

PLEASE COMPLETE AND RETURN THIS FORM TO  
MAYO WYNNE BAXTER AS SOON AS POSSIBLE

Our Ref:

**Sale and Home Information Pack (HIP) Questionnaire**

**PART ONE**

1. Full names and address(es) of seller(s)/property owner(s), and contact details:  
(tick box if willing to be contacted by Domestic Energy Assessor for access to property)

1.	2.
Home:	Home:
Work:	Work:
Mobile:	Mobile:
Fax:	Fax:
Email: <input type="checkbox"/>	Email: <input type="checkbox"/>

2. Address of property to be sold:

Post Code:

3. Who (if anyone) is in actual occupation of the property (if not apparent from the above)?

4. Asking price or sale price

5. Freehold or Leasehold?

6. If Leasehold:

• Name, address and telephone number of Landlord

• Name, address and telephone number of Managing Agent

7. How many bedrooms?

8. Which Local Authority area?

9. Official or personal local search?

NB If you have received this form by post, please ask the person acting to explain this question.

10. I/We wish to pay for the estimated cost of the HIP at £ \_\_\_\_\_ by (please circle):-

CASH    CHEQUE    CREDIT CARD    DEBIT CARD    FINANCE AGREEMENT

I/WE INSTRUCT MAYO WYNNE BAXTER TO ORDER A HOME INFORMATION PACK FOR THE PROPERTY AND ACCEPT THAT IF SUCH ORDER IS CANCELLED NO REFUND WILL BE POSSIBLE

Signed..... Date ...../Time .....

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Property:

**PART TWO**

The following information will help the Domestic Energy Assessor (DEA) appointed to prepare the Energy Performance Certificate (EPC) for the property.

(a)	(i) Year or approximate year in which the property was built?	(i)	(ii)
	(ii) For a flat in a converted house, when did the conversion take place?		

(b)	Which, if any, rooms have been added or extended?	
	When was that work done? (if more than one, specify date of each please)	

(c)	Is the property:	Yes	No	Don't know
	• a Listed building?			
	• In a conservation area?	Yes	No	Don't know

(d) Is the property connected to these services?

ELECTRICITY       GAS       LPG       OIL

(e) Where is the:

• electricity meter?		• hot water tank?	
• electricity fuse box?		• gas meter?	
• central heating boiler?			

(f) What type of heating does the property have? (please circle the relevant answer and add next to it the year or approximate year of installation)

Gas/Oil central heating .....      Warm air.....      Open fire .....

Electrical night storage heaters.....      Bottled gas .....      Wood burner.....

(g) Year/approximate year of:

• Installation of central heating boiler?	
• Installation of replacement double glazing?	

(h) The DEA will need to look in the loft (if there is one): does the property have a fitted loft ladder?

--

(i) Any other energy efficiency improvements?

--

(j) Are there any habitable outbuildings within the grounds of the Property?

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Please try to locate and hand to or make available for the DEA as many of the following: recent gas, electricity and oil bills, manuals or certificates for the boiler, double glazing and/or cavity wall insulation, and invoices for any other energy efficiency improvements.

I/We acknowledge that the Energy Performance Certificate will be prepared based on the answers I/We have given in this form and I/We hereby confirm that these answers are accurate.

Signed .....      Dated .....

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**PART THREE**

Required leasehold documents

As you are proposing to sell a leasehold property, the following documents are required to be included in the HIP. Please try to locate and supply to us as many of those documents as you can. Please tick the box for each of the documents you can provide, and return this completed form and the documents to us.

IF YOU DO NOT SUPPLY ANY ONE OR MORE OF THE DOCUMENTS LISTED BELOW, WE WILL TRY TO OBTAIN THEM AT YOUR EXPENSE. WE MAY STILL HAVE TO OBTAIN EARLIER OR LATER EDITIONS OF THE DOCUMENTS YOU DO SUPPLY. THIS PROCESS CAN BE TIME-CONSUMING AND MAY INCREASE THE COST OF THE HIP AND/OR SALE GENERALLY.

In the course of the sale transaction, we may need to ask the landlord and/or managing agent to supply at your expense replies to the further enquiries raised by the buyer's solicitors. It may not be possible to avoid some duplication of this process.

If you believe any of these items does not apply to the property please write "N/A" in the relevant box.

- |   |                          |
|---|--------------------------|
| (a) Lease   | <input type="checkbox"/> |
| (b) Any deed of variation of the lease or other documentation concerning actual or proposed amendments to the lease   | <input type="checkbox"/> |
| (c) Any regulations made by the landlord and/or managing agent and/or any predecessor.  | <input type="checkbox"/> |
| (d) Any proposed amendments to those regulations  | <input type="checkbox"/> |
| (e) Service charge or maintenance accounts, or statements or summaries of service /maintenance charges for the last 3 years.  | <input type="checkbox"/> |
| (f) Last 12 months invoices or demands for:   | <input type="checkbox"/> |
| • Service/maintenance charges   | <input type="checkbox"/> |
| • Ground rent   | <input type="checkbox"/> |
| • Buildings and/or third party insurance  | <input type="checkbox"/> |
| (g) Correspondence or other written verification of:  |                          |
| • The landlord  | <input type="checkbox"/> |
| • The managing agents   | <input type="checkbox"/> |
| (h) Any "Section 20" notices and/or supporting documents, such as correspondence, estimates, details of tenders etc, and verification of sum or sums to be paid by the lessees collectively or individually<br>NB These notices relates to major works where the cost per flat will exceed £250, and long-term contracts (eg property management services). | <input type="checkbox"/> |

Signed .....

Dated .....