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Conveyancing Questionnaire - Purchase



Please reply to the questions below and return to me as soon as possible.

- 1 Please confirm your full names including forenames and title.
- 2 Please confirm your daytime and evening contact telephone numbers (including work and or mobile numbers).

- 3 If you intend corresponding by E-mail please supply your E-mail address.
- 4 Please provide details of any estate agents involved. If any preliminary deposits have been paid to the estate agents or anyone else please let me know.
- 5 Have any other terms been discussed for example fixtures and fittings or likely completion dates? If so then please advise me.
- 6 Do you have a related sale which has to be synchronised with this transaction? If so please supply me with details.
- 7 Please let us have your National Insurance Number(s). Please read the section **Stamp Duty Land Tax** in our leaflet "Conveyancing General Information"
- 8 What do you intend to use the property for, now and in the future? (Relevant to planning and any restrictions in the title). Please provide me with details of any improvements that you may have planned for the property.
- 9 How will the purchase price be financed? Please advise us of the source of the purchase monies and

provide us with evidence of the source such as bank statements and/or bank/building society passbooks. Money Laundering regulations require that we check this.

- 10 If a mortgage is required please confirm that you have put in hand your mortgage application and provide me with full details of the mortgage and any financial adviser arranging the mortgage on your behalf. Please note that additional disbursements are payable if you are having a mortgage. These are set out in questions 18 and 20 of this questionnaire.
- 11 If a mortgage is required then please confirm that the difference between the amount of the mortgage and the purchase price will be paid from your own resources without further borrowing.
- 12 To avoid delays on the day of completion we request receipt of your mortgage monies from your mortgagee one working day before completion. Your mortgagee may however charge you additional interest for this.
- 13 How much will you have available as a deposit on exchange of contracts?

The contract will provide for a 10% deposit.

14 Please advise whether you wish to purchase the property as Joint Tenants or Tenants in Common. Please see our leaflet "Conveyancing General Information" which explains the difference. We will confirm this with you again following exchange of contracts

15 If you wish to purchase as Tenants in Common in unequal shares because one of you is making a larger contribution to the purchase price (paying the whole deposit or the legal fees for example), we strongly recommend that you instruct us to prepare a Declaration of Trust setting out your respective contributions to the purchase price of the property. We shall need details of the amounts of your respective contributions to the purchase price. We make an additional charge of £100 plus VAT for the preparation of a Declaration of Trust.

16 Please advise me whether you are currently in rented accommodation. If so please advise me of the amount of notice required to end the tenancy. I strongly advise you not to hand in your notice until contracts are exchanged.

17 Are you aware of any additions or alterations that have been carried out to the property that you are intending to purchase since its original construction which may have required planning permission and/or building regulations approval? If so please give me details and estimate when these works were carried out.

18 Under the Environmental Protection Act 1990, an owner of land which is designated as “contaminated” as a result of its past use, can be liable for the cost of cleaning up the contamination. This is true even if the owner did not originally cause the contamination. The clean up costs can be very substantial.

Local Authorities (Councils) now have duty to compile registers of contaminated land. They will not actually test property, which is the only way to be certain whether or not there is any contamination present, but will probably use their planning records. At present, none of the Local Authorities in Cornwall have compiled registers.

I attach a copy of a very basic Neighbourhood Environmental Search undertaken against the postcode of the property that you are purchasing. This is a free report that I have obtained from the Internet. Please read the report carefully, in particular the sections headed landfill, waste, and pollution. You will see from the last page of the report that Homecheck offer a Homecheck Professional Residential Report for £34.08 including VAT. This report will also reveal other information about the property and the surrounding areas such as the position of known landfill sites, floodplains industrial history and radio masts.

Homecheck also offer an Insurance Policy for a one off premium of £50 including IPT (less than ½ acre) or £80 including IPT (between ½ and 3 acres). The policy covers (a) all the legal costs incurred to take legal proceedings to ensure that any pollution (defined by the Environmental Acts 1995 and 1990) discovered on the land is successfully cleaned up (b) defence in legal proceedings resulting from any pollution discovered on the land the property resides in and (c) in the event that legal action proves unsuccessful, the cost of cleaning up the pollution on your land and the loss of value to this property up to £1 million.

They also offer a combined package of an environmental report and insurance policy for £77.55 including VAT and IPT (less than ½ acre) or £110.45 including VAT & IPT (more than ½ acre, less than 3 acres)

You should note that only if land insurance is taken out at the same time as the Residential Report will it also cover risks found by the search.

There is also a “know your neighbour” report available at a cost of £29.38. Each of the searches we do centres on the property you are buying and will not tell us about adjoining properties. The know your neighbour report includes local neighbourhood statistics, a list of planning applications within the last five years for a 250 m radius and an aerial photograph.

IF YOU ARE PURCHASING WITH A MORTGAGE WE WILL HAVE TO UNDERTAKE AN ENVIRONMENTAL SEARCH OF THE PROPERTY AS A CONDITION OF YOUR MORTGAGE.

PLEASE INDICATE BELOW WHETHER YOU PREFER OPTION (a) (b) OR (c) BELOW

If you do not require a mortgage to complete your purchase, which, if any, of the following options would you like me to undertake?:-

a) The Homecheck Professional Residential Report? YES/NO
The cost - £34.08

b) The Homecheck Land Insurance? YES/NO
The cost - £50.00 / £80.00

c) The Homecheck Package Professional Residential Report combined with insurance? YES/NO
The cost - £77.55 / £110.45

19 Whether or not you need a mortgage would you like a Know your Neighbour report – cost £29.38? YES/NO

20 Local Authorities no longer give any information regarding water supply and drainage. We recommend a Water and Drainage Search with the local water authority. This will ascertain whether the property is connected to mains water and drainage, the point of connection to the water main and main sewer. We can then advise you on the extent of any private water or drainage pipes for which you may be liable. We can also check that the property has adequate legal rights for any water and drainage pipes serving the property and which may pass under a neighbouring property.

The cost of a Water and Drainage Search depends on the Water Authority serving the property. South West Water currently charges £54.18.

IF YOU ARE HAVING A MORTGAGE WE WILL HAVE TO UNDERTAKE A WATER AND DRAINAGE SEARCH AS A CONDITION OF YOUR MORTGAGE.

If you do not require a mortgage to complete your purchase, would you like me to undertake a water and drainage search?

21 Who will live at the property, now and in the future?

22 Are there any specific matters that you wish me to raise with the sellers solicitors?

23 Is there anything else that you feel that I should know?

SIGNED

NAME (S) (IN BLOCK CAPITALS)

DATE/...../.....

(Revised 03/09/04 HD)