

# Law Society Property Information Form

(3rd edition)

Address of the property

24a Langham Crescent  
Billericay  
Essex

Postcode

Full names of the seller

Jacqueline Rogers

Seller's solicitor

Name of solicitor's firm

Pinney Talfourd Solicitors

Address

New North House  
78 Ongar Road  
Brentwood  
Essex  
CM15 9BB

Email

Richard.Collins@pinneytalfourd.co.uk

Reference number

RC2/JF1/ROG809.1

About this form

This form is completed by the seller to supply the detailed information and documents which may be relied upon for the conveyancing process.

Definitions

**It is important that sellers and buyers read the notes below.**

- '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.



## Instructions to the seller

- The answers should be prepared by the person or persons who are named as owner on the deeds or Land Registry title or by the owner's legal representative(s) if selling under a power of attorney or grant of probate or representation. If there is more than one seller, you should prepare the answers together or, if only one seller prepares the form, the other(s) should check the answers given and all sellers should sign the form.
- If you do not know the answer to any question, you must say so. If you are unsure of the meaning of any questions or answers, please ask your solicitor. Completing this form is not mandatory, but omissions or delay in providing some information may delay the sale.
- If you later become aware of any information which would alter any replies you have given, you must inform your solicitor immediately. This is as important as giving the right answers in the first place. Do not change any arrangements concerning the property with anyone (such as a tenant or neighbour) without first consulting your solicitor.
- It is very important that your answers are accurate. If you give incorrect or incomplete information to the buyer (on this form or otherwise in writing or in conversation, whether through your estate agent or solicitor or directly to the buyer), the buyer may make a claim for compensation from you or refuse to complete the purchase.
- You should answer the questions based upon information known to you (or, in the case of legal representatives, you or the owner). You are not expected to have expert knowledge of legal or technical matters, or matters that occurred prior to your ownership of the property.
- Please give your solicitor any letters, agreements or other papers which help answer the questions. If you are aware of any which you are not supplying with the answers, tell your solicitor. If you do not have any documentation you may need to obtain copies at your own expense. Also pass to your solicitor any notices you have received concerning the property and any which arrive at any time before completion of the sale.

## Instructions to the buyer

- If the seller gives you, separately from this form, any information concerning the property (in writing or in conversation, whether through an estate agent or solicitor or directly to you) on which you wish to rely when buying the property, you should tell your solicitor.
- You are entitled to rely on the replies given to enquiries but in relation to the physical condition of the property, the replies should not be treated as a substitute for undertaking your own survey or making your own independent enquiries, which you are recommended to do.
- The seller is only obliged to give answers based on their own information. They may not have knowledge of legal or technical matters. You should not expect the seller to have knowledge of, or give information about, matters prior to their ownership of the property.



## 1 Boundaries

If the property is leasehold this section, or parts of it, may not apply.

1.1 Looking towards the property from the road, who owns or accepts responsibility to maintain or repair the boundary features:

(a) on the left?

☐ Seller ☒ Neighbour  
☐ Shared ☐ Not known

(b) on the right?

☒ Seller ☐ Neighbour  
☐ Shared ☐ Not known

(c) at the rear?

☒ Seller ☐ Neighbour  
☐ Shared ☐ Not known

(d) at the front?

☐ Seller ☐ Neighbour  
☐ Shared ☒ Not known

1.2 If the boundaries are irregular please indicate ownership by written description or by reference to a plan:

1.3 Is the seller aware of any boundary feature having been moved in the last 20 years? If Yes, please give details:

☐ Yes ☒ No

1.4 During the seller's ownership, has any land previously forming part of the property been sold or has any adjacent property been purchased? If Yes, please give details:

☐ Yes ☒ No

1.5 Does any part of the property or any building on the property overhang, or project under, the boundary of the neighbouring property or road? If Yes, please give details:

☐ Yes ☒ No

## 1 Boundaries (continued)

- 1.6 Has any notice been received under the Party Wall Act 1996 in respect of any shared/party boundaries? If Yes, please supply a copy, and give details of any works carried out or agreed:

☐ Yes ☒ No  
☐ Enclosed ☐ To follow

## 2 Disputes and complaints

- 2.1 Have there been any disputes or complaints regarding this property or a property nearby? If Yes, please give details:

☐ Yes ☒ No

- 2.2 Is the seller aware of anything which might lead to a dispute about the property or a property nearby? If Yes, please give details:

☐ Yes ☒ No

## 3 Notices and proposals

- 3.1 Have any notices or correspondence been received or sent (e.g. from or to a neighbour, council or government department), or any negotiations or discussions taken place, which affect the property or a property nearby? If Yes, please give details:

☐ Yes ☒ No

- 3.2 Is the seller aware of any proposals to develop property or land nearby, or of any proposals to make alterations to buildings nearby? If Yes, please give details:

☐ Yes ☒ No

## 4 Alterations, planning and building control

**Note to seller:** All relevant approvals and supporting paperwork referred to in section 4 of this form, such as listed building consents, planning permissions, Building Regulations consents and completion certificates should be provided. If the seller has had works carried out the seller should produce the documentation authorising this. Copies may be obtained from the relevant local authority website. Competent Persons Certificates may be obtained from the contractor or the scheme provider (e.g. FENSA or Gas Safe Register). Further information about Competent Persons Certificates can be found at: [www.gov.uk](http://www.gov.uk).

**Note to buyer:** If any alterations or improvements have been made since the property was last valued for council tax, the sale of the property may trigger a revaluation. This may mean that following completion of the sale, the property will be put into a higher council tax band. Further information about council tax valuation can be found at: [www.voa.gov.uk](http://www.voa.gov.uk).

### 4.1 Have any of the following changes been made to the whole or any part of the property (including the garden)?

- (a) Building works (e.g. extension, loft or garage conversion, removal of internal walls). If Yes, please give details including dates of all work undertaken:

☐ Yes

☒ No

- (b) Change of use (e.g. from an office to a residence)

☐ Yes

☒ No

Year

- (c) Installation of replacement windows, roof windows, roof lights, glazed doors since 1 April 2002

☐ Yes

☒ No

Year(s)

- (d) Addition of a conservatory

☐ Yes

☒ No

Year

### 4.2 If Yes to any of the questions in 4.1 and if the work was undertaken during the seller's ownership of the property:

- (a) please supply copies of the planning permissions, Building Regulations approvals and Completion Certificates, OR:
- (b) if none were required, please explain why these were not required - e.g. permitted development rights applied or the work was exempt from Building Regulations:

Further information about permitted development can be found at: [www.planningportal.gov.uk](http://www.planningportal.gov.uk).



#### 4 Alterations, planning and building control (continued)

- 4.3 Are any of the works disclosed in 4.1 above unfinished?  
If Yes, please give details:

☐ Yes

☐ No

- 4.4 Is the seller aware of any breaches of planning permission conditions or Building Regulations consent conditions, unfinished work or work that does not have all necessary consents? If Yes, please give details:

☐ Yes

☒ No

- 4.5 Are there any planning or building control issues to resolve?  
If Yes, please give details:

☐ Yes

☒ No

- 4.6 Have solar panels been installed?  
If Yes:

☐ Yes

☒ No

- (a) In what year were the solar panels installed?

Year

- (b) Are the solar panels owned outright?

☐ Yes

☐ No

- (c) Has a long lease of the roof/air space been granted to a solar panel provider? If Yes, please supply copies of the relevant documents.

☐ Yes

☒ No

☐ Enclosed

☐ To follow

- 4.7 Is the property or any part of it:

- (a) a listed building?

☐ Yes

☒ No

☐ Not known

- (b) in a conservation area?

☐ Yes

☒ No

☐ Not known

If Yes, please supply copies of any relevant documents.

☐ Enclosed

☐ To follow

#### 4 Alterations, planning and building control (continued)

4.8 Are any of the trees on the property subject to a Tree Preservation Order?

☐ Yes ☒ No  
☐ Not known

If Yes:

(a) Have the terms of the Order been complied with?

☐ Yes ☐ No  
☐ Not known

(b) Please supply a copy of any relevant documents.

☐ Enclosed ☐ To follow

#### 5 Guarantees and warranties

**Note to seller:** All available guarantees, warranties and supporting paperwork should be supplied before exchange of contracts.

**Note to buyer:** Some guarantees only operate to protect the person who had the work carried out or may not be valid if their terms have been breached. You may wish to contact the company to establish whether it is still trading and if so, whether the terms of the guarantee will apply to you.

5.1 Does the property benefit from any of the following guarantees or warranties? If Yes, please supply a copy.

(a) New home warranty (e.g. NHBC or similar)

☐ Yes ☒ No  
☐ Enclosed ☐ To follow

(b) Damp proofing

☐ Yes ☒ No  
☐ Enclosed ☐ To follow

(c) Timber treatment

☐ Yes ☒ No  
☐ Enclosed ☐ To follow

(d) Windows, roof lights, roof windows or glazed doors

☐ Yes ☒ No  
☐ Enclosed ☐ To follow

(e) Electrical work

☐ Yes ☒ No  
☐ Enclosed ☐ To follow

(f) Roofing

☐ Yes ☒ No  
☐ Enclosed ☐ To follow

## 5 Guarantees and warranties (continued)

(g) Central heating

☐ Yes ☒ No  
☐ Enclosed ☐ To follow

(h) Underpinning

☐ Yes ☒ No  
☐ Enclosed ☐ To follow

(i) Other (please state):

☐ Enclosed ☐ To follow

5.2 Have any claims been made under any of these guarantees or warranties? If Yes, please give details:

☐ Yes ☒ No

## 6 Insurance

6.1 Does the seller insure the property?

☒ Yes ☐ No

6.2 Has any buildings insurance taken out by the seller ever been:

(a) subject to an abnormal rise in premiums?

☐ Yes ☒ No

(b) subject to high excesses?

☐ Yes ☒ No

(c) subject to unusual conditions?

☐ Yes ☒ No

(d) refused?

☐ Yes ☒ No

If Yes, please give details:

6.3 Has the seller made any buildings insurance claims? If Yes, please give details:

☐ Yes ☒ No



## 7 Environmental matters

### Flooding

**Note:** Flooding may take a variety of forms: it may be seasonal or irregular or simply a one-off occurrence. The property does not need to be near a sea or river for flooding to occur. Further information about flooding can be found at: [www.defra.gov.uk](http://www.defra.gov.uk).

- 7.1 Has any part of the property (whether buildings or surrounding garden or land) ever been flooded? If Yes, please state when the flooding occurred and identify the parts that flooded:

☐ Yes

☒ No

If No to question 7.1 please continue to 7.3 and do not answer 7.2 below.

- 7.2 What type of flooding occurred?

(a) Ground water

☐ Yes

☐ No

(b) Sewer flooding

☐ Yes

☐ No

(c) Surface water

☐ Yes

☐ No

(d) Coastal flooding

☐ Yes

☐ No

(e) River flooding

☐ Yes

☐ No

(f) Other (please state):

- 7.3 Has a Flood Risk Report been prepared? If Yes, please supply a copy.

☐ Yes

☒ No

☐ Enclosed

☐ To follow

Further information about the types of flooding and Flood Risk Reports can be found at: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk).

### Radon

**Note:** Radon is a naturally occurring inert radioactive gas found in the ground. Some parts of England and Wales are more adversely affected by it than others. Remedial action is advised for properties with a test result above the 'recommended action level'. Further information about Radon can be found at: [www.hpa.org.uk](http://www.hpa.org.uk).

- 7.4 Has a Radon test been carried out on the property?

☐ Yes

☒ No

If Yes:

(a) please supply a copy of the report

☐ Enclosed

☐ To follow

(b) was the test result below the 'recommended action level'?

☐ Yes

☐ No

## 7 Environmental matters (continued)

7.5 Were any remedial measures undertaken on construction to reduce Radon gas levels in the property?

☐ Yes ☒ No  
☐ Not known

### Energy efficiency

**Note:** An Energy Performance Certificate (EPC) is a document that gives information about a property's energy usage. Further information about EPCs can be found at: [www.gov.uk](http://www.gov.uk).

7.6 Please supply a copy of the EPC for the property.

☐ Enclosed ☒ To follow  
☐ Already supplied

7.7 Have any installations in the property been financed under the Green Deal scheme? If Yes, please give details of all installations and supply a copy of your last electricity bill.

☐ Yes ☒ No  
☐ Enclosed ☐ To follow

Further information about the Green Deal can be found at: [www.gov.uk/decc](http://www.gov.uk/decc).

### Japanese knotweed

**Note:** Japanese knotweed is an invasive plant that can cause damage to property. It can take several years to eradicate.

7.8 Is the property affected by Japanese knotweed?

☐ Yes ☒ No  
☐ Not known

If Yes, please state whether there is a Japanese knotweed management plan in place and supply a copy.

☐ Yes ☐ No  
☐ Not known  
☐ Enclosed ☐ To follow

## 8 Rights and informal arrangements

**Note:** Rights and arrangements may relate to access or shared use. They may also include leases of less than seven years, rights to mines and minerals, manorial rights, chancel repair and similar matters. If you are uncertain about whether a right or arrangement is covered by this question, please ask your solicitor.

8.1 Does ownership of the property carry a responsibility to contribute towards the cost of any jointly used services, such as maintenance of a private road, a shared driveway, a boundary or drain? If Yes, please give details:

☐ Yes ☒ No



## 8 Rights and informal arrangements (continued)

- 8.2 Does the property benefit from any rights or arrangements over any neighbouring property? If Yes, please give details:

☐ Yes

☒ No

- 8.3 Has anyone taken steps to prevent access to the property, or to complain about or demand payment for access to the property? If Yes, please give details:

☐ Yes

☒ No

- 8.4 Does the seller know of any of the following rights or arrangements which affect the property?

(a) Rights of light

☐ Yes

☒ No

(b) Rights of support from adjoining properties

☐ Yes

☒ No

(c) Customary rights (e.g. rights deriving from local traditions)

☐ Yes

☒ No

(d) Other people's rights to mines and minerals under the land

☐ Yes

☒ No

(e) Chancel repair liability

☐ Yes

☒ No

(f) Other people's rights to take things from the land (such as timber, hay or fish)

☐ Yes

☒ No

If Yes, please give details:

- 8.5 Are there any other rights or arrangements affecting the property? If Yes, please give details:

☐ Yes

☒ No

### Services crossing the property or neighbouring property

- 8.6 Do any drains, pipes or wires serving the property cross any neighbour's property?

☐ Yes

☐ No

☒ Not known

- 8.7 Do any drains, pipes or wires leading to any neighbour's property cross the property?

☐ Yes

☐ No

☒ Not known



## 8 Rights and informal arrangements (continued)

8.8 Is there any agreement or arrangement about drains, pipes or wires?

☐ Yes ☐ No

☒ Not known

If Yes, please supply a copy or give details:

☐ Enclosed ☐ To follow

## 9 Parking

9.1 What are the parking arrangements at the property?

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

☐ Yes ☒ No

☐ Not known

## 10 Other charges

**Note:** If the property is leasehold, details of lease expenses such as service charges and ground rent should be set out on the separate TA7 Leasehold Information Form. If the property is freehold, there may still be charges: for example, payments to a management company or for the use of a private drainage system.

10.1 Does the seller have to pay any charges relating to the property (excluding any payments such as council tax, utility charges, etc.), for example payments to a management company? If Yes, please give details:

☐ Yes ☒ No

## 11 Occupiers

11.1 Does the seller live at the property?

☐ Yes ☒ No

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

☐ Yes ☒ No

If No to question 11.2, please continue to section 12 'Services' and do not answer 11.3-11.5 below.

## 11 Occupiers (continued)

11.3 Please give the full names of any occupiers (other than the sellers) aged 17 or over:

11.4 Are any of the occupiers (other than the sellers), aged 17 or over, tenants or lodgers?

☐ Yes

☒ No

11.5 Is the property being sold with vacant possession?

☒ Yes

☐ No

If Yes, have all the occupiers aged 17 or over:

(a) agreed to leave prior to completion?

☐ Yes

☐ No

(b) agreed to sign the sale contract? If No, please supply other evidence that the property will be vacant on completion.

☐ Yes

☐ No

☐ Enclosed

☐ To follow

## 12 Services

**Note:** If the seller does not have a certificate requested below this can be obtained from the relevant Competent Persons Scheme. Further information about Competent Persons Schemes can be found at: [www.gov.uk](http://www.gov.uk).

### Electricity

12.1 Has the whole or any part of the electrical installation been tested by a qualified and registered electrician?

☐ Yes

☒ No

If Yes, please state the year it was tested and provide a copy of the test certificate.

Year

☐ Enclosed

☐ To follow

12.2 Has the property been rewired or had any electrical installation work carried out since 1 January 2005?

☐ Yes

☒ No

☐ Not known

If Yes, please supply one of the following:

(a) a copy of the signed BS7671 Electrical Safety Certificate

☐ Enclosed

☐ To follow

(b) the installer's Building Regulations Compliance Certificate

☐ Enclosed

☐ To follow

(c) the Building Control Completion Certificate

☐ Enclosed

☐ To follow

## 12 Services (continued)

### Central heating

12.3 Does the property have a central heating system?

☒ Yes

☐ No

If Yes:

(a) What type of system is it (e.g. mains gas, liquid gas, oil, electricity, etc.)?

MAINS GAS

(b) When was the heating system installed? If on or after 1 April 2005 please supply a copy of the 'completion certificate' (e.g. CORGI or Gas Safe Register) or the 'exceptional circumstances' form.

Date

☒ Not known

☐ Enclosed

☐ To follow

(c) Is the heating system in good working order?

☒ Yes

☐ No

(d) In what year was the heating system last serviced/maintained? Please supply a copy of the inspection report.

Year ☒ Not known

☐ Enclosed

☐ To follow

☐ Not available

### Drainage and sewerage

**Note:** Further information about drainage and sewerage can be found at: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk).

12.4 Is the property connected to mains:

☒ Yes

☐ No

(a) foul water drainage?

☐ Not known

(b) surface water drainage?

☐ Yes

☐ No

☒ Not known

If Yes to both questions in 12.4, please continue to section 13 'Connection to utilities and services' and do not answer 12.5-12.10 below.

12.5 Is sewerage for the property provided by:

(a) a septic tank?

☐ Yes

☐ No

(b) a sewage treatment plant?

☐ Yes

☐ No

(c) cesspool?

☐ Yes

☐ No

12.6 Is the use of the septic tank, sewage treatment plant or cesspool shared with other properties? If Yes, how many properties share the system?

☐ Yes

☐ No

Properties share



## 12 Services (continued)

12.7 When was the system last emptied?

Year

12.8 If the property is served by a sewage treatment plant, when was the treatment plant last serviced?

Year

12.9 When was the system installed?

Year

**Note:** Some systems installed after 1 January 1991 require Building Regulations approval, environmental permits or registration. Further information about permits and registration can be found at: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk).

12.10 Is any part of the septic tank, sewage treatment plant (including any soakaway or outfall) or cesspool, or the access to it, outside the boundary of the property?  
If Yes, please supply a plan showing the location of the system and how access is obtained.

☐ Yes ☐ No  
☐ Enclosed ☐ To follow

## 13 Connection to utilities and services

Please mark the Yes or No boxes to show which of the following utilities and services are connected to the property and give details of any providers.

<b>Mains electricity</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Provider's name		
<input type="text" value="ATLANTIC"/>		
Location of meter		
<input type="text" value="HALL COUPBOARD"/>		

<b>Mains gas</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Provider's name		
<input type="text" value="ATLANTIC"/>		
Location of meter		
<input type="text" value="HALL COUPBOARD"/>		

<b>Mains water</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provider's name		
<input type="text" value="ESSEX + SUFFOLK WATER"/>		
Location of stopcock		
<input type="text" value="KITCHEN"/>		
Location of meter, if any		
<input type="text"/>		

<b>Mains sewerage</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Provider's name		
<input type="text"/>		

<b>Telephone</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Provider's name		
<input type="text"/>		

<b>Cable</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Provider's name		
<input type="text"/>		

## 14 Transaction information

14.1 Is this sale dependent on the seller completing the purchase of another property on the same day? ☐ Yes ☒ No

14.2 Does the seller have any special requirements about a moving date? If Yes, please give details: ☐ Yes ☒ No

14.3 Does the sale price exceed the amount necessary to repay all mortgages and charges secured on the property? ☐ Yes ☐ No

14.4 Will the seller ensure that:

(a) all rubbish is removed from the property (including from the loft, garden, outbuildings, garages and sheds) and that the property will be left in a clean and tidy condition? ☐ Yes ☐ No

(b) if light fittings are removed, the fittings will be replaced with ceiling rose, flex, bulb holder and bulb? ☐ Yes ☐ No

(c) reasonable care will be taken when removing any other fittings or contents? ☐ Yes ☐ No

(d) keys to all windows and doors and details of alarm codes will be left at the property or with the estate agent? ☒ Yes ☐ No

Signed: J A Rogers Dated: 23/2/2018

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Each seller should sign this form.

*The Law Society is the representative body for solicitors in England and Wales.*



Peterboat Close, London SE10 0PX  
www.oyezforms.co.uk

TA6

Law Society Property Information Form

# Law Society Fittings and Contents Form (3rd edition)

Address of the property

24a Langham Crescent  
Billericay  
Essex

Postcode

Full names of the seller

Jacqueline Rogers

Seller's solicitor

Name of solicitor's firm

Pinney Talfourd Solicitors

Address

New North House  
78 Ongar Road  
Brentwood  
Essex  
CM15 9BB

Email

Richard.Collins@pinneytalfourd.co.uk

Reference number

RC2/JF1/ROG809.1

About this form

The aim of this form is to make clear to the buyer which items are included in the sale. It must be completed accurately by the seller as the form may become part of the contract between the buyer and seller.

**It is important that sellers and buyers check the information in this form carefully.**

Definitions

- '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.





## Instructions to the seller and the buyer

In each row, the seller should tick the appropriate box to show whether:

- the item is included in the sale ('Included');
- the item is excluded from the sale ('Excluded');
- there is no such item at the property ('None').

Where an item is excluded from the sale the seller may offer it for sale by inserting a price in the appropriate box. The buyer can then decide whether to accept the seller's offer.

A seller who inserts a price in this form is responsible for negotiating the sale of that item directly with the buyer or through their estate agent. If the seller or buyer instructs their solicitor to negotiate the sale of such an item, there may be an additional charge.

**Sellers and buyers should inform their solicitors of any arrangements made about items offered for sale.**

If the seller removes any fixtures, fittings or contents, the seller should be reasonably careful to ensure that any damage caused is minimised.

Unless stated otherwise, the seller will be responsible for ensuring that all rubbish is removed from the property (including from the loft, garden, outbuildings, garages and sheds), and that the property is left in a reasonably clean and tidy condition.

### 1 Basic fittings

	Included	Excluded	None	Price	Comments
Boiler/immersion heater	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Radiators/wall heaters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Night-storage heaters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Free-standing heaters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Gas fires (with surround)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Electric fires (with surround)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Light switches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Roof insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Window fittings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Window shutters/grilles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Internal door fittings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
External door fittings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Doorbell/chime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

## 1 Basic fittings (continued)

	Included	Excluded	None	Price	Comments
Electric sockets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Burglar alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<i>Other items (please specify)</i>					
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			

## 2 Kitchen

**Note:** In this section please also indicate whether the item is fitted or freestanding.

	Fitted	Free-standing	Included	Excluded	None	Price	Comments
Hob	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Extractor hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Oven/grill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cooker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Microwave	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Refrigerator/fridge-freezer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Freezer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dishwasher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tumble-dryer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Washing machine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<i>Other items (please specify)</i>							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

### 3 Bathroom

	Included	Excluded	None	Price	Comments
Bath	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Shower fitting for bath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Shower curtain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bathroom cabinet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Taps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Separate shower and fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Towel rail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Soap/toothbrush holders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Toilet roll holders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bathroom mirror	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

### 4 Carpets

	Included	Excluded	None	Price	Comments
Hall, stairs and landing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Living room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Dining room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bedroom 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Other rooms (please specify)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>



	Included	Excluded	None	Price	Comments
<b>Curtain rails/poles/pelmets</b>					
Hall, stairs and landing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Living room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dining room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bedroom 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bedroom 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bedroom 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<i>Other rooms (please specify)</i>					
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Curtains/blinds</b>					
Hall, stairs and landing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Living room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dining room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bedroom 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bedroom 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bedroom 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<i>Other rooms (please specify)</i>					
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			

## 6 Light fittings

**Note:** If the seller removes a light fitting, it is assumed that the seller will replace the fitting with a ceiling rose, a flex, bulb holder and bulb and that they will be left in a safe condition.

	Included	Excluded	None	Price	Comments
Hall, stairs and landing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Living room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dining room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bedroom 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bedroom 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bedroom 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<i>Other rooms (please specify)</i>					
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			

## 7 Fitted units

**Note:** Fitted units include, for example, fitted cupboards, fitted shelves, and fitted wardrobes.

	Included	Excluded	None	Price	Comments
Hall, stairs and landing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Living room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dining room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bedroom 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bedroom 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bedroom 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## 7 Fitted units (continued)

	Included	Excluded	None	Price	Comments
<i>Other rooms (please specify)</i>					
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>

## 8 Outdoor area

	Included	Excluded	None	Price	Comments
Garden furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Garden ornaments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Trees, plants, shrubs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Barbecue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Dustbins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Garden shed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Greenhouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Outdoor heater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Outside lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Water butt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Clothes line	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Rotary line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

*Other items (please specify)*

	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>



## 9 Television and telephone

	Included	Excluded	None	Price	Comments
Telephone receivers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Television aerial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Radio aerial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Satellite dish	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

## 10 Stock of fuel

	Included	Excluded	None	Price	Comments
Oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Liquefied Petroleum Gas (LPG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

## 11 Other items

	Included	Excluded	Price	Comments
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Signed: J. A. Rogers

Dated: 23/7/2018

Signed: .....

Dated: .....

Each seller should sign this form.

*The Law Society is the representative body for solicitors in England and Wales.*

# Leasehold Information Form (2nd edition)

TA7

**Address of the property**

24a Langham Crescent  
Billericay  
Essex

Postcode

**Full names of the seller**

Jacqueline Rogers

**Seller's solicitor****Name of solicitors firm**

Pinney Talfourd Solicitors

**Address**

New North House  
78 Ongar Road  
Brentwood  
Essex  
CM15 9BB

**Email**

Richard.Collins@pinneytalfourd.co.uk

**Reference number**

RC2/JF1/ROG809.1

**Definitions**

- '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' means the leasehold property being sold
- 'Building' means the building containing the property
- 'Neighbour' means those occupying flats in the building

**Instructions to the seller**

The seller should provide all relevant documentation relating to the lease when they return this completed form to their solicitor. This may include documents given to the seller when they purchased the property, or documents subsequently given to the seller by those managing the property.

**Instructions to the seller and the buyer**

Please read the notes on *TA6 Property Information Form*



## 1 The property

1.1 What type of leasehold property does the seller own?  
(‘Flat’ includes maisonette and apartment).

- ☒ Flat  
☐ Shared ownership  
☐ Long leasehold house

1.2 Does the seller pay rent for the property? If Yes:

☐ Yes ☐ No

(a) How much is the current yearly rent?

£

(b) How regularly is the rent paid (e.g. yearly)?

Payments

## 2 Relevant documents

2.1 Please supply a copy of:

(a) the lease and any supplemental deeds

☐ Enclosed ☒ To follow  
☐ Already supplied

(b) any regulations made by the landlord or by the tenants' management company additional to those in the lease

☐ Enclosed ☐ To follow  
☐ Not applicable

2.2 Please supply a copy of any correspondence from the landlord, the management company and the managing agent.

☐ Enclosed ☒ To follow

2.3 Please supply a copy of any invoices or demands and any statements and receipts for the payment of:

(a) maintenance or service charges for the last three years

☐ Enclosed ☒ To follow  
☐ Not applicable

(b) ground rent for the last three years

☐ Enclosed ☐ To follow  
☐ Not applicable

2.4 Please supply a copy of the buildings insurance policy:

(a) arranged by the seller and a receipt for payment of the last premium, or

☐ Enclosed ☐ To follow

(b) arranged by the landlord or management company and the schedule for the current year

☐ Enclosed ☐ To follow

2.5 Have the tenants formed a management company to manage the building? If Yes, please supply a copy of:

☐ Yes ☒ No

(a) the Memorandum and Articles of Association

☐ Enclosed ☐ To follow

(b) the share or membership certificate

☐ Enclosed ☐ To follow

(c) the company accounts for the past three years

☐ Enclosed ☐ To follow



### 3 Management of the building

- 3.1 Does the landlord employ a managing agent to collect rent or manage the building? ☐ Yes ☒ No
- 3.2 Has any management company formed by the tenants been dissolved or struck off the register at Companies House? ☐ Yes ☐ No ☒ Not known
- 3.3 Do the tenants pass day to day responsibility for the management of the building to managing agents? ☐ Yes ☒ No

### 4 Contact details

- 4.1 Please supply contact details for the following, where appropriate. (The landlord may be, for example, a private individual, a housing association, or a management company owned by the residents. A managing agent may be employed by the landlord or by the tenants' management company to collect the rent and/or manage the building.)

	Landlord	Managing agent contracted by the landlord
Name	<input type="text" value="BASILDON BOROUGH COUNCIL"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
Tel	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>

	Managing agent contracted by the tenants' management company
Name	<input type="text"/>
Address	<input type="text"/>
Tel	<input type="text"/>
Email	<input type="text"/>

## 5 Maintenance and service charges

5.1 Who is responsible for arranging the buildings insurance on the property?

- ☐ Seller  
☐ Management company  
☒ Landlord

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

Year ☒ Not known

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

Year ☒ Not known

5.4 Does the seller contribute to the cost of maintaining the building?

☒ Yes ☐ No

If No to question 5.4, please continue to section 6 'Notices' and do not answer questions 5.5–5.9 below.

5.5 Does the seller know of any expense (e.g. the cost of redecoration of outside or communal areas not usually incurred annually) likely to be shown in the service charge accounts within the next three years? If Yes, please give details:

☐ Yes ☐ No

5.6 Does the seller know of any problems in the last three years regarding the level of service charges or with the management? If Yes, please give details:

☐ Yes ☐ No

5.7 Has the seller challenged the service charge or any expense in the last three years? If Yes, please give details:

☐ Yes ☐ No

5.8 Is the seller aware of any difficulties encountered in collecting the service charges from other flat owners? If Yes, please give details:

☐ Yes ☐ No

5.9 Does the seller owe any service charges, rent, insurance premium or other financial contribution? If Yes, please give details:

☐ Yes

☐ No

## 6 Notices

**Note:** A notice may be in a printed form or in the form of a letter.

6.1 Has the seller received a notice that the landlord wants to sell the building? If Yes, please supply a copy.

☐ Yes

☒ No

☐ Enclosed

☐ To follow

☐ Lost

6.2 Has the seller received any other notice about the building, its use, its condition or its repair and maintenance? If Yes, please supply a copy.

☐ Yes

☐ No

☒ Enclosed

☐ To follow

☐ Lost

## 7 Consents

**Note:** A consent may be given in a formal document, a letter or orally.

7.1 Is the seller aware of any changes in the terms of the lease or of the landlord giving any consents under the lease? If Yes, please supply a copy or, if not in writing, please give details:

☐ Yes

☒ No

☐ Enclosed

☐ To follow

☐ Lost

## 8 Complaints

8.1 Has the seller received any complaint from the landlord, the management company or any neighbour about anything the seller has or has not done? If Yes, please give details:

☐ Yes

☐ No



8.2 Has the seller complained or had cause to complain to or about the landlord, the management company, or any neighbour? If Yes, please give details:

☐ Yes

☐ No

## 9 Alterations

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

☐ Yes

☐ No

If No, please go to section 10 'Enfranchisement' and do not answer 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?  
If Yes, please supply a copy.

☐ Yes

☐ No

☐ Not known

☐ Not required

☐ Enclosed

☐ To follow

## 10 Enfranchisement

**Note:** 'Enfranchisement' is the right of a tenant to purchase the freehold from their landlord and the right of the tenant to extend the term of the lease.

10.1 Has the seller owned the property for at least two years?

☐ Yes

☐ No

10.2 Has the seller served on the landlord a formal notice stating the seller's wish to buy the freehold or be granted an extended lease? If Yes, please supply a copy.

☐ Yes

☐ No

☐ Enclosed

☐ To follow

☐ Lost

10.3 Is the seller 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? If Yes, please supply a copy.

☐ Yes

☐ No

☐ Enclosed

☐ To follow

☐ Lost

10.4 Is the seller aware of any response to a notice disclosed in replies to 10.2 and 10.3 above? If Yes, please supply a copy.

☐ Yes

☐ No

☐ Enclosed

☐ To follow

☐ Lost

Signed: S. A. Rogers

Dated: 23/7/2018

Each seller should sign this form.



The Law Society

Oyez

Peterboat Close, London SE10 0PX  
www.oyezforms.co.uk

6 of 6

TA7

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12.2010

5065343

Home Ownership Team  
The Basildon Centre  
Basildon  
Essex  
SS14 1DL

Queries / Payments 01268 533333  
fax 01268 465150  
e-mail leaseenquiry@Basildon.gov.uk

Miss J Rogers  
1 Stacey Mount  
Crays Hill  
Billericay  
Essex  
CM11 2XH

Property Reference : M6188  
1st July 2018

## SERVICE CHARGE - 24A LANGHAM CRESCENT, BILLERICAY

The following statement shows a summary of actual expenditure for the year ended 31st March 2018 and an estimate for the year ending 31st March 2019.

<u>Block Charges</u> LANGHAM CRESCENT 24-26A		2017 / 2018 Actual £	2018 / 2019 Estimate £
Repair & Maintenance (inc. Technical Supervision)		0.00	0.00
Planned Works (inc. Technical Supervision)		<b>* Separate invoice where appropriate *</b>	
Re-Decoration (inc. Technical Supervision)		0.00	0.00
Lighting		0.00	0.00
Cleaning		0.00	0.00
Landscaping		0.00	0.00
Caretaking		0.00	0.00
		0.00	0.00
1. Your proportion of block charges (above) :	25% (1 of 4 units)	0.00	0.00
2. Add : property specific charges :			
	Insurance - Buildings Only.	102.52	107.74
	Heating	0.00	0.00
	Reserve Account	100.00	100.00
	Ground Rent	10.00	10.00
	Management Charge	80.99	82.93
		293.51	
3. Less :			
	Amount not recoverable (in accordance with the Housing Act)	0.00	
	Adjustments	0.00	
	Invoices raised on account	328.93	
	Adjustment required to account	-35.42	
			300.67

Please note that if you pay your service charge by Direct Debit then any adjustment will be reflected on your invoice and future payment instalments will be adjusted accordingly.

Your estimated quarterly charges for 2018 / 2019 will be £66.31 (i.e.  $300.67 + -35.42 = 265.25 / 4$ ).



Issued on behalf of the Corporate Director (Section 151 Officer)

If you would like to find out more about how Basildon Borough Council use your personal data please go to [www.basildon.gov.uk/privacy](http://www.basildon.gov.uk/privacy)



For Information Only

COMMONHOLD AND LEASEHOLD REFORM ACT 2002, SECTION 166

**NOTICE TO LONG LEASEHOLDERS OF RENT DUE**

To the Leaseholder(s) named on the service charge statement.

This notice is given in respect of the leasehold property stated on the statement.

It requires you to pay ground rent of £10 on the dates and in the manner shown on the statement.

This rent is payable in respect of the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.

In accordance with the terms of your lease the amount of £10 was due on the 1st April 2018.

Payment of the Ground Rent is included within your annual Service Charge.

This notice is given by Basildon Borough Council.

**NOTES FOR LEASEHOLDERS**

*Read this notice carefully. It sets out the amount of rent due from you and the date by which you must pay it. You are advised to seek help immediately, if you cannot pay, or dispute the amount. Those who can help you include a citizens' advice bureau, a housing advice centre, a law centre and a solicitor. Show this notice and a copy of your lease to whoever helps you.*

*The landlord may be able to claim additional sums from you if you do not pay by the date specified in this notice. You have the right to challenge the reasonableness of any additional sums at a leasehold valuation tribunal.*

*Section 167 of the Commonhold and Leasehold Reform Act 2002 and regulations made under it prevent your landlord from forfeiting your lease for non payment of rent, service charges or administration charges (or a combination of them), unless the unpaid amount is more than £350 or consists of, or includes, an amount that has been outstanding for more than three years.*

**"If you would like to find out more about how Basildon Borough Council use your personal data please go to [www.basildon.gov.uk/privacy](http://www.basildon.gov.uk/privacy) "**



SERVICE CHARGE -RESERVE ACCOUNT - SUMMARY FOR THE YEAR ENDED 31 MARCH 2018**24A LANGHAM CRESCENT**

Annual contributions are made to the Reserve Account in order to provide a sum of money available to finance future years works.

	£
<b>BALANCE BROUGHT FORWARD</b>	<b>507.43</b>
<b>2017/18 PROVISION</b>	<b>100.00</b>
<b>INVESTMENT INTEREST</b>	<b>1.73</b>
<b>LESS EXPENDITURE</b>	<b>0.00</b>
<b>0.00</b>	
<b>BALANCE CARRIED FORWARD</b>	<b>609.15</b>
(Subject to payment being received)	

Issued on behalf of the Corporate Director (Section 151 Officer)

**"If you would like to find out more about how Basildon Borough Council use your personal data please go to [www.basildon.gov.uk/privacy](http://www.basildon.gov.uk/privacy) "**



**Administration Charges – Summary of tenants' rights and obligations**

- 1) This summary, which briefly sets out your rights and obligations in relation to administration charges, must by law accompany a demand for administration charges. Unless a summary is sent to you with a demand, you may withhold the administration charge. The summary does not give a full interpretation of the law and if you are in any doubt about your rights and obligations you should seek independent advice.
- 2) An administration charge is an amount which may be payable by you as part of or in addition to the rent directly or indirectly –
  - a) for or in connection with the grant of an approval under your lease, or an application for such approval;
  - b) for or in connection with the provision of information or documents;
  - c) in respect of your failure to make any payment due under your lease; or
  - d) in connection with a breach of a covenant or condition of your lease.

If you are liable to pay an administration charge, it is payable only to the extent that the amount is reasonable.

- 3) Any provision contained in a grant of a lease under the right to buy under the Housing Act 1985, which claims to allow the landlord to charge a sum for consent or approval, is void.
- 4) You have the right to ask a leasehold valuation tribunal whether an administration charge is payable. You may make a request before or after you have paid the administration charge. If the tribunal determines the charge is payable, the tribunal may also determine –
  - a) who should pay the administration charge and who it should be paid to;
  - b) the amount;
  - c) the date it should be paid by; and
  - d) how it should be paid

However, you do not have this right where –

- a) a matter has been agreed to or admitted by you;
  - b) a matter has been, or is to be, referred to arbitration or has been determined by arbitration and you agreed to go to arbitration after the disagreement about the administration charge arose; or
  - c) a matter has been decided by a court.
- 5) You have the right to apply to a leasehold valuation tribunal for an order varying the lease on the grounds that any administration charge specified in the lease, or any formula specified in the lease for calculating an administration charge is unreasonable.
- 6) Where you seek a determination or order from a leasehold valuation tribunal, you will have to pay an application fee and, where the matter proceeds to a hearing, a hearing fee, unless you qualify for a waiver or reduction. The total fees payable to the tribunal will not exceed £500, but making an application may incur additional costs, such as professional fees, which you may have to pay.
- 7) A leasehold valuation tribunal has the power to award costs, not exceeding £500, against a party to any proceedings where-
  - a) it dismisses a matter because it is frivolous, vexatious or an abuse of process; or
  - b) it considers that a party has acted frivolously, vexatiously, abusively, disruptively or unreasonably.

The Lands Tribunal has similar powers when hearing an appeal against a decision of a leasehold valuation tribunal.

- 8) Your lease may give your landlord a right of re-entry or forfeiture where you have failed to pay charges, which are properly due under the lease. However, to exercise this right, the landlord must meet all the legal requirements and obtain a court order. A court order will only be granted if you have admitted you are liable to pay the amount or it is finally determined by a court, a tribunal or by arbitration that the amount is due. The court has a wide discretion in granting such an order and it will take into account all the circumstances of the case.





Miss J Rogers  
1 Stacys Mount  
Crays Hill  
Billericay

CM11 2XH

**HOUSING SERVICES INVOICE**

INVOICE NUMBER: **21094459**

DATE/ TAX POINT: **01 Jul 2018**

VAT REG No.: GB 251057194

Description	Net Value	VAT	Total Cost
<b>Service Charge</b>			
SERVICE CHARGE	300.67	0.00 6	300.67
RE;24A LANGHAM CRESCENT BILLERICAY			
Period Covered - Period Covered - 01/07/2018 to 30/06/2019 (Financial Year 2017/2018)			
Please note - Council name and address above for the purposes of Section 47 & 48 Landlord And Tenant Act 1987.			
Year End Adjustment	-35.42	0.00 6	-35.42

Please tell us if you are having difficulty paying, it may be of benefit for you to get advice about Welfare Benefits, Housing Benefit and debt counselling, there are a number of agencies that you can contact for free, confidential and expert advice. Please contact us for further information.

Re Address: Miss J Rogers  
24A Langham Crescent  
Billericay  
Essex

**VAT Summary**

3 = 5%  
4\* = 20%  
6 = 0%

PRE VAT 265.25  
VAT 0.00  
**BALANCE 265.25**

**This Invoice is payable in instalments**  
Payments should be made as shown below

01 Jul 2018	£66.32	01 Oct 2018	£66.31
01 Jan 2019	£66.31	01 Apr 2019	£66.31

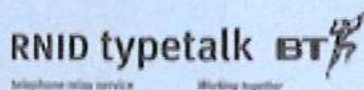
Please ensure that you quote your invoice number on all communications and payments

Please see overleaf for payment and receipt details



## How to contact us

The Home Ownership department is open for general enquiries at the address shown overleaf and phone enquiries Monday to Friday 9.00am to 5.00pm. Outside these hours an answerphone service is available where you can leave your name and invoice number and we will get back to you within 10 working days. Telephone 01268 533333.



TYPETALK FACILITY IS ALSO AVAILABLE - QUALITY SERVICES FOR DEAF PEOPLE

## Information about paying your Invoice

Always quote your invoice number when making any payment.



### By Direct Debit:

We recommend that you pay by direct debit. It is the easiest and most convenient way for you to pay. To request a form please call 01268 533333.

### By Credit Card or Debit Card:



For payments phone 01268 533333.

To use our automated telephone payment service which is available 24 hours a day on 0330 0884 754, 7 days a week.



### By Standing Order:

If you wish to pay by standing order you should make your own arrangements directly with your bank. The sort code you will need for Basildon Borough Council's account is: **60-02-39** and the account number is **54244870**. You will also need to give them your invoice number, which is stated on the front of your bill.



### By Post:

You can post your cheque/postal orders to Basildon Borough Council, Basildon Centre, St Martin's Square, Basildon, Essex SS14 1DL. **Cheques must be made payable to Basildon Borough Council** ensuring that your reference is clearly shown on the reverse of the cheque. Please allow sufficient time for the postal delivery.

*Remember: Please do not send cash through the post. We do not accept cheques with future dates on them.*



### BACS

(payment straight into our bank account) Please give your bank your Invoice reference number and the following details of our bank account

**Bank:** Nat West Plc, 29 East Walk Basildon SS14 1HD  
**Sort Code:** 60-02-39 **Account Number:** 54244870



### All Pay

You can pay your invoice at your local Post Office or at any outlet displaying the pay point logo free of charge. You will need to request an All pay card to use this service on 01268 533333 and ask for the Housing Services then the Home Ownership Team.



### Personal Payments at the Basildon Centre Office

Payments can be made at the Automatic Payment Machines on the ground floor in the Basildon Centre, which is open at the following times:  
**Monday to Friday 8.30am to 5.00pm**  
**Saturday 9.00am to 1.00pm**

Should payment not be made within the council's terms this will lead to recovery action being taken. Enquiries may be made with outside agencies in order to secure payment.



### Moving Home

It is very important you tell us when you are moving home or letting your property. Also, a contact number would be useful.

### Sundry Debtors

This information is about money you owe. If you want this information translated into another language or in another format such as audio CD, braille or large print, please phone 01268 533333 or email: [mailroom@basildon.gov.uk](mailto:mailroom@basildon.gov.uk).

If you would like to find out more about how Basildon Borough Council use your personal data please go to [www.basildon.gov.uk/privacy](http://www.basildon.gov.uk/privacy)



**Home Ownership Team**  
The Basildon Centre  
St Martins Square  
Basildon  
Essex  
SS14 1DL  
External Tel: 01268 533333  
Email: [leaseenquiry@basildon.gov.uk](mailto:leaseenquiry@basildon.gov.uk)

Ask for: Home Ownership Team

## **Rubbish Dumping/Items left in communal areas**

Over the past year, many of our flat blocks have had rubbish/items left in the communal areas of the block.

Please note that from the 1st April 2013 Basildon Council introduced a zero tolerance approach to any items stored in the communal areas of blocks. This is for the purpose of all residents' fire safety in the block. The entire area has to be free of any items.

If you are sub-letting your property, as the owner you are responsible for your tenant's actions.

**If items are found on any communal walkways/areas of the block, residents will be recharged for Basildon Borough Council to remove including any administration costs.**

**"If you would like to find out more about how Basildon Borough Council use your personal data please go to [www.basildon.gov.uk/privacy](http://www.basildon.gov.uk/privacy) "**

PTO

## Special Collections

The special collections service is offered to residents at a low cost to enable safe and responsible disposal of large household items and household electrical goods. We collect a maximum of ten items at one time and we require a minimum of 48 hours to process each booking.

We charge **£10.00** for the collection of up to five household items or electrical household goods.

We charge **£20.00** for the collection of six to ten household items or electrical household goods.

Please call 01268 533333 (option 1) to book a special collection

## Barleylands Recycling Centre

### Items Accepted at Barleylands Recycling Centre (see website for full list)

Fridges & Freezers	Cookers
Small Electrical items	Washing Machines
Wood	Glass

## Pitsea Tip

Check website for details of items accepted

## The 'Crunch' Mobile Tip

A mobile tip for household and garden waste.

Available most Saturdays between 9am and 12pm, the "Crunch" moves to a different location throughout the borough.

The 'Crunch' will accept: all large household waste from domestic premises such as furniture, TVs and electrical appliances as well as garden waste including wood, stones and bricks etc.

The 'Crunch' will NOT accept: paint, oil, liquids or hazardous materials (such as batteries or asbestos).

Dates and locations can be found on the website or in the Borough Diary.