

TA6 Part 1

Preliminary information form

Introduction

Sellers

Read the following information carefully.

Answering the following questions accurately, as soon as you can, will assist the marketing of your property for sale. All the information you supply will form part of the sale contract with the buyer. Ask your solicitor if you need help to complete the information or you do not know the answer to any question.

Anyone thinking about buying the property will be able to see this information. Buyers' mortgage lenders, valuers and surveyors may have access to it too and making this information accessible at an early stage should reduce the time it takes to reach the point of an exchange of contracts and avoid the risk of wasted costs.

Your duty as a seller:

You must tell the buyer anything you know that would affect, or is likely to affect, their decision about whether to buy the property, this is required by the [Consumer Protection from Unfair Trading Regulations 2008](#):

- You must not leave out information you have that a buyer might find relevant in order to make an informed decision to buy your property. If you do not know the answer to any question, you must say so.
- If your property is leasehold, you'll need to provide extra information.

Changes in the information

If information changes after you submit the form, because of an event or you find or receive more information after completing the form:

- before exchanging contracts – tell your solicitor and estate agent at once and in writing
- after exchanging contracts – tell your solicitor at once, before you complete the sale.

Get in touch

Email your questions to property@lawsociety.org.uk.

Buyers

This information is to help you know more about the property. If you need permission to be able to do certain things at the property – for example if you wish to build an extension, keep a pet, operate a business - you should mention this to your estate agent, solicitor and surveyor.

Make sure you obtain the information that you need to know. If the seller has told you something that is important to you, tell your solicitor so that this information can be confirmed as part of the contract.

The seller will only be able to tell you about matters that the seller knows. For anything else about the property or its location you must make your own enquiries and investigations or arrange for them to be carried out for you.

If you are obtaining a mortgage please remember that the inspection carried out on behalf of your lender is not a survey but only a valuation for the lender's purposes. To satisfy yourself as to the physical and structural condition of the property you should instruct a surveyor to carry out a survey for you. Investigations and advice on this aspect is not warranted by the Seller and is not included in the conveyancing work by your solicitor. Your solicitor will help you decide which searches you may need when buying the property.

References

Seller	means all sellers together where the property is owned by more than one person.
Buyer	means all buyers together where the property is being bought by more than one person.
Property	includes all buildings and land within its boundaries.
Listed property	means a property of special architectural or historic interest as “listed” in the National Heritage List for England.
Flooding	means any case where land not normally covered by water becomes covered by water.
Access roads	means any road giving access to a place or to another road.
Property alterations	means work intended to change the function or appearance of a place or property.
Building work	means any work listed in Regulation 3(1) of the Building Regulations 2010.
Property chain	means a chain of transactions created when more than one buyer is involved in a transaction.
Planning documents	means any planning permissions, building regulations approvals and completion certificates or planning orders or documents.
Consent	means approval for matters affecting freehold title (for example a restrictive covenant) or leasehold title (such as for alterations).

Sale contract	means the legal contract between the buyer and seller for the purchase/sale of the property. It is a legal document and once the contract is exchanged it is legally binding on all parties.
Solicitor	includes, for the purposes of this form, 'conveyancer' as defined by HM Land Registry Practice Guide 67.
Searches	includes reports in relation to a variety of matters covering topics such as local, planning & environmental.

TA6 Part 1 - Preliminary information form

1. Property being sold

1.1 Enter the full address

41
LARCH GROVE
KENDAL
LA9 6AX

2. Personal details of individual(s) providing preliminary information

2.1.1 Please provide your full name(s)

2.1.2 Please provide details of the capacity in which you are providing preliminary information for the sale:

Please tick one

- Seller(s)
 Seller's personal representative(s)
 Other

If "other" please specify your relationship to the property being sold, below:

For example, seller's family member, seller's friend, estate agent, mortgagee in possession.

2.1.3 When did you become owner of, or get authority to sell, the property?

January 2017

3. Ownership

3.1 Is your property freehold or leasehold?

Freehold Leasehold

3.2 Leasehold

You'll need a copy of your lease in order to answer these questions. If you do not have a

copy of your lease, ask your solicitor for help.

Estate agents need to be able to share the following information with the buyer.

3.2.1 How many years will be left on the lease after the end of the current year?

3.2.2 Ground rent

3.2.3 How much ground rent do you pay each year?

3.2.4 Does your lease say when the rent is likely to be increased?

 Yes No

If yes, please give details of the next increase (date, frequency, amount) - if you don't have your lease then your solicitor will be able to obtain a copy.

Date of next increase:

Frequency of increase:

Amount of increase

3.2.5 Are the rent increases fixed, or variable?

 Fixed Variable Other

If fixed, give details.

If variable, how much are the rent increases and how is this calculated?

If not fixed or variable, what are the amounts and how is the revised rent calculated?

3.2.6 Service charges

3.2.7 Have you paid service charges?

Yes No

3.2.8 How much was the service charge last year (between 1 January and 31 December)?

3.2.9 Is there a budget or known amount for the service charge this year?

Yes No

If "Yes", please upload any relevant documents, such as a service charge bill.

3.2.10 When are the payments due?

3.2.11 Who are payments made to?

- Landlord(s)
- Managing agent(s)
- Freehold company
- Resident's Association

Please provide details of the management of freehold company, resident's association:

3.3 Have you applied to the landlord for an extension of the lease or to buy the freehold?

Yes No

If yes, please provide any details of when you applied and whether the application has been accepted:

4. New builds / conversions

4.1 Were you the first person to occupy the property after it was built or converted?

Yes No

4.2 When you bought the property, you may have been given the following:

- copies or details of the warranties and guarantees, and
- any planning consents or other planning documents.

If available, upload or scan copies or details.

5. Timing

5.1 Does the proposed sale depend on you buying another property?

Yes No

If "yes", please provide any details, such as where you are in that transaction, whether there have been any hold-ups, and what your expected completion date is?

Waiting for interest on mine first. I have seen a couple of properties I'm interested in.

5.2 Are there other factors that might affect the timing of your move?

You can select multiple factors and add any relevant dates, if known.

- | | |
|---|----------------------|
| <input type="checkbox"/> End of school term | <input type="text"/> |
| <input type="checkbox"/> Upcoming holiday | <input type="text"/> |
| <input type="checkbox"/> Job move | <input type="text"/> |
| <input type="checkbox"/> Redundancy | <input type="text"/> |
| <input type="checkbox"/> Medical (including pregnancy) | <input type="text"/> |
| <input type="checkbox"/> Giving notice to tenant in occupation | <input type="text"/> |
| <input type="checkbox"/> Retirement | <input type="text"/> |
| <input type="checkbox"/> Proposed completion date, if property is a new build | <input type="text"/> |
| <input type="checkbox"/> Other | <input type="text"/> |

For other, please give details.

6. Property alterations and building work

6.1 Have any of the following changes been made to the property or any part of it (including the garden), during your ownership?

Tick all those that apply.

Please provide plans and details of any consents that were granted. If you are unsure, please ask or consult your solicitor.

Part of the property is not used for residential occupation e.g. commercial use

6.1.1 Give details

6.1.1.1 Is this work completed

Yes No

If No give details

6.1.1.2 Did you have to get planning consent?

Yes No

6.1.1.3 You'll need to upload copies of the planning documents and consents.

If you are not sure which documents are relevant, ask your solicitor for help.

6.1.1.4 If no planning consents were required, explain why.

For instance, if the work was exempt from building regulations or permitted development rights applied.

- Installing replacement windows, roof windows, roof lights, glazed doors since 1 April 2002

6.1.2 Give details

Front door and kitchen window

Approx end of 2017

6.1.2.1 Is this work completed

Yes No

If No give details

6.1.2.2 Did you have to get planning consent?

Yes No

6.1.2.3 You'll need to upload copies of the planning documents and consents.

If you are not sure which documents are relevant, ask your solicitor for help.

6.1.2.4 If no planning consents were required, explain why.

For instance, if the work was exempt from building regulations or permitted development rights applied.

Not needed

Adding an extension

6.1.3 Give details

6.1.3.1 Is this work completed

Yes No

If No give details

6.1.3.2 Did you have to get planning consent?

Yes No

6.1.3.3 You'll need to upload copies of the planning documents and consents.

If you are not sure which documents are relevant, ask your solicitor for help.

6.1.3.4 If no planning consents were required, explain why.

For instance, if the work was exempt from building regulations or permitted development rights applied.

Adding a conservatory

6.1.4 Give details

6.1.4.1 Is this work completed

Yes No

If No give details

6.1.4.2 Did you have to get planning consent?

Yes No

6.1.4.3 You'll need to upload copies of the planning documents and consents.

If you are not sure which documents are relevant, ask your solicitor for help.

6.1.4.4 If no planning consents were required, explain why.

For instance, if the work was exempt from building regulations or permitted development rights applied.

Loft conversion

6.1.5 Give details

6.1.5.1 Is this work completed

Yes No

If No give details

6.1.5.2 Did you have to get planning consent?

Yes No

6.1.5.3 You'll need to upload copies of the planning documents and consents.

If you are not sure which documents are relevant, ask your solicitor for help.

6.1.5.4 If no planning consents were required, explain why.

For instance, if the work was exempt from building regulations or permitted development rights applied.

Garage conversion

6.1.6 Give details

6.1.6.1 Is this work completed

Yes No

If No give details

6.1.6.2 Did you have to get planning consent?

Yes No

6.1.6.3 You'll need to upload copies of the planning documents and consents.

If you are not sure which documents are relevant, ask your solicitor for help.

6.1.6.4 If no planning consents were required, explain why.

For instance, if the work was exempt from building regulations or permitted development rights applied.

Removal of internal walls

6.1.7 Give details

6.1.7.1 Is this work completed

Yes No

If No give details

6.1.7.2 Did you have to get planning consent?

Yes No

6.1.7.3 You'll need to upload copies of the planning documents and consents.

If you are not sure which documents are relevant, ask your solicitor for help.

6.1.7.4 If no planning consents were required, explain why.

For instance, if the work was exempt from building regulations or permitted development rights applied.

Other building works or changes to the property

6.1.8 Give details

6.1.8.1 Is this work completed

Yes No

If No give details

6.1.8.2 Did you have to get planning consent?

Yes No

6.1.8.3 You'll need to upload copies of the planning documents and consents.

If you are not sure which documents are relevant, ask your solicitor for help.

6.1.8.4 If no planning consents were required, explain why.

For instance, if the work was exempt from building regulations or permitted development rights applied.

7. Potential liabilities

7.1 Are you aware of any the following?

- Breaches of planning permission conditions
- Breaches of building regulations consent conditions
- Unfinished work
- Work that does not have all necessary consents

Give details, e.g. a brief description and any relevant dates.

8. Solar panels

8.1 Have solar panels been installed at the property?

Yes No

8.1.1 Which year were the solar panels installed?

8.1.2 Do you own the solar panels outright?

Yes No

8.1.3 Has a long lease of the roof / air space been granted to a solar panel provider?

(A typical long lease may last 20 to 25 years.)

Yes No

If yes, you'll need to supply copies of the relevant documents, such as copies of electricity bills for feed-in tariffs (payments made for supplying electricity to the main grid).

Uploaded To follow

9. Protected buildings

9.1 Is the property (or any part of it) listed in the National Heritage List for England?

Yes No Not known

If yes, you'll need to supply a copy of any relevant documents e.g. notice of listing, letter from local authority confirming listing.

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9.2 Is the property (or any part of it) in a conservation area?

Yes No Not known

If yes, you'll need to supply a copy of any relevant documents.

Uploaded To follow

10. Protected trees

10.1 Are any trees on your property subject to a Tree Preservation Order?

Yes No Not sure

10.1.1 Have the terms of the order been complied with?

Yes No Not sure

10.1.2 Supply a copy of any relevant documents.

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11. Consent

11.1 Do you have consent for any matters that need permission?

Check with your solicitor that all necessary consents have been received.

If you are not sure if permission is needed, ask your solicitor as soon as it is practical.

Yes No Not sure

Give details

12. Charges

12.1 Do you have to pay any charges relating to the property (apart from council tax, utility charges, and so on)?

Yes No

If yes, give details. For example, if your property is freehold, charges might include payments to a management company or residents' association, or for a private drainage system.

If your property is leasehold, you'll need to give details of lease expenses (such as service charges and ground rent). Your solicitor will provide you with a TA7 once the preliminary information is fully completed.

Chief rent £25 pa

13. Access roads and footpaths

13.1 Do you have to pay anything towards the costs of maintaining roads, footpaths or other facilities?

Yes No

If yes, please give details of any payments (how much, and who payments are made to).

13.2 Is your house on a private road or is the road that gives access to or adjoins the property a private road?

Yes No Not sure

13.3 Are the roads leading to your property maintained at public expense?

Yes No Not sure

14. Services

14.1 Which of the following services are connected to the property?

- Mains drainage
- Water supply
- Electricity
- Gas
- Broadband
- Sewage plant
- Telephone landline
- Solar panels
- Ground and air heat pumps
- Other

For other give details

15. Shared facilities

15.1 Are there any areas or facilities shared with neighbours (excluding common parts of a leasehold block or estate)?

Yes No

If yes, give details.

16. Parking

16.1 What are the parking arrangements at the property?

For example, is there a garage, allocated space, permit, roadway or driveway?

4 spaces on driveway

16.2 Is the property in a controlled parking zone or within a local authority parking scheme?

Yes No Not sure

17. Occupiers

17.1 Do you live at the property?

Yes No

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

Yes No

17.2.1 Supply full names of any occupiers (other than yourself) aged 17 or over:

17.2.2 Are any of the occupiers who are aged 17 or over (other than yourself), tenants or lodgers?

Yes No

17.3 Is the property being sold with vacant possession?

When buying or selling a property, “vacant possession” means that the property is empty and emptied of anything not contracted to remain on the day of completion e.g. chattels, rubbish.

Yes No

17.3.1 Have all the occupiers aged 17 or over agreed to leave before completion?

Yes No

17.3.2 Have all the occupiers aged 17 or over agreed to sign the sale contract?

Yes No

17.4 If the property is not being sold with vacant possession, you’ll need to supply evidence that the property will be empty on the day of completion.

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18. Flooding

Flooding may take a variety of forms: it may be seasonal, irregular or simply a one-off event. Your property does not need to be near the sea or to a river for flooding to happen.

- Find out more about the types of flooding and flood risk reports
- Check if you're at risk of flooding in England

18.1 Has any part of the property (buildings, surrounding garden or land) ever been flooded?

 Yes No

18.1.1 When did the flooding take place?

18.1.2 Which parts flooded?

18.1.3 What type of flooding took place?

- Ground water
- Sewer flooding
- Surface water
- Coastal flooding
- River flooding
- Other

For other, give details.

18.2 Has a flood risk report been created for the property?

Yes No

If yes, you'll need to supply a copy of the flood risk report.

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19. Right to use and enjoy your property

19.1 Have you been told about plans for any building or developments that might affect someone's ability to peacefully use and enjoy the property?

Yes No

If yes, give details e.g. what the plans are and when they are expected to take place

20. Disputes and complaints

20.1 Have there been any disputes or complaints about your property or a property nearby?

Yes No

If yes, give details such as when this took place and who was involved.

20.2 Are you aware of anything that might lead to a dispute about your property or a property nearby?

Yes No

If yes, give details.

21. Other information

21.1 Is the property affected by Japanese Knotweed?

Yes No

If yes, give details.

21.2 Is the property in a mining area?

Yes No

If yes, give details.

21.3 Has something happened in the property that a buyer would want to know about or might influence their decision to purchase?

Yes No

If yes, give details.

21.4 Do any neighbours or members of the public have the right to enter your property?

Yes No

If yes, give details.

21.5 Is there anything else you think a buyer would want to know, or that might influence their decision to buy or that you remember about the property when you bought it?

For example, why are you moving?

If you are not sure if you should disclose information, ask your solicitor.