

Instructions to the seller

The answers should be prepared by the person or persons who are named as owner on the deeds or Land Registry title or by the owner's legal representative(s) if selling under a power of attorney or grant of probate or representation. If there is more than one seller, you should prepare the answers together.

It is very important that your answers are accurate. If you give incorrect or incomplete information to the buyer (on this form or otherwise, in writing or in conversation, whether through your estate agent or solicitor or directly to the buyer), the buyer may make a claim for compensation from you or refuse to complete the purchase.

You should answer the questions based upon information known to you (or, in the case of legal representatives, you or the owner). You are not expected to have expert knowledge of legal or technical matters.

If you do not know the answer to any question, you must say so. If you are unsure of the meaning of any questions or answers, please ask your solicitor. This form can be completed in full, in part or not at all. Omissions or delay in providing some information may delay the sale.

If you later become aware of any information which would alter any replies you have given, you must inform your solicitor immediately. This is as important as giving the right answers in the first place. Do not change any arrangements concerning the property with anyone (such as a tenant or neighbour) without first consulting your solicitor.

Please give your solicitor any letters, agreements or other papers which help answer the questions. If you are aware of any which you are not supplying with the answers, tell your solicitor. Some of the questions provide 'Lost' as an answer. If you indicate that some of the documentation is lost you may need to obtain copies at your own expense. Also pass to your solicitor any notices you have received concerning the property and any which arrive at any time before completion of the sale.

Please also complete *TA10 Fittings and Contents Form*. This may form part of the contract between you and the buyer and must be completed accurately.

Instructions to the buyer

If the seller gives you, separately from this form, any information concerning the property (in writing or in conversation, whether through an estate agent or solicitor or directly to you) on which you wish to rely when buying the property, you should tell your solicitor so that it can be recorded in the contract.

You should carefully check *TA10 Fittings and Contents Form*. This may form part of the contract between you and the seller.

1 Boundaries and boundary features (fences, walls, hedges, ditches or similar)

1.1 Looking towards the property from the road, who owns or accepts responsibility to maintain or repair the boundary features:

(a) on the left?

- | | |
|---------------------------------|------------------------------------|
| <input type="checkbox"/> Seller | <input type="checkbox"/> Neighbour |
| <input type="checkbox"/> Shared | <input type="checkbox"/> Not known |

(b) on the right?

- | | |
|---------------------------------|------------------------------------|
| <input type="checkbox"/> Seller | <input type="checkbox"/> Neighbour |
| <input type="checkbox"/> Shared | <input type="checkbox"/> Not known |

(c) at the rear?

- | | |
|---------------------------------|------------------------------------|
| <input type="checkbox"/> Seller | <input type="checkbox"/> Neighbour |
| <input type="checkbox"/> Shared | <input type="checkbox"/> Not known |

(d) at the front?

- | | |
|---------------------------------|------------------------------------|
| <input type="checkbox"/> Seller | <input type="checkbox"/> Neighbour |
| <input type="checkbox"/> Shared | <input type="checkbox"/> Not known |

1.2 Has any boundary feature been moved in the last 20 years? If Yes, please give details:

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

1.3 During the seller's ownership, has any land previously forming part of the property been sold or has any adjacent property been purchased? If Yes, please give details:

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

1.4 Does any part of the property or any building on the property overhang, or project under, the boundary of the neighbouring property or road? If Yes, please give details:

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

2 Disputes and complaints

2.1 Have there been or are there any disputes or complaints regarding this property or a property nearby? If Yes, please give details:

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

2.2 Does the seller know of anything which might lead to a dispute about the property or a property nearby? If Yes, please give details:

Yes No

3 Notices and proposals

3.1 Have any notices or correspondence been received or sent (e.g. from or to a neighbour, council or government department), or any negotiations or discussions taken place, which affect the property or a property nearby? If Yes, please give details:

Yes No

3.2 Is the seller aware of any proposals to develop property or land nearby, or of any proposals to make alterations to buildings nearby? If Yes, please give details:

Yes No

4 Alterations, planning and building control

Note: All relevant approvals and supporting paperwork referred to in section 4 of this form, such as listed building consents, planning permissions, building regulations consents and completion certificates must be provided prior to exchange of contracts. Some works will require notification to the local authority either directly or through a Competent Persons Scheme.

4.1 Has the property been used otherwise than as a private home at any time during the last 10 years? If Yes, please give details:

Yes No
 Not known

4.2 Have any of the following changes been made to the whole or any part of the property (including the garden)? If Yes, in what year were the changes made?

(a) Building works

Yes No Year

(b) Change of use (e.g. from a shop to a residence)

Yes No Year

(c) Conversion (e.g. loft or garage conversion)

Yes No Year

(d) Electrical work since 1 January 2005

Yes No Year

(e) Installation of a solar panel

Yes No Year

(f) Installation of air conditioning

Yes No Year

(g) Installation of a satellite dish (above the roof line only)

Yes No Year

(h) Installation of replacement windows, roof windows, roof lights, glazed doors since 1 April 2002

Yes No Year

(i) Installation of central heating system or renewable energy heating system, or other water or plumbing system changes, since 1 April 2005

Yes No Year

4.3 Are any of the works disclosed in 4.2 above unfinished?
If Yes, please give details:

Yes No

4.4 Are there any planning or building control issues to resolve?
If Yes, please give details:

Yes No

Conservatory

4.5 Does the property include a conservatory? If Yes:

Yes No

(a) In what year was it built?

Year Not known

(b) Does it have building regulations approval? If Yes, please supply a copy.

Yes No
 Not known Enclosed
 To follow Lost

5 Guarantees and warranties

Note: All available guarantees, warranties and supporting paperwork should be provided before exchange of contracts.

5.1 Does the property benefit from any of the following guarantees or warranties? If Yes, please supply a copy.

(a) New home warranty (e.g. NHBC or similar)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow
(b) Damp proofing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow
(c) Timber treatment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow
(d) Glazing, roof lights, roof windows or glazed doors	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow
(e) Electrical work	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow
(f) Roofing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow
(g) Central heating	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow
(h) Underpinning	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow
(i) Other (please state): <input type="text"/>	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow

5.2 Have any claims been made under any of these guarantees or warranties? If Yes, please give details:

Yes No

6 Council tax

Note: If any alterations or improvements have been made since the property was last valued for council tax, the sale of the property may trigger a revaluation. This may mean that following completion of the sale, the property may be put into a higher council tax band. For more information, see the Valuation Office website at www.voa.gov.uk.

6.1 Which council tax band is the property in?

Band (A–H)

6.2 How much is payable this year?

£

7 Environmental matters

Note: 'Property' includes all buildings and land within its boundaries.

7.1 Has the property suffered from flooding? If Yes, please give details:

Yes No

Note: Flooding may take a variety of forms: it may be seasonal or irregular or simply a one off occurrence.

7.2 Has a Radon test been carried out on the property? If Yes:

Yes No
 Not known

(a) please supply a copy of the report

Enclosed To follow
 Lost

(b) was the test result below the 'recommended action level'?

Yes No

Note: Radon is a naturally occurring inert radioactive gas found in the ground. Some parts of England and Wales are more adversely affected by it than others.

7.3 Were any remedial measures undertaken on construction to reduce Radon gas levels in the property?

Yes No
 Not known

Note: Remedial action is advised for properties with a test result above the 'recommended action level'. For more information, see www.hpa.org.uk.

7.4 Please supply a copy of the Energy Performance Certificate (EPC) for the property.

Enclosed To follow
 Already supplied

7.5 For new homes built under building regulations approval obtained under applications dated on or after 1 May 2008, please supply a copy of the Sustainability Certificate or the Nil-rated Certificate as appropriate.

Enclosed
 Already supplied
 Not applicable

8 Formal and informal arrangements

Note: Formal and informal arrangements may relate to access or shared use, for example.

8.1 Does ownership of the property carry a responsibility to contribute towards the cost of any jointly used services, such as maintenance of a private road, a shared driveway, a boundary or drain? If Yes, please give details:

Yes No

8.2 Does the property benefit from any formal or informal arrangements over any neighbouring property? If Yes, please give details:

Yes No

8.3 Are there any formal or informal arrangements which someone else has over the property? If Yes, please give details:

Yes No

8.4 Has anyone taken steps to prevent access to the property, or to complain about or demand payment for access to the property? If Yes, please give details:

Yes No

9 Other charges

Note: If the property is leasehold, details of lease expenses such as service charges and ground rent should be set out on the separate *TA7 Leasehold Information Form*.

9.1 Does the seller ever have to pay for the use of the property (excluding any payments already stated in this form, such as council tax, utility charges, etc)? If Yes, please give details:

Yes No

10 Occupiers

10.1 Does the seller live at the property?

Yes No

10.2 Does anyone else, aged 17 or over, live at the property?

Yes No

If No to question 10.2, please continue to section 11 'Transaction information' and do not answer 10.3 - 10.5 below.

10.3 Please give the full names of any occupiers aged 17 or over:

10.4 Are any of the occupiers, aged 17 or over, tenants or lodgers?

Yes No

10.5 Is the property being sold with vacant possession?
If Yes, have all the occupiers aged 17 or over:

Yes No

(a) agreed to leave prior to completion?

Yes No

(b) agreed to sign the sale contract? If No, please supply other evidence that the property will be vacant on completion.

Yes No
 Enclosed To follow

11 Transaction information

11.1 Is the sale dependent on the seller buying another property?
If Yes, please give details of the stage that negotiations have reached:

Yes No

11.2 Does the seller have any special requirements about a moving date? If Yes, please give details:

Yes No

11.3 Does the seller expect to use the deposit received on a related purchase?

Yes No

11.4 Does the sale price exceed the amount necessary to repay all charges secured on the property?

Yes No

12 Services

Note: If the seller does not have a certificate requested below this can be obtained from the relevant Competent Persons Scheme. Schemes authorised by the Department for Communities and Local Government are listed on its website www.communities.gov.uk.

Electricity

- 12.1** Has the electrical system been tested and approved?
If Yes, please supply a copy of the test certificate or results.

Yes No
 Not known
 Enclosed To follow

Central heating

- 12.2** Is there a central heating system at the property? If Yes:

Yes No

- (a) What type of system is it (e.g. mains gas, liquid gas, oil, electricity, etc)?

- (b) When was the heating system installed? If on or after 1 April 2005 please supply a copy of the 'completion certificate' (or the 'exceptional circumstances' form) and a completed Benchmark Scheme log book.

Date
 Not known
 Enclosed To follow

- (c) Is the heating system in good working order?

Yes No

- (d) In what year was the heating system last serviced/maintained?

Year Not known

Drainage and sewerage

- 12.3** Is the property connected to mains surface water drainage?

Yes No

- 12.4** Is sewerage for the property provided by a septic tank or cesspool?

Yes No

If No to question 12.4, please continue to section 13 'Connection to utilities and services' and do not answer 12.5 - 12.8 below.

- 12.5** Is the use of the septic tank or cesspool shared with other properties? If Yes, how many properties share the system?

Yes No
 Properties sharing

- 12.6** In what year was the system last emptied?

Year

- 12.7** In what year was the system installed? If installed since 1 January 1991 please supply copies of the relevant building regulations and Environment Agency consents.

Year Not known
 Enclosed To follow
 Lost

- 12.8** Is any part of the septic tank or cesspool, or the access to it, outside the boundary of the property? If Yes, please supply a plan showing the location of the septic tank or cesspool and how access is obtained.

Yes No
 Enclosed To follow

13 Connection to utilities and services

13.1 Please mark the Yes or No boxes to show which of the following utilities and services are connected to the property and give details of any providers.

Mains electricity	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provider's name	<input type="text"/>	
Provider's telephone number	<input type="text"/>	
Location of meter	<input type="text"/>	

Mains gas	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provider's name	<input type="text"/>	
Provider's telephone number	<input type="text"/>	
Location of meter	<input type="text"/>	

Mains water	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provider's name	<input type="text"/>	
Provider's telephone number	<input type="text"/>	
Location of stop cock	<input type="text"/>	
Location of meter, if any	<input type="text"/>	

Mains sewerage	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provider's name	<input type="text"/>	
Provider's telephone number	<input type="text"/>	
Location of meter, if any	<input type="text"/>	

Telephone	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provider's name	<input type="text"/>	
Provider's telephone number	<input type="text"/>	

Cable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provider's name	<input type="text"/>	
Provider's telephone number	<input type="text"/>	

Satellite	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provider's name	<input type="text"/>	
Provider's telephone number	<input type="text"/>	

Broadband	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provider's name	<input type="text"/>	
Provider's telephone number	<input type="text"/>	

Signed: _____ Dated: _____

Each seller should sign this form.

