



Home Information Pack Application

Please complete the form below and return with your payment and any required documentation.

Name of owners:		
Address:		
Postcode:		
Contact name:		
Contact telephone:		
Capacity of seller:	Owner or owners	
	Representative of owner who has died	
	Representative with authority to sell for a living owner	
	Other please state:	
Name of Estate Agent:		
*Is the property leasehold:	Yes / No	

*Leasehold

For any properties which are leasehold you will need to provide the following:

	Enclosed	To follow	N/A
A copy of the lease:			
Name and address of Landlord & Managing Agents:			
Service Charge statements over last 36 months:			
Financial requests made by Landlord over last 12 months:			
Regulations or rules made under the lease:			
Proposed amendments to the lease:			
Summary of proposed building works:			