

TA7 Law Society Leasehold Information Form (5th edition) (2025)

1. Property and seller details

Address of the property

Postcode:

UPRN (if known):

Full name(s) of the seller(s)

About this form

This form is completed by the seller to supply information and documents relating to the leasehold aspects of the property, which may be relied upon as part of the conveyancing process.

This form is supplemental to and must be read together with the Property Information Form (TA6).

The instructions for the seller and information for the buyer in the Property Information Form (TA6) also apply to this Leasehold Information Form (TA7).

Please note that some of the categories listed in this form (such as management company, right to manage company, head leaseholder and managing agent) may not apply to your property.

Definitions

'Building' means the building containing the property.

'Buyer' means all buyers together where the property is being bought by more than one person.

'Enfranchisement' means the right of a tenant to purchase the freehold from their landlord or the right of the tenant to extend the term of their lease.

'Freehold' means the outright ownership of the land and the buildings on it and the interest from which any lease has been granted.

'Freeholder' refers to the person who has ownership of the freehold.

'Ground rent' means the rent payable to the landlord by the leaseholder as required by the lease.

‘Headlease’ means any lease held by the landlord of the building.

‘Head leaseholder’ refers to the person who owns any headlease of the building.

‘Landlord’ means the person or company that granted the lease, but where they are no longer the owner, it then means the person or company who now holds that interest.

‘Lease’ means the lease under which you hold the property.

‘Leaseholder’ means a tenant under a lease of a dwelling in a building.

‘Management company’ means the company named in the lease and appointed to manage any part of the property.

‘Managing agent’ refers to an agent appointed to act on behalf of a freeholder, a management company or under a headlease.

‘Neighbour’ means those occupying other units in the building or, if your property is a house, nearby houses.

‘Notice’ means notifications of all types, including formal and informal notices, letters and emails.

‘Property’ means the leasehold property being sold.

‘Right to manage’ means a collective right, given by the Commonhold and Leasehold Reform Act 2002, which leaseholders in a building containing flats have the right to exercise, allowing them to take over management of their building.

‘Seller’ means all sellers together where the property is owned by more than one person. This includes anyone who is acting on their behalf as a personal representative, attorney, trustee, or a company.

‘Service charge’ means the amount payable by a leaseholder as a contribution to the costs of services, repairs, maintenance, insurance, improvements or costs of management etc. as set out in the lease.

‘Shared ownership’ is a scheme that enables individuals to buy a portion of a property, typically between 10% and 75%, while paying rent on the remaining share to a housing association or other landlord.

‘You’ and **‘your’** refers to the seller or, where applicable, the personal representatives, attorneys or trustees for the seller.

2. The lease

2.1 What is the type of property included in the lease?

- ☐ Flat
- ☐ Maisonette
- ☐ Long leasehold house
- ☐ Leasehold garage
- ☐ Shared ownership
- ☐ Other

If the lease is a shared ownership, please discuss this with your solicitor. If other, please give details:

2.2 Please provide the most recent payment demands payable under the lease for:

- | | | | |
|-------------------------|-----------------------------------|------------------------------------|---|
| (a) ground rent | ☐ Attached | ☐ To follow | ☐ Not applicable |
| (b) service charge | ☐ Attached | ☐ To follow | ☐ Not applicable |
| (c) buildings insurance | ☐ Attached | ☐ To follow | ☐ Not applicable |

3. Contact details

3.1 Please supply contact details, where known, for the following:

Landlord:

Name:

Address:

Email:

Management company:

Name:

Address:

Email:

Right to manage company:

Name:

Address:

Email:

Freeholder where different from the landlord:

Name:

Address:

Email:

Head leaseholder (if applicable):

Name:

Address:

Email:

4. Management

4.1 Is a managing agent appointed to manage the building and collect service charges?

☐

Yes

☐

No

☐

Not applicable

If yes, provide details:

Name:

Address:

Email:

4.2 Does the managing agent arrange or collect charges for the insurance of the building?

☐

Yes

☐

No

☐

Not applicable

If no, please indicate who collects it:

☐

Freeholder

☐

Landlord

☐

Management company

☐

Head leaseholder

☐

Seller

☐

Other (please provide details)

4.3 If ground rent is payable, is it collected by the managing agent?

☐

Yes

☐

No

☐

Not applicable

If no, please indicate who collects it:

☐

Landlord

☐

Management company

☐

Other (please provide details)

4.4 Does the seller alone, or jointly with others, own the freehold, any headlease or a management company named in the lease?

☐

Yes

☐

No

☐

Not known

If yes, supply evidence of your ownership or share certificate for membership of the organisation that is responsible for the management of the building.

☐

Attached

☐

To follow

☐

Not available

4.5 Are you aware of any company responsible for managing the building having been dissolved or struck off the register at Companies House?

☐ Yes ☐ No ☐ Not applicable

If yes, please provide details:

5. Maintenance and service charges

5.1 In what year was the outside of the building last decorated?

Year ☐ Not known

5.2 In what year were any internal communal parts last decorated?

Year ☐ Not known

5.3 Do you contribute to the cost of maintaining the building?

☐ Yes ☐ No

If no to question 5.3, continue to **section 6 'Notices'** and do not answer questions 5.4–5.6 below.

5.4 Do you know of any expense (e.g. the cost of redecoration of outside or communal areas that is not usually incurred annually) that is likely to be shown in the service charge accounts within the next three years?

☐ Yes ☐ No

If yes, please give details:

5.5 Have you challenged the service charge or any expense in the last three years?

☐ Yes ☐ No

If yes, please give details:

5.6 Do you know of any issues in the last three years regarding the level of service charges or with the management?

☐ Yes ☐ No

If yes, please give details:

6. Notices

6.1 Have you received a notice that the landlord wants to sell the building?

☐ Yes ☐ No

If yes, please supply a copy.

☐ Attached ☐ To follow ☐ Lost

6.2 Have you received any other notice about the building, its use, its condition or its repair and maintenance?

☐ Yes ☐ No

If yes, please supply a copy.

☐ Attached ☐ To follow ☐ Lost

7. Enfranchisement

7.1 Have you served on the landlord a notice stating your wish to buy the freehold or be granted an extended lease?

☐ Yes ☐ No ☐ Not known ☐ Not required

If yes, please supply a copy.

☐ Attached ☐ To follow

7.2 Are you aware of the service of any notice relating to the possible collective purchase of the freehold of the building or part of it by a group of tenants?

☐ Yes ☐ No ☐ Not known ☐ Not required

If yes, please supply a copy.

☐ Attached ☐ To follow

7.3 Are you aware of any response to a notice disclosed in replies to 7.1 and 7.2 above?

☐ Yes ☐ No ☐ Not known ☐ Not required

If yes, please supply a copy.

☐ Attached ☐ To follow

8. Consents

8.1 Are you aware of any changes to the terms of the lease?

☐ Yes ☐ No

If yes, please supply further details and any documents relating to the variation:

☐ Attached ☐ To follow ☐ Lost

8.2 Are you aware of the landlord giving any formal or informal consents required by the lease?

☐ Yes ☐ No

If yes, please supply the consent or if the consent was not in writing, please give details:

☐ Attached ☐ To follow

9. Alterations

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

☐ Yes ☐ No

If no, go to **section 10 'Complaints'** and do not answer questions 9.2 and 9.3 below.

9.2 Please give details of these alterations:

9.3 Was the landlord's consent for the alterations obtained?

☐ Yes ☐ No ☐ Not known ☐ Not required

If yes, please supply a copy.

☐ Attached ☐ To follow

10. Complaints

10.1 Are you aware of any complaint received from the landlord, the management company or any neighbour about anything you have or have not done?

☐ Yes ☐ No ☐ Not known

If yes, please give details:

10.2 Are you aware of any complaint made to or about the landlord, the management company, or any neighbour?

☐ Yes ☐ No ☐ Not known

If yes, please give details:

11. Building safety for blocks of flats

If the property is not a flat in a block, **continue to section 12** and do not answer questions 11.1–11.6 below

Building safety notes and definitions

The Building Safety Act 2022 introduced leaseholder protections for qualifying leaseholders. Guidance about the protections for leaseholders is available at:

www.gov.uk/guidance/building-safety-leaseholder-protections-guidance-for-leaseholders

‘Landlord’s certificate’ is the certificate set out in Schedule 1 of The Building Safety (Leaseholder Protections) (England) Regulations 2022.

‘Leaseholder deed of certificate’ means the certificate set out in the Schedule to The Building Safety (Leaseholder Protections) (Information etc.) (England) Regulations 2022.

A deed of certificate confirms whether the leaseholder is eligible for the leaseholder protections. Guidance about the leaseholder deed of certificate is available at:

www.gov.uk/guidance/mandatory-information-required-from-leaseholders-and-building-owners

and frequently asked questions about the leaseholder deed of certificate is available at:

www.gov.uk/guidance/leaseholder-protections-deed-of-certificate-frequently-asked-questions

‘Relevant building’ has the meaning given in sections 117 and 118 of the Building Safety Act 2022.

‘Remediation works’ means remediation of certain defects in buildings as provided for under sections 116 to 125 of, and Schedule 8 to, the Building Safety Act 2022.

11.1 Are you aware of the existence or suspected existence in the building of cladding or any defects that may create a building safety risk?

☐ Yes ☐ No

If yes, please give details:

11.2 Have any remediation works on the building been proposed or carried out?

☐ Yes ☐ No ☐ Not known

If yes, provide details of the remediation works proposed and evidence of any carried out.

☐ Attached ☐ To follow

11.3 Is the property within a relevant building (11 metres or more in height or at least 5 storeys and contains at least 2 dwellings) and is not leaseholder-owned?

☐ Yes ☐ No ☐ Not known

If no, **go to question 12** and do not answer questions 11.4 to 11.6.

11.4 Is there a leaseholder deed of certificate for the property?

☐ Yes ☐ No ☐ Not applicable

If yes, supply a copy of the leaseholder deed of certificate and the accompanying evidence.

☐ Attached ☐ To follow

11.5 Has the landlord been notified of your intention to sell the property?

☐ Yes ☐ No ☐ Not known

11.6 Have you received a landlord's certificate and the accompanying evidence?

☐ Yes ☐ No

If yes, supply a copy of the landlord's certificate and the accompanying evidence.

☐ Attached ☐ To follow

12. Additional information about any of your answers

If there is any further information about any of your answers on this form, provide details below and/or supply additional documents.

☐ Attached ☐ To follow ☐ Not applicable

Each seller should sign this form to confirm that the information provided is truthful and complete to the best of their knowledge.

Signed:

Dated:

Signed:

Dated:

Signed:

Dated:

Signed:

Dated: