |
| i.) | The Title              | YES | NO |

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|-----|--|-----|----|
| 24. | HAVE ANY CLAIMS BEEN MADE ON ANY ABOVE MENTIONED POLICIES OR ANY OTHER POLICIES YOU MAY HAVE | YES | NO |
|-----|--|-----|----|

If yes, please provide ALL details

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| 25. | HAVE YOU OR THE PREDECESSORS IN TITLE ENTERED INTO ANY AGREEMENT WITH THE DEPARTMENT OF LOCAL GOVERNMENT AND THE ENVIRONMENT? | YES | NO |
|-----|---|-----|----|

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|-----|---|-----|----|
| 26. | HAS THE PROPERTY TO YOUR KNOWLEDGE EVER SUFFERED FROM THE FOLLOWING |     |    |
| (a) | flooding  | YES | NO |
| (b) | rising dampness   | YES | NO |
| (c) | settlement  | YES | NO |
| (d) | dry rot   | YES | NO |
| (e) | woodworm  | YES | NO |

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|-----|---|-----|----|
| 27. | IS YOUR PROPERTY ON THE PROTECTED BUILDINGS REGISTER? | YES | NO |
|-----|---|-----|----|

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|-----|--|-----|----|
| 28. | IS YOUR PROPERTY IN A CONSERVATION AREA? | YES | NO |
|-----|--|-----|----|

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|-----|--|-----|----|
| 29. | IS THERE ANY AGREEMENT UNDER SECTION 18 OF THE TOWN AND COUNTRY PLANNING ACT 1991? | YES | NO |
|-----|--|-----|----|

- |     |   |     |    |
|-----|---|-----|----|
| 30. | WHEN WAS THE CENTRAL HEATING SYSTEM/BOILER LAST SERVICED?<br>IS THERE A SERVICE AGREEMENT IN RESPECT THEREOF? | YES | NO |
|-----|---|-----|----|

If your boiler has not been serviced within the last 12 months you will need to arrange for this to be carried out before completion can take place. Please arrange this and provide the Service Report to us at your earliest convenience

31. IF THE PROPERTY IS SERVED BY A MAINS GAS SUPPLY, HAVE ALL THE GAS APPLIANCES AT THE PROPERTY BEEN CONVERTED, TESTED AND/OR APPROVED BY FULLY QUALIFIED AND REGISTERED GAS ENGINEERS, OPERATING TO GAS SAFETY REGULATIONS AND IN LINE WITH CORGI GUIDELINES AND HEALTH & SAFETY INSPECTORATE REQUIREMENTS TO OPERATE ON NATURAL GAS? YES NO
32. DOES THE PROPERTY HAVE THE FOLLOWING SERVICES?
- a) Electricity YES NO
- b) Gas YES NO
- c) Mains drainage YES NO
- d) Septic Tank YES NO
- If there is private drainage, please indicate the position of the septic tank and tail drains
33. IS THERE A LOG BURNING STOVE SITUATE AT THE PROPERTY, AND IF SO, PLEASE SUPPLY ALL NECESSARY APPROVAL IN RESPECT TO ITS INSTALLATION TOGETHER WITH COMPLETION CERTIFICATE FROM A QUALIFIED INSTALLER YES NO
34. HAS THERE BEEN ANY ELECTRICAL INSTALLATION ALTERATION ADDITIONS OR REWIRING SINCE YOU HAVE OWNED THE PROPERTY? YES NO  
IF SO, PLEASE PROVIDE THE NECESSARY APPROVALS AND COMPLETION CERTIFICATES FROM A QUALIFIED ELEXTRICAL CONTRACTOR.
35. WHAT IS THE LOCATION OF THE WATER STOP COCK WITHIN THE PROPERTY \_\_\_\_\_
36. IS THE VENDOR AWARE OF THE PRESENCE OF JAPANESE KNOTWEED YES NO

ON THE PROPERTY AT ANY TIME  
DURING THE VENDORS OWNERSHIP OR  
OCCUPATION OF THE OWNERSHIP?

37. PLEASE SUPPLY DETAILS OF THE  
ACCOUNT TO WHICH PROCEEDS  
OF THE SALE ARE TO BE  
FORWARDED INCLUDING BRANCH  
(if applicable)

\_\_\_\_\_

SORT CODE \_\_\_\_\_

ACC/ NO: \_\_\_\_\_

\_\_\_\_\_

**TO:**

**Corlett Bolton & Co. Advocates**

**Signature of Owner(s)** .....

**Date** .....

*Please note: By signing this document you are confirming that all the details contained within it are correct.*

***ENCLOSURES***

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|----|---|-----|----|
| 1. | Copies of Title Deeds/Office Copy   | YES | NO |
| 2. | Copies of Planning and Byelaw Consents for any alterations made to the property | YES | NO |
| 3. | Copies of any guarantees and/or insurance policies in relation to the property  | YES | NO |
| 4. | The current year's rate receipts  | YES | NO |

**Corlett Bolton & Co.**

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Corlett Bolton & Co is the trading name of Corlett Bolton & Co Limited (Company Number 126261C)  
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