

Pre-Inspection Checklist of Enquiries (HCR/S)

(Sellers Questionnaire)

URN (office use):	Address:
Date of Inspection:	Postcode:

About the Property	
Approximately what year was the property built:	
What type of property is it (terrace/semi/detached/flat/bungalow):	
Please state the name of the builder that constructed the property (if known):	
What is the tenure:	(freehold / leasehold / commonhold)
If leasehold, do you know who is responsible for maintenance and repair of the property – please provide details:	
How long have you owned/leased the property:	(years or date)
What is the ground rent per month :	£
What is the service charge per month :	£
Is the property constructed using any particular system or using non-traditional materials, please give details (e.g. concrete or steel framed etc):	
Do you have a cellar/basement:	Yes / no
If yes, in which room is the access:	
Does the property have a chimney or chimneys:	Yes (number of chimneys) _____ / no
If so, when was it/were they last swept:	
Is it/are they in regular use:	Yes / no
Is it/are they permanently sealed up:	Yes / no
Does it/do they have a heating appliance installed in it/them (e.g. log burner):	Yes / no
If yes, please give details:	
Is the property on a private road:	Yes / no / not sure
Do you have a garage	Yes / no
If yes, is it within the boundary of the property or elsewhere (such as a separate garage block):	Within the boundary / elsewhere (please give details)
Do you have an allocated car parking space	Yes / no / not sure
If yes, is it within the boundary of the property or elsewhere (such as a car park):	Within the boundary / elsewhere (please give details)
Please list any other buildings/structures on the site? (Only list permanent structures. Do not include wooden garden sheds):	
Is the property currently let to tenants?	Yes / no
Environmental	
Has the home or plot ever flooded:	Yes / no
If yes, when did this occur:	In / not known
Has the property ever been subjected to storm damage:	Yes / no / not sure
If yes, when did this occur:	
If yes, please provide details if known:	
To your knowledge do you have any Japanese Knotweed growing in the grounds of the property (if so, where):	
To your knowledge are there any bats in the property:	Yes / no
To your knowledge was your home built on a landfill site or formerly contaminated site:	Yes / no
To your knowledge has the property ever been monitored for Radon or Methane gas:	Yes / no
If yes, please give details:	
If yes, do you have a land remediation certificate:	Yes / no
To your knowledge has the site ever suffered from any landslip:	Yes / no
Legal Issues	
Are there any rights of way over the property, if yes, please give details:	
Is there any shared access (driveways, paths or drains) , if yes, please give details:	
Do you know which boundaries you are responsible for maintaining, if yes, please give details:	

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Is your property currently affected by boundary disputes					Yes / no
Have any Party Wall Act Notices been served by you or upon you, if yes, please give details:					
Has the road to the property been adopted:					Yes / no / not known
Is the property listed, if so, what grade:					Not listed / not sure / listed. Grade:
Is the property in a conservation area:					Yes / no / not sure
Are there any tree preservation orders on trees within the grounds, if yes, please give details:					
Are there any flying freeholds (i.e. Do any parts of your property protrude over your neighbours) , if yes, please give details:					
To your knowledge are there any cables, pipes or water-courses crossing the property that are not for the sole benefit of the property:					
Access for Inspection					
Does the property have any concealed access hatches or doorways that can be opened – if yes, please give details:					
Are there any parts of the property that cannot be inspected because of stored possessions etc (e.g. loft or cellar) – if yes, please give details:					
Repairs and Defects					
Have you carried out any structural or alteration work or added an extension					Yes / no
If yes, please provide additional information including dates:	Type of building works undertaken (please complete all that apply)		Approx date of the works	Planning consents available	Building Regulation approval available
	1. Attic/loft conversion			Yes / no	Yes / no
	2. Two storey extension			Yes / no	Yes / no
	3. Single storey extension			Yes / no	Yes / no
	4. Garage conversion			Yes / no	Yes / no
	5. Foundation underpinning			Yes / no	Yes / no
	6. Other			Yes / no	Yes / no
If you answered Other to the previous question, please give details:					
Do you have any guarantees/warranties for any of the repairs carried out:					Yes / no
Do any guarantees/warranties pass with the property:					Yes / no / not sure
If yes, please state what they are:	Type of works	When carried out	Length of warranty or guarantee		Could it still be enforced
	Damp remedial works				Yes No
	Insect damage				Yes No
	Cavity wall tie replacements				Yes No
	Conservatory				Yes No
	Boiler replacement				Yes No
	Re-wiring or electricians tests				Yes No
	Underpinning				Yes No
Other: Please state (eg. NHBC, Zurich)					Yes No
Do any of the gutters/downpipes leak, if so, please give details:					
Is the property affected by any known current defects or other problems, if so, please give details:					
Are there any defective elements that may be damaged and/or likely to cause damage if operated or checked; e.g. windows that do not shut after opening, water taps that cannot be operated etc:					
Energy Information					
Have you improved the energy efficiency of the property (please give details):					
If you have double glazing, when was it installed:					
How long is the double glazing guaranteed for?					... years / don't know
If you have loft insulation, when was it installed:					
If you have cavity wall insulation, when was it installed:					
Services					
Please circle all that apply					
What type of service systems does the property have [whether used or not] (e.g. mains electricity/solar power, mains water supply/private water supply, mains drainage/private sewerage system, mains gas/LPG/oil/solid fuel etc). Please tick all appropriate details:					Gas – Mains / Other (not including LPG)
					Electricity – Mains / Private / Other
					LPG/Oil – LPG / Oil
					Water – Mains / Private / Other
					Drainage – Mains / Cesspool / Septic tank

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Where you have stated 'Other', please give details:		
If cesspool/septic tank, how often is it emptied:		
When was the property last rewired:		(date)
Do you have an NICIEC Certificate:		Yes / no
How old is the main boiler/source of heating:		
What fuel does the boiler use (mains gas/LPG/oil/electricity/other):		
Do you have any maintenance records/log book/manufacturers instructions for the service systems (including the boiler), if so, please give details:		
When was the appliance (e.g. boiler) for the main source of heating last serviced:		(date)
Have you replaced your gutters/downpipes, if so, when:		
Have you have the drive surface replaced, if so, when:		
Where are the following:	Electricity meter	
	Electricity fuse box	
	Gas meter	
	LPG or Oil store	
	Mains water stop valve	
	Drainage chambers	
Cesspool/septic tank		
Do you have a water meter, if so, where is it located:		No meter / location:
Do you have a gas completion Certificate		Yes / no
If you have replaced any sanitary appliances (e.g. wc, bathroom suite, shower etc), please give details including items and dates:		
If you have replaced any external doors, for which rooms and when:		
Inconveniences You May Have Experienced With the Property		
Have you ever had an insurance claim:		Yes / no
If yes, please provide details:		
Have you ever had a dispute with a neighbour at this property:		Yes / no
If yes, please provide details:		
Unusual Features / Other Comments:		
Please note details of any unusual features within your property/grounds or add any other comments:		
Completed by (please print name)		
I acknowledge that the Home Condition Report will be prepared based on the answers I have given in this Sellers Questionnaire and I hereby confirm that these answers are accurate.		
(please sign)		
Date		
Status	Owner / Agent / Representative	