

# SELLER'S LEASEHOLD INFORMATION FORM (3<sup>rd</sup> edition)

**Address of the Property:**

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**If you live in leasehold property, please answer the following questions. Some people live in blocks 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 Seller's Property Information Form apply to this form as well. Please read them again before giving your answers to these questions.**

**If you are unsure how to answer any of the questions, ask your solicitor.**

## Part 1 – to be completed by the seller

### Information in the seller's possession or knowledge

#### 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:

*Please mark the appropriate box*

(a) Memorandum and articles of association of the company.

ENCLOSED	TO FOLLOW	LOST	WITH THE DEEDS	N/A
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(b) Your share or membership certificate.

ENCLOSED	TO FOLLOW	LOST	WITH THE DEEDS	N/A
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(c) The company's accounts for the last 3 years.

ENCLOSED	TO FOLLOW	LOST	WITH THE DEEDS	N/A
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(d) Copy of any regulations made by either the landlord or the company additional to the rules contained in the lease.

ENCLOSED	TO FOLLOW	LOST	WITH THE DEEDS	N/A
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(e) The names and addresses of the secretary and treasurer of the company.

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(f) Has the management company been struck off the register at Companies House?

YES	NO	NOT KNOWN
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1.2 If the tenants do not run the Management Company is there a Tenants' Association?

YES	NO
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If "YES" please supply the contact name and address.

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<b>2</b>	<b>The Landlord</b>
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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 that agent?

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2.3 Please supply a receipt from the landlord for the last rent payment.

ENCLOSED	TO FOLLOW
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<b>3</b>	<b>Maintenance Charges</b>
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3.1 Are you liable under your lease to pay a share of the maintenance cost of the building?

YES	NO
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If "NO", go to question 4.

3.2 Do you know of any expense (e.g. redecoration of outside or communal areas not usually incurred annually) likely to show in the maintenance charge accounts within the next 3 years?

YES	NO
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If "YES", please give details.

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3.3 Have maintenance charges been demanded for each of the last 3 years.

YES	NO
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3.4 If so, please supply the maintenance accounts and receipts for these.

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

YES	NO
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If "YES", please give details.

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