VENDOR QUESTIONNAIRE

Property Information	
Property Details and Essential Information • Owner occupied/tenanted/vacant/probate • Contact details for Tenant if applicable, plus end of tenancy date • Date Probate applied for if applicable **Tenure** • Freehold/Leasehold/Commonhold/Share of Freehold/Non-Traditional Tenure **If Leasehold:** • Service Charge amount and any details of rights and obligations • Ground Rent charges - how often are they paid and in what amount, expiry date, review period what is the rent uplift (%increase after review period) • Lease length **If Freehold:** • Are there any charges we should be aware of, e.g. development fees to pay etc. If so, in what amount and when are they due? • Is it a shared ownership property	
How would the type of property be best described e.g. Detached, link detached, terrace, flat etc.	
How would the style of property be best described e.g. Cottage, coach house, town house etc.	

Material Information/Construction	

What year was the property built?	
Construction Materials e.g. Brick and Block/Timber frame/Insulated concrete framework/Stone built/Steel frame/Structural insulated panels/Cob/Straw bale/Other	
Builder (if known)	
Have you had any work done to the property? ● Did the work receive planning permission ● Do you have a building certificate	
Roof Materials e.g. Slate tiles/Clay tiles/Asphalt shingles/Thatched/Flat/Metal/Concrete tiles	
Any work on the roof since owned ● How would you best describe the work done ● When was the work completed	
Warranties	
NHBC	

Loft	
Boarded	
Light	
Power	
Ladder	

Windows	
Type	
Original	
Age	

Parking	
What kind of parking do you have at the property? e.g. Garage, double garage, car port, off street parking, permit, secured, allocated, driveway, on street, no parking etc.	
Garden	
What direction does the garden face?	

Which boundaries are you responsible for?	
What is the length of the garden?	
Does the property have land? If so, do you know the size	

Security	
Alarms	
CCTV etc.	

Utilities	
What are the water sources being supplied to the property • Direct mains • Wells • Boreholes • Springs • Other	
Is the water supply metered?	
Location of meter	
Is there a water softener?	

Sewerage	
How would you describe the sewerage arrangements at the property • Standard UK domestic • Septic Tank • Domestic/small sewage treatment plants • Cesspit/Cesspool • Other	

Electricity	
What are the electricity sources being supplied to the property • National Grid • Wind Turbines • Solar PV (photovoltaic) panels • Generator/private supply • Other	

Heating	
How is the heating supplied to your property	

• Central heating (gas) • Central heating (electric) • Other gas heating system • Communal heating system. If so, how are you charged? Do you have any control over the energy provider? • LPG/oil central heating • Wood burner/open fire • Biomass boiler • Solar panels and related technology • Ground or air source heat pump • Other	
How old is the boiler?	
Where is it located?	
Is the boiler under warranty? If so, how long is left on the warranty?	
Regularly Serviced	
Date of last service	
Hot Water Tank/Cylinder	
Fireplaces/Wood burning Stove When was it last swept?	
Do you have an air conditioning unit fitted?	

Solar Energy	
Does the property have solar panels	
What capacity is the solar install in Kw	
What's the estimated annual energy generation in Kwh for the system	
What capacity is the inverter in Kw	
Is the install MCS certified with DNO approval (if required)	
Is the system currently exporting and on an export tariff	
Is the solar system owned outright or on a lease/rental/subscription agreement	
Where are the batteries stored	
How old are the batteries and what's their reported state of health	
Is the solar system bird proofed	

Communications	
Current Broadband provider	
Broadband speed (if known)	
Mobile coverage (if known)	

Building Safety	
Any of the following issues: Damp/Subsidence/Japanese knotweed/Unsafe cladding/Asbestos/Risk of collapse	
Is the property at particular risk of floods or erosion?	
Is your property in a coalfield or mining area?	
Has there been any flooding within the last 5 years? If so, please specify source	
Are there any planning permissions or proposals for development that will affect your property?	

Restrictions and Rights	
Is the property listed? If so, what grade is the listed building?	
Is the property in a conservation area?	
Do any Public Rights of Way affect your property or its grounds?	
Has your property had adaptations for accessibility? e.g. Wet room, level access, lift access, wide doorways, ramped access etc.	
Are there any restrictions associated with the property?	
Does the property have required access Easements/Servitudes/Wayleaves?	

Plot	
What is the total plot size?	

Property Notes	
Useful facts about each room, including works carried out with dates. Exterior Reception Rooms Kitchen Bathroom Bedrooms Garden	