

# LD LAW LTD

## SELLER'S LEASEHOLD QUESTIONNAIRE - PART 1

Address of Property.....

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If you live in a Leasehold property, please answer the following questions. Some people live in a block of flats, others in large houses converted into flats and others in single leasehold houses. These questions cover all types of leasehold property but some of them may not apply to your property. In that case please answer them N/A.

The instructions set out at the front of the Property Information Questionnaire apply to this form as well. Please read them again carefully before giving your answers to these questions.

### 1. Management Company

1.1 If there is a management Company which is run by the tenants, please supply any of the following documents which are in your possession:

- |     |  |          |                          |           |                          |
|-----|--|----------|--------------------------|-----------|--------------------------|
| (a) | Memorandum and Articles of Association of the Company  | Enclosed | <input type="checkbox"/> | To follow | <input type="checkbox"/> |
|     |  | Lost     | <input type="checkbox"/> | N/A       | <input type="checkbox"/> |
| (b) | Your share or membership Certificate   | Enclosed | <input type="checkbox"/> | To follow | <input type="checkbox"/> |
|     |  | Lost     | <input type="checkbox"/> | N/A       | <input type="checkbox"/> |
| (c) | The Management accounts for the last 3 years   | Enclosed | <input type="checkbox"/> | To follow | <input type="checkbox"/> |
|     |  | Lost     | <input type="checkbox"/> | N/A       | <input type="checkbox"/> |
| (d) | Copy of any regulations made by either the landlord or the Company additional to the rules contained in the lease. | Enclosed | <input type="checkbox"/> | To follow | <input type="checkbox"/> |
|     |  | Lost     | <input type="checkbox"/> | N/A       | <input type="checkbox"/> |
| (e) | The names and addresses of the Secretary and Treasurer of the Company  | _____    |                          |           |                          |

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2. The Landlord:

2.1 What is the name and address of your landlord ?

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2.2 If the landlord employs an agent to collect the rent, what is the name and address of the agent ?

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2.3 Do you have the Landlord's receipt for the last rent payment ?

Yes  (If yes, please send with these answers)  
No: (explain why not)

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2.4 Do you pay a share of the maintenance costs of the building ?

Yes  (please send the receipt or demand for the last payment).

No: (explain why not)

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3. Maintenance Charges

3.1 Do you know of any unusual expense likely to show in the next maintenance charge accounts in the next year or two ?

Yes  No

If Yes please give details:-

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3.2 How much have you paid for maintenance charges in each of the last 3 years ?

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3.3 Do you have receipts for these ?

No  Yes  Enclosed

To follow  Lost

3.4 Do you know of any problems in the last 3 years between the flat owners and the landlord or maintenance company about maintenance charges or the method of management ?

Yes  No

If yes Please give details:-

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3.5 Have you challenged the maintenance charge or any expense in the last 3 years ?

Yes  No

If yes please give details:-

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3.6 Do you know if the landlord has had any problems in collecting the maintenance charges from the other flat owners ?

Yes  No

If yes please give details:-

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#### 4. Notices

A landlord may serve a notice on a printed form Or in the form of a letter and your Buyer will Wish to know if anything of this sort has been received.

4.1 Have you had a notice from the landlord that he wants to sell his interest in the building ?

No  Yes  lost

To follow  Copy enclosed

4.2 Have you had any other notice or letter about the building, its use, its condition or its repair and maintenance ?

No  Yes  lost

To follow  Copy enclosed

#### 5. Consents

Are you aware of any changes in the terms of the Lease or of the Landlord giving any consents Under the Lease ? (This may be in a deed, or letter Or even verbal) If not in writing, please supply Details.

No  Yes  lost

To follow  Copy enclosed

6. Complaints

6.1 Have you received any complaints from the landlord, any landlord above him, management company or any other tenant about anything you have or have not done ?

Yes  No

If yes please give details:

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6.2 Have you had cause for complaint to any of them?

Yes  No

If yes please give details:-

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6.3 Have you complained to any one else about the conduct of any other occupier ?

Yes  No

If yes please give details:-

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7. Insurance

7.1 Do you have to arrange the insurance on the building ?

Yes  No

If no go to question 7.4

7.2 If Yes do you have a copy of the insurance policy ?

Copy enclosed  lost

To follow

7.3 Do you have a copy of the receipt for the last payment of the premium ?

Copy enclosed  lost

To follow

7.4 Do you have a copy of the insurance policy arranged by the landlord or management company or a copy of the up to date schedule ?

Copy enclosed  lost

To follow  No

8. Decoration

8.1 If outside decoration is your responsibility when was it last done ?

In the year  Not known

9. Alterations

9.1 Are you aware of any alterations having been made to your property since the Lease was originally granted ?

Yes  No  Not known

If yes supply details:-

\_\_\_\_\_  
\_\_\_\_\_

9.2 If Yes, was the Landlords consent obtained ?

No  Yes  Not known

not required  copy enclosed

To follow  Lost

10. Occupation

10.1 Are you now occupying the property as your sole or main home ?

Yes  No

10.2 Have you occupied the property as your sole or main home (apart from usual holidays and business trips):-

(a) continuously throughout the last 12 months ?

Yes  No

(b) continuously throughout the last 3 years ?

Yes  No

(c) For periods totalling 3 years during the last 10 years ?

Yes  No

11. Enfranchisement:

11.1 Have you served on your immediate or superior landlord a formal notice under the enfranchisement legislation stating your desire to buy the freehold or be granted an extended Lease ?

Yes  No  to follow

Copy enclosed  lost

11.2 If the property is a flat in a block, have you served on the immediate or any superior landlord any formal notices under the enfranchisement legislation relating to the possible collective purchase of the freehold of the block or part of it ?

Yes  No  to follow

copy enclosed  lost

11.3 Has any letter or notice been service upon you in response ?

Yes  No  to follow

copy enclosed  lost

Signed.....

Dated.....