

Instructions to the seller and the buyer

This form must be completed accurately by the seller. It may become part of the contract between the seller and the buyer.

The seller should make a clear statement of what is included in the sale of the property by marking each box in this form with a ✓ or a X, as shown below:

Included in the sale of the property	<input checked="" type="checkbox"/>
Not included in the sale of the property	<input type="checkbox"/>

The seller may be prepared to sell to the buyer an item which is otherwise not included in the sale of the property. In this case, the seller should mark the appropriate box with a X to show the item is not included, followed by the amount that the seller wishes to be paid for the item, as shown below.

Not included, but for sale at an extra cost	<input type="checkbox"/> X{amount}
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The buyer can then decide whether to accept the seller's offer. The seller and buyer should inform their solicitors of any arrangements made about items offered for sale in this way.

If the seller removes any fixtures and fittings, the seller must make good any damage caused by their removal.

If the seller removes a light fitting, it is assumed that the seller will replace the fitting with a ceiling rose and socket, a flex, bulb holder and bulb.

The seller is responsible for removing any possessions, including rubbish, from the property, the garage, the garden and any outbuildings or sheds.

The seller and the buyer should check the information given on the form carefully.

1 Basic fittings

Boliler / immersion heater	<input type="text"/>
Radiators / wall heaters	<input type="text"/>
Night-storage heaters	<input type="text"/>
Free-standing heaters	<input type="text"/>
Gas fires (with surround)	<input type="text"/>
Electric fires (with surround)	<input type="text"/>
Light switches	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Roof insulation	<input type="text"/>
Window fitments	<input type="text"/>
Windows shutters / grills	<input type="text"/>
Internal door furniture	<input type="text"/>
External door furniture	<input type="text"/>
Doorbell / chime	<input type="text"/>
Electric sockets	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

2 Television and telephone

Telephone receivers	<input type="text"/>
Radio aerial	<input type="text"/>

Television aerial	<input type="text"/>
Satellite dish	<input type="text"/>

3 Kitchen

Hob	<input type="text"/>
Extractor hood	<input type="text"/>
Fitted oven and grills	<input type="text"/>
Fitted microwave	<input type="text"/>
Tumble-dryer	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Refrigerator / fridge-freezer	<input type="text"/>
Freezer	<input type="text"/>
Free-standing oven / cooker	<input type="text"/>
Dishwasher	<input type="text"/>
Washing machine	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

4 Bathroom

Bath	<input type="text"/>
Shower fitting for bath	<input type="text"/>
Shower curtain	<input type="text"/>
Bathroom cabinet	<input type="text"/>
Taps	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Separate shower and fittings	<input type="text"/>
Towel rail	<input type="text"/>
Soap / toothbrush holders	<input type="text"/>
Toilet roll holders	<input type="text"/>
Bathroom mirror	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

5 Carpets, curtains, light fittings and fitted units

	Carpets	Curtain rails poles/pelmets*	Curtains/blinds*	Light fittings	Fitted units**
Hall, stairs and landing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Living room	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dining room	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchen	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedroom 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedroom 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedroom 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If the seller wishes to further explain the answers to section 5 above, please give details:

* Delete as appropriate.

** Fitted units (for example: fitted cupboards, fitted shelves, and fitted wardrobes).

6 Outdoor area

Garden furniture	<input type="text"/>	Outdoor heater	<input type="text"/>
Garden ornaments	<input type="text"/>	Stock of fuel	<input type="text"/>
Trees, plants, shrubs	<input type="text"/>	Outside lights	<input type="text"/>
Barbecue	<input type="text"/>	Water butt	<input type="text"/>
Dustbins	<input type="text"/>	Clothes line	<input type="text"/>
Garden shed	<input type="text"/>	Rotary line	<input type="text"/>
Greenhouse	<input type="text"/>		<input type="text"/>

Signed: _____

Dated: _____

Each seller should sign this form.

