

Part 1 About the property

1. Full address of the property, including postcode

If you have an interest in more than one property, tell us about the other properties on a separate form LA1 or answer all the following questions on a separate sheet of paper.

Postcode

2. Please tell us what type of property it is.

House, bungalow or flat	<input type="checkbox"/>	Number of bedrooms	<input style="width: 100%;" type="text"/>
Block of houses or flats	<input type="checkbox"/>		
Shop or warehouse	<input type="checkbox"/>		
Land	<input type="checkbox"/>		<input style="width: 100%;" type="text" value="Acres / Hectares"/>
Please send an Ordinance Survey plan of the land showing boundaries.			
Other - please explain	<input type="checkbox"/>		<input style="width: 100%;" type="text"/>

3. Are you taking steps to dispose of the property or your share in it; for example, by selling it?

No

Yes Please tell us about this on a separate sheet of paper and send proof that the property is for sale such as estate agent's sale particulars.

If it is already for sale, when did you first take these steps? Date

4. Is the property subject to divorce or dissolution of a civil partnership proceedings?

For example, proceedings about the disposal of assets of the marriage / civil partnership.

No

Yes What stage have the proceedings reached? Please send details of any proposals, court orders or agreements affecting the property.

When did you leave the matrimonial home / home of the civil partnership

5. Do you intend to live in the property?

No

Yes When do you intend moving in?

What stops you living in it now?

6. What is your interest in the property?

Freehold

Leasehold How long is the lease for?

What date did the lease start?

How much is the rent or ground rent, excluding VAT?

Please send a copy of the tenancy agreement.

Other Please give details

7. Is there a mortgage or other charge on the property?

No

Yes How much is outstanding?

Please send a copy of the latest mortgage statement.

Are there any mortgage arrears secured on the property?

No

Yes How much are the arrears?

Is there any other debt secured on the property?

No

Yes How much is outstanding?

Please send a copy of the latest statements etc.

8. Has Planning Permission been granted for any proposed changes to the property? For example, the building of an extension.

No

Yes Please tell us about this on a separate sheet of paper.

9. Has Planning Permission been refused for any proposed changes to the property?

No

Yes Please tell us about this on a separate sheet of paper; what the plans were and why permission was refused.

10. Are there any legal restrictions on the property?

No

Yes Please tell us about this on a separate sheet of paper.

11. Are there any tenants living in the property or using it for business?

No

Yes Please us about them.

Names of all the tenants:

Amount of rent (excluding VAT) you should get and how often it is payable:

£		every
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Length of tenancy:

Date tenancy started:

/		/
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Please tick to tell us the type of tenancy. Please send copy of the tenancy agreement if you can.

Assured
 Assured shorthold
 Other residential tenancy

Protected business tenancy
 Other business tenancy

12. Please tell us about anyone else who

- lives in the property and who is not a tenant, or
- who uses it for business.

	Person 1	Person 2						
Name of occupier / user	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>						
Do they live there?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>						
Do they use it for business?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>						
How long have they occupied the property?	<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>						
Relationship to owner or tenant if any?	<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>						
Age if 60 or over or if under 19 and still in education	<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>						
Are they a lone parent?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>						
Are they sick or disabled?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>						
What social security benefits do they get, if any?	<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>						
What date was this benefit paid from?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Day</td> <td style="width: 33%; text-align: center;">Month</td> <td style="width: 33%; text-align: center;">Year</td> </tr> </table>	Day	Month	Year	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Day</td> <td style="width: 33%; text-align: center;">Month</td> <td style="width: 33%; text-align: center;">Year</td> </tr> </table>	Day	Month	Year
Day	Month	Year						
Day	Month	Year						

12. continued

	Person 3		Person 4	
Name of occupier / user	<input type="text"/>		<input type="text"/>	
Do they live there?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Do they use it for business?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
How long have they occupied the property?	<input type="text"/>		<input type="text"/>	
Relationship to owner or tenant if any?	<input type="text"/>		<input type="text"/>	
Age if 60 or over or if under 19 and still in education	<input type="text"/>		<input type="text"/>	
Are they a lone parent?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Are they sick or disabled?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
What social security benefits do they get, if any?	<input type="text"/>		<input type="text"/>	
What date was this benefit paid from?	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>	Day <input type="text"/>

13. Please tell us about the outgoings on the property

If someone else is responsible for any of the following items, please obtain their permission to tell us this information.

	Amount and how often it is paid	Name of person who pays it
Mortgage	£ <input type="text"/> every <input type="text"/>	<input type="text"/>
Ground Rent	£ <input type="text"/> every <input type="text"/>	<input type="text"/>
Council Tax or Business Rates	£ <input type="text"/> every <input type="text"/>	<input type="text"/>
Water charges	£ <input type="text"/> every <input type="text"/>	<input type="text"/>
Rent charges	£ <input type="text"/> every <input type="text"/>	<input type="text"/>
Please tell us about any other outgoings	<input type="text"/>	
	£ <input type="text"/> every <input type="text"/>	<input type="text"/>

Part 2 About jointly owned property

14. Do you jointly own the property with anyone?

No Go to **question 24** at the start of **Part 3**.

Yes Please tell us the names of all the owners

Names of owners who would be entitled to a share in the proceeds if the property was sold (the beneficiaries)

Names of legal owners of the property who **would not** be entitled to a share in the proceeds if the property was sold e.g. trustees or solicitors

15. Are you a joint tenant (joint owner in Scotland)?

This will apply to you if your share would increase automatically if one of the other owners were to unfortunately die.

No

Yes

16. Are you a tenant in common (common owner in Scotland)?

This may apply if the share is written down in a legal document. If it is written down, please send us a copy of the document.

No

Yes what is your share?

17. Did you buy the property?

No Please explain how the property came into your possession (eg. the property was left to you in a will; my son bought it for me)

Yes i) What was the original purpose for buying the property? (ie. the reason you originally bought it - as a home, an investment, etc.)

ii) Did you purchase the property yourself? (ie. did you finance the property from your own savings, or with a loan from a, building society, bank etc?) If not, please explain.

18. What is the property used for at the moment?

19. Would any of the other owners be willing and able to buy your share?

No

Yes

20. Would any of the other owners be willing to sell the property as a whole?

No

Yes

21. Are there any agreements between the owners about selling the property if one of the joint owners wanted to sell it?

No if one of the joint owners wanted to sell, would they be likely to take legal action to force a sale?

No
Yes

Yes Please explain on a separate sheet of paper

22. Has a share of the property ever been sold before?

No

Yes How much was it sold for?

£

/ /

When was it sold?

23. Are there any Court Orders which affect the way the property is sold?

For example, an order that the property must be sold as a whole.

If a court order is being pursued, tick **Yes**.

No

Yes Please tell us about this on a separate sheet of paper

Part 3 More about the property

24. Is there anything else that may affect the value of the property?

No

Yes

if yes please tell us about this in the box below

For example

- the interior is derelict or sub-standard
- restrictions on its sale
- shared access or difficulties or restrictions on access
- if services are provided
- if a smallholding or land for personal use is attached to it (in addition to any garden)
- if it is occupied only in part (tell us which part)

25. What is your estimate of the value of the property at the date on the front of this form?

£

26. Do you give us permission to arrange for the property to be valued by an independent valuer, if necessary?

No if No please tell us why

Yes

Remember that any valuation will be done from the outside only, in accordance with the Royal Institute of Chartered Surveyors (RICS) guidelines. It is important that you give us as much information about the property as possible so that we can get an accurate valuation

Part 4 Your declaration

I understand that if I give information that is incorrect or incomplete, I may be liable to prosecution or other action.

I declare that the information I have given on this form is correct and complete

Your Signature

Date