

# property questionnaire

<b>Property Address</b>	24 Clay Loan Kirkwall
<b>Seller(s)</b>	Paul Drever
<b>Completion date of Property Questionnaire</b>	8 <sup>th</sup> May 2019

## Note for sellers

- Please complete this form carefully. It is important your answers are correct.
- The information in your answers will help ensure that the sale of your house goes smoothly. Please answer each question with as much detailed information as you can.
- If anything changes after you fill in this questionnaire but before the date of entry for the sale of your house, tell you solicitor or estate agent immediately.

## Information to be given to prospective buyer(s)

<b>1. Length of Ownership</b>	
	How long have you owned the property? <input style="width: 300px;" type="text" value="15 years"/>
<b>2. Council Tax</b>	
	Which Council Tax band is your property in? <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input checked="" type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H
<b>3. Parking</b>	
	<p>What are the arrangements for parking at your property?</p> <p>(Please tick all that apply)</p> <p>Garage <input type="checkbox"/></p> <p>Allocated parking space <input type="checkbox"/></p> <p>Driveway <input type="checkbox"/></p> <p>On street <input checked="" type="checkbox"/></p> <p>Resident Permit <input type="checkbox"/></p> <p>Metered parking <input type="checkbox"/></p> <p>Shared parking <input type="checkbox"/></p> <p>Other (please specify) <input style="width: 300px;" type="text" value="Parking spaces available opposite house."/></p>

<b>4.</b>	<b>Conservation area</b>	
	Is your property in a designated Conservation Area (that is an area of special architectural or historical interest, the character or appearance of which it is desirable to preserve or enhance)?	<b>No</b>
<b>5.</b>	<b>Listed buildings</b>	
	Is your property a Listed Building, or contained within one (that is a building recognised and approved as being of special architectural or historical interest)?	<b>No</b>
<b>6.</b>	<b>Alterations/Additions/Extensions</b>	
<b>a.</b>	<p>(i) During your time in the property, have you carried out any structural alterations, additions or extensions (for example provision of an extra bath/shower room, toilet or bedroom)?</p> <p><u>If you have answered yes</u>, please describe below the changes which you have made:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>The upstairs bathroom was converted into a 4<sup>th</sup> bedroom.</p> </div> <p>(ii) Did you obtain planning permission, building warrant, completion certificate and other consents for this work?</p> <p><u>If you have answered yes</u>, the relevant documents will be needed by the purchaser and you should give them to your solicitor as soon as possible for checking. If you do not have the documents yourself, please note below who has these documents and your solicitor or estate agent will arrange to obtain them.</p>	<p><b>Yes</b></p> <p><b>N/A</b></p>
<b>b.</b>	<p>Have you had replacement windows, doors, patio doors or double-glazing installed in your property? If you have answered yes, please answer the three questions below:</p> <p>(i) Were the replacements the same shape and type as the ones you replaced?</p> <p>(ii) Did this work involve any changes to the window or door openings?</p> <p>(iii) Please describe the changes made to the windows doors, or patio doors (with approximate dates when the work was completed):</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Replaced front door and inner back door for new.</p> </div>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>No</b></p>

<b>7.</b>	<b>Central heating</b>	
	<p>Is there a central heating system in your property? (Note: a partial central heating system is one which does not heat all the main rooms of the property — the main living room, the bedroom(s), the hall and the bathroom).</p> <p><u>If you have answered yes or partial</u> – what kind of central heating is there?</p> <div data-bbox="151 443 1141 510" style="border: 1px solid black; padding: 2px;">Oil central heating</div> <p>(examples: gas-fired, solid fuel, electric storage heating, gas-warm air).</p> <p>If you have answered yes, please answer the three questions below:</p>	<b>Yes</b>
	<p><b>(i)</b> When was your central heating system or partial central heating system installed?</p> <div data-bbox="151 779 1141 846" style="border: 1px solid black; padding: 2px;">The system was in the property when I moved in.</div> <p><b>(ii)</b> Do you have a maintenance contract for the central heating system?</p> <p>If you have answered yes, please give details of the company with which you have a maintenance contract:</p> <div data-bbox="151 1041 1141 1108" style="border: 1px solid black; height: 30px;"></div> <p><b>(iii)</b> When was your maintenance agreement last renewed? (Please provide the month and year).</p> <div data-bbox="151 1243 1141 1310" style="border: 1px solid black; height: 30px;"></div>	<b>No</b>
<b>8.</b>	<b>Energy Performance Certificate</b>	
	<p>Does your property have an Energy Performance Certificate, which is less than 10 years old?</p>	<b>Yes</b>
<b>9.</b>	<b>Issues that may have affected your property</b>	
<b>a.</b>	<p>Has there been any storm, flood, fire or other structural damage to your property while you have owned it?</p> <p><u>If you have answered yes</u>, is the damage the subject of any outstanding insurance claim?</p>	<p><b>No</b></p> <p><b>N/A</b></p>

b.	<p>Are you aware of the existence of asbestos in your property?</p> <p><u>If you have answered yes</u>, please give details:</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	No																								
10.	Services																									
a.	<p>Please tick which services are connected to your property and give details of the supplier:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Services</th> <th style="text-align: center;">Connected</th> <th style="text-align: left;">Supplier</th> </tr> </thead> <tbody> <tr> <td>Gas or liquid petroleum gas</td> <td style="text-align: center;"><input type="checkbox"/></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> </tr> <tr> <td>Water mains or private water supply</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><div style="border: 1px solid black; padding: 2px;">Scottish Water</div></td> </tr> <tr> <td>Electricity</td> <td style="text-align: center;"><input type="checkbox"/></td> <td><div style="border: 1px solid black; padding: 2px;">SSE</div></td> </tr> <tr> <td>Mains drainage</td> <td style="text-align: center;"><input type="checkbox"/></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> </tr> <tr> <td>Telephone</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><div style="border: 1px solid black; padding: 2px;">BT</div></td> </tr> <tr> <td>Cable TV or satellite</td> <td style="text-align: center;"><input type="checkbox"/></td> <td><div style="border: 1px solid black; padding: 2px;">Sky</div></td> </tr> <tr> <td>Broadband</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><div style="border: 1px solid black; padding: 2px;">BT</div></td> </tr> </tbody> </table>	Services	Connected	Supplier	Gas or liquid petroleum gas	<input type="checkbox"/>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Water mains or private water supply	<input checked="" type="checkbox"/>	<div style="border: 1px solid black; padding: 2px;">Scottish Water</div>	Electricity	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 2px;">SSE</div>	Mains drainage	<input type="checkbox"/>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Telephone	<input checked="" type="checkbox"/>	<div style="border: 1px solid black; padding: 2px;">BT</div>	Cable TV or satellite	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 2px;">Sky</div>	Broadband	<input checked="" type="checkbox"/>	<div style="border: 1px solid black; padding: 2px;">BT</div>	
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b.	<p><b>Is there a septic tank system at your property?</b></p> <p><u>If you have answered yes</u>, please answer the two questions below:</p> <p><b>(i) Do you have appropriate consents for the discharge from your septic tank?</b></p> <p><b>(ii) Do you have a maintenance contract for your septic tank?</b></p> <p><u>If you have answered yes</u>, please give details of the company with which you have a maintenance contract:</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	<p>No</p> <p>N/A</p> <p>N/A</p>																								



11.	Responsibilities for shared or common areas	
a.	<p>Are you aware of any responsibility to contribute to the cost of anything used jointly, such as the repair of a shared drive, private road, boundary, or garden area?</p> <p><u>If you have answered yes</u>, please give details:</p> <div data-bbox="150 445 1139 620" style="border: 1px solid black; height: 78px; width: 620px;"></div>	No
b.	<p>Is there a responsibility to contribute to repair and maintenance of the roof, common stairwell or other common areas?</p> <p><u>If you have answered yes</u>, please give details:</p> <div data-bbox="150 846 1139 1021" style="border: 1px solid black; height: 78px; width: 620px;"></div>	No
c.	<p>Has there been any major repair or replacement of any part of the roof during the time you have owned the property?</p>	No
d.	<p>Do you have the right to walk over any of your neighbours' property - for example to put out your rubbish bin or to maintain your boundaries?</p> <p><u>If you have answered yes</u>, please give details:</p> <div data-bbox="150 1382 1134 1556" style="border: 1px solid black; padding: 5px;"> <p>There is access connecting gardens at the back of the property. Generally I put the rubbish bins out through the property. Access is used when obtaining heating oil.</p> </div>	Yes
e.	<p>As far as you are aware, do any of your neighbours have the right to walk over your property, for example to put out their rubbish bin or to maintain their boundaries?</p> <p><u>If you have answered yes</u>, please give details:</p> <div data-bbox="150 1816 1131 1991" style="border: 1px solid black; padding: 5px;"> <p>There is access connecting gardens at the back of the property. Generally this is not used.</p> </div>	Yes

<p><b>f.</b></p>	<p>As far as you are aware, is there a public right of way across any part of your property (public right of way is a way over privately-owned)?</p> <p><u>If you have answered yes</u>, please give details:</p> <div data-bbox="150 342 1139 517" style="border: 1px solid black; height: 78px; width: 620px;"></div>	<p><b>No</b></p>
<p><b>12. Charges associated with your property</b></p>		
<p><b>a.</b></p>	<p>Is there a factor or property manager for your property?</p> <p><u>If you have answered yes</u>, please provide the name and address, and give details of any deposit held and approximate charges:</p> <div data-bbox="150 831 1139 1005" style="border: 1px solid black; height: 78px; width: 620px;"></div>	<p><b>No</b></p>
<p><b>b.</b></p>	<p>Is there a common buildings insurance policy?</p> <p><u>If you have answered yes</u>, is the cost of the insurance included in your monthly/annual factor's charges?</p>	<p><b>No</b></p> <p><b>N/A</b></p>
<p><b>c.</b></p>	<p>Please give details of any other charges you have to pay on a regular basis for the upkeep of common areas or repair works, for example to a residents' association, or maintenance or stair fund.</p> <div data-bbox="150 1453 1139 1628" style="border: 1px solid black; height: 78px; width: 620px;"></div>	

13.	Specialist works	
a.	<p>As far as you are aware, has treatment of dry rot, wet rot, damp or any other specialist work ever been carried out to your property? If you have answered yes, please say what the repairs were for, whether you carried out the repairs (and when) or if they were done before you bought the property:</p> <div data-bbox="151 454 1142 629" style="border: 1px solid black; padding: 5px;"> <p>A few areas of the back porch timber frame have been repaired of wet rot. A small section of one upstairs bedroom window timber frame was affected by wet rot and repaired. Repairs were carried out by myself.</p> </div>	Yes
b.	<p>As far as you were aware, has any preventative work for dry rot, wet rot, or damp, ever been carried out to your property? <u>If you have answered yes</u>, please give details:</p> <div data-bbox="151 864 1142 1039" style="border: 1px solid black; height: 78px;"></div>	No
c.	<p><u>If you have answered yes</u> to 13(a) or (b), do you have any guarantees relating to this work? <u>If you have answered yes</u> these guarantees will be needed by the purchaser and should be given to your solicitor as soon as possible for checking. If you do not have them yourself <u>please write below who has these documents</u> and your solicitor or estate agent will arrange for them to be obtained. You will also need to provide a description of the work carried out. This may be shown in the original estimate. Guarantees are held by:</p> <div data-bbox="151 1435 1142 1543" style="border: 1px solid black; height: 48px;"></div>	No



<p><b>14. Guarantees</b></p>	
<p><b>a.</b> Are there any guarantees or warranties for any of the following:</p> <ul style="list-style-type: none"> <li>(i) Electrical work</li> <li>(ii) Roofing</li> <li>(iii) Central heating</li> <li>(iv) National House Building Council (NHBC)</li> <li>(v) Damp course</li> <li>(vi) Any other work or installations (for example, cavity wall insulation, underpinning, indemnity policy)</li> </ul>	<p><b>No</b></p> <p><b>No</b></p> <p><b>No</b></p> <p><b>No</b></p> <p><b>No</b></p> <p><b>No</b></p>
<p><b>b.</b> If you have answered yes or 'with title deeds', please give details of the work or installations to which the guarantee(s) relate(s):</p> <div data-bbox="148 898 1142 1077" style="border: 1px solid black; height: 80px; width: 100%;"></div>	
<p><b>c.</b> Are there any outstanding claims under any of the guarantees listed above?</p> <p><u>If you have answered yes</u>, please give details:</p> <div data-bbox="148 1317 1142 1496" style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p><b>No</b></p>
<p><b>15. Boundaries</b></p>	
<p>So far as you are aware, has any boundary of your property been moved in the last 10 years?</p> <p><u>If you have answered yes</u>, please give details:</p> <div data-bbox="148 1787 1142 1966" style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p><b>No</b></p>

16.	Notices that affect your property	
	<p><b>In the past three years have you ever received a notice:</b></p> <p>a. advising that the owner of a neighbouring property has made a planning application?</p> <p>b. that affects your property in some other way?</p> <p>c. that requires you to do any maintenance, repairs or improvements to your property?</p> <p><u>If you have answered yes to any of a–c above, please give the notices to your solicitor or estate agent, including any notices which arrive at any time before the date of entry of the purchaser of your property.</u></p>	<p><b>No</b></p> <p><b>No</b></p> <p><b>No</b></p>

**Declaration by the seller(s)/or other authorised body or person(s)**

I/We confirm that the information in this form is true and correct to the best of my/our knowledge and belief.

Signature(s): Paul Drever

Date: 8/5/19