

**SUPPLEMENTAL INFORMATION &
UTILITIES QUESTIONNAIRE**

To:	LUCAS & CO	REF:
Seller/s:		
Property:		

NOTE TO SELLER

Below are some general questions that buyers' Solicitors typically ask. We are sending this questionnaire to you now in an effort to save time on your transaction.

<p><u>Central Heating</u></p> <p>1. If there is central heating:-</p> <p>1.1. How old is it?</p> <p>1.2. When was it last serviced?</p> <p>1.3. Please supply details of any service contract.</p> <p>1.4. If it is oil fired, is that any surplus oil included in the sale?</p>	
<p><u>Telephones</u></p> <p>2. As to telephones:</p> <p>2.1. Do you intend to transfer the telephone number to a new address? If not, the buyer may wish to take the line over, so please confirm the number.</p> <p>2.2. Do you own the telephone receivers and any other equipment? If so, please specify receivers and other equipment you will be removing.</p> <p>2.3. Please confirm that you will not apply for disconnection of the service.</p>	

<p><u>Council Tax</u></p> <p>3. How much is currently payable by way of Council Tax? Please supply a copy of the latest demand.</p>	
<p><u>Electrical Wiring</u></p> <p>4. With regard to the electric wiring, when was:</p> <p>4.1. the property last re-wired?</p> <p>4.2. the electrical system last inspected or tested and with what result?</p>	
<p><u>Burglar Alarm</u></p> <p>5. If there is a burglar alarm at the property:</p> <p>5.1. Is it your sole property?</p> <p>5.2. Will it be left for the benefit of the buyer?</p> <p>5.3. Is there any service contract or guarantee, and if so, please supply copies/details.</p>	

UTILITES INFORMATION

<p><u>Rubbish Collection Arrangements</u></p> <p>1. Is the property supplied with black bin bags and/or wheelie bins by the local Council?</p> <p>2. On what days is the rubbish usually collected?</p> <p>4. Where are the bins/bags left for collection?</p>	
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<p><u>Meters/Switches</u></p> <ol style="list-style-type: none">1. Where are the following located:2. Electricity meter?3. Gas meter?4. Water meter?5. Mains water stop-cock?6. Fuse box/trip switches?	
<p><u>Keys</u></p> <ol style="list-style-type: none">1. Please confirm that a complete set of all keys, including window locks will be made available to the buyer on completion.2. If any keys are missing, please confirm that they will be replaced at your cost.	
<p><u>Utilities Details</u></p> <ol style="list-style-type: none">1. Please complete the attached Utilities Details Form.	

UTILITES DETAILS

GAS

Name:

Address:

Reference:

Telephone No.:

ELECTRICITY

Name:

Address:

Reference:

Telephone No.:

WATER BOARD

Name:

Address:

Reference:

Telephone No:

RATING AUTHORITY

Name:

Address:

Reference:

Telephone No:

You must have all your meters read at the completion day and all the authorities will need to know a forwarding address for you. If you are purchasing a new property then you should read the meters of that property on your day of purchase as well.

Signed..... Signed.....

Dated..... Dated.....