

# Leasehold Information Form (2nd edition)

TA7

Address of the property

Postcode

Full names of the seller

Seller's solicitor

Name of solicitors firm

Address

Email

Reference number

## Definitions

- 'Seller' means all sellers together where the property is owned by more than one person
- 'Buyer' means all buyers together where the property is being bought by more than one person
- 'Property' means the leasehold property being sold
- 'Building' means the building containing the property
- 'Neighbour' means those occupying flats in the building

## Instructions to the seller

The seller should provide all relevant documentation relating to the lease when they return this completed form to their solicitor. This may include documents given to the seller when they purchased the property, or documents subsequently given to the seller by those managing the property.

## Instructions to the seller and the buyer

Please read the notes on *TA6 Property Information Form*



The Law Society

## 1 The property

1.1 What type of leasehold property does the seller own? ('Flat' includes maisonette and apartment).

- ☐ Flat  
☐ Shared ownership  
☐ Long leasehold house

1.2 Does the seller pay rent for the property? If Yes:

☐ Yes ☐ No

(a) How much is the current yearly rent?

£

(b) How regularly is the rent paid (e.g. yearly)?

Payments

## 2 Relevant documents

2.1 Please supply a copy of:

(a) the lease and any supplemental deeds

☐ Enclosed ☐ To follow  
☐ Already supplied

(b) any regulations made by the landlord or by the tenants' management company additional to those in the lease

☐ Enclosed ☐ To follow  
☐ Not applicable

2.2 Please supply a copy of any correspondence from the landlord, the management company and the managing agent.

☐ Enclosed ☐ To follow

2.3 Please supply a copy of any invoices or demands and any statements and receipts for the payment of:

(a) maintenance or service charges for the last three years

☐ Enclosed ☐ To follow  
☐ Not applicable

(b) ground rent for the last three years

☐ Enclosed ☐ To follow  
☐ Not applicable

2.4 Please supply a copy of the buildings insurance policy:

(a) arranged by the seller and a receipt for payment of the last premium, or

☐ Enclosed ☐ To follow

(b) arranged by the landlord or management company and the schedule for the current year

☐ Enclosed ☐ To follow

2.5 Have the tenants formed a management company to manage the building? If Yes, please supply a copy of:

☐ Yes ☐ No

(a) the Memorandum and Articles of Association

☐ Enclosed ☐ To follow

(b) the share or membership certificate

☐ Enclosed ☐ To follow

(c) the company accounts for the past three years

☐ Enclosed ☐ To follow

### 3 Management of the building

3.1 Does the landlord employ a managing agent to collect rent or manage the building?

☐ Yes

☐ No

3.2 Has any management company formed by the tenants been dissolved or struck off the register at Companies House?

☐ Yes

☐ No

☐ Not known

3.3 Do the tenants pass day to day responsibility for the management of the building to managing agents?

☐ Yes

☐ No

### 4 Contact details

4.1 Please supply contact details for the following, where appropriate. (The landlord may be, for example, a private individual, a housing association, or a management company owned by the residents. A managing agent may be employed by the landlord or by the tenants' management company to collect the rent and/or manage the building.)

#### Landlord

Name

Address

Tel

Email

#### Managing agent contracted by the landlord

#### Managing agent contracted by the tenants' management company

Name

Address

Tel

Email

## 5 Maintenance and service charges

5.1 Who is responsible for arranging the buildings insurance on the property?

- ☐ Seller  
☐ Management company  
☐ Landlord

5.2 In what year was the outside of the building last decorated?

Year ☐ Not known

5.3 In what year were any internal communal parts last decorated?

Year ☐ Not known

5.4 Does the seller contribute to the cost of maintaining the building?

☐ Yes ☐ No

**If No to question 5.4, please continue to section 6 'Notices' and do not answer questions 5.5–5.9 below.**

5.5 Does the seller know of any expense (e.g. the cost of redecoration of outside or communal areas not usually incurred annually) likely to be shown in the service charge accounts within the next three years? If Yes, please give details:

☐ Yes ☐ No

5.6 Does the seller know of any problems in the last three years regarding the level of service charges or with the management? If Yes, please give details:

☐ Yes ☐ No

5.7 Has the seller challenged the service charge or any expense in the last three years? If Yes, please give details:

☐ Yes ☐ No

5.8 Is the seller aware of any difficulties encountered in collecting the service charges from other flat owners? If Yes, please give details:

☐ Yes ☐ No

**5.9** Does the seller owe any service charges, rent, insurance premium or other financial contribution? If Yes, please give details:

☐ Yes

☐ No

## 6 Notices

**Note:** A notice may be in a printed form or in the form of a letter.

**6.1** Has the seller received a notice that the landlord wants to sell the building? If Yes, please supply a copy.

☐ Yes

☐ No

☐ Enclosed

☐ To follow

☒ Lost

**6.2** Has the seller received any other notice about the building, its use, its condition or its repair and maintenance? If Yes, please supply a copy.

☒ Yes

☐ No

☒ Enclosed

☐ To follow

☐ Lost

## 7 Consents

**Note:** A consent may be given in a formal document, a letter or orally.

**7.1** Is the seller aware of any changes in the terms of the lease or of the landlord giving any consents under the lease? If Yes, please supply a copy or, if not in writing, please give details:

☐ Yes

☐ No

☐ Enclosed

☐ To follow

☐ Lost

## 8 Complaints

**8.1** Has the seller received any complaint from the landlord, the management company or any neighbour about anything the seller has or has not done? If Yes, please give details:

☐ Yes

☐ No

**8.2** Has the seller complained or had cause to complain to or about the landlord, the management company, or any neighbour? If Yes, please give details:

☐ Yes ☐ No

## 9 Alterations

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

☐ Yes ☐ No

**If No, please go to section 10 'Enfranchisement' and do not answer 9.2 and 9.3 below.**

**9.2** Please give details of these alterations:

**9.3** Was the landlord's consent for the alterations obtained?  
If Yes, please supply a copy.

☐ Yes ☐ No  
☐ Not known ☐ Not required  
☐ Enclosed ☐ To follow

## 10 Enfranchisement

**Note:** 'Enfranchisement' is the right of a tenant to purchase the freehold from their landlord and the right of the tenant to extend the term of the lease.

**10.1** Has the seller owned the property for at least two years?

☐ Yes ☐ No

**10.2** Has the seller served on the landlord a formal notice stating the seller's wish to buy the freehold or be granted an extended lease? If Yes, please supply a copy.

☐ Yes ☐ No  
☐ Enclosed ☐ To follow  
☐ Lost

**10.3** Is the seller aware of the service of any notice relating to the possible collective purchase of the freehold of the building or part of it by a group of tenants? If Yes, please supply a copy.

☐ Yes ☐ No  
☐ Enclosed ☐ To follow  
☐ Lost

**10.4** Is the seller aware of any response to a notice disclosed in replies to 10.2 and 10.3 above? If Yes, please supply a copy.

☐ Yes ☐ No  
☐ Enclosed ☐ To follow  
☐ Lost

Signed: ..... Dated: .....

Each seller should sign this form.



The Law Society

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