Beat The Property Agent

Freehold Seller Property Information Questionnaire

Prepare It Properly. Disclose It Early. Sell With Fewer Surprises.

Selling a freehold property should not begin with simply putting it online.

The BTPA Blueprint™ encourages sellers to gather important information, documents and evidence before marketing begins, so buyers can make better-informed decisions and the conveyancing process can get underway with fewer avoidable delays.

This questionnaire is designed to help a freehold seller prepare key property information in advance.

It does not replace the TA6 Property Information Form, title documents, searches, surveys, conveyancing enquiries or legal advice. Your conveyancer should review the information and supporting documents before the sale becomes legally binding.

PART 1 — PROPERTY & OWNERSHIP

1. Property Details

1.1 Property address

Address line 1: _____

Address line 2: _____

Town/City: _____

County: _____

Postcode: _____

1.2 Unique Property Reference Number (UPRN), if known: _____

1.3 Property type

- ☐ Detached
- ☐ Semi-detached
- ☐ Terraced
- ☐ End terrace
- ☐ Bungalow
- ☐ Cottage
- ☐ Other: _____

1.4 Is the property freehold?

- ☐ Yes
- ☐ No
- ☐ Unknown

1.5 Is the property freehold with any common or privately managed areas?

- [ ] Yes
- [ ] No
- [ ] Unknown

If yes, complete Part 4.

PART 2 — LEGAL OWNERSHIP

2. Who Owns the Property?

2.1 Full name(s) of registered owner(s)

2.2 Is every registered owner participating in the sale?

- [ ] Yes
- [ ] No
- [ ] Unknown

If no, explain:

2.3 Is the property registered with HM Land Registry?

- [ ] Yes
- [ ] No
- [ ] Unknown

2.4 Title number, if known:

_____

2.5 Is a copy of the title register available?

- [ ] Yes
- [ ] No
- [ ] To follow

2.6 Is a copy of the title plan available?

- [ ] Yes
- [ ] No
- [ ] To follow

2.7 Is any part of the property, garden, garage, parking area or access not included within the registered title?

- [ ] Yes
- [ ] No
- [ ] Unknown

If yes, provide details.

PART 3 — OCCUPATION

3. Who Lives at the Property?

3.1 Is the property currently occupied?

- [ ] Yes
- [ ] No

3.2 Who occupies the property?

- [ ] Seller only
- [ ] Seller and family
- [ ] Tenant(s)
- [ ] Lodger(s)
- [ ] Relative(s)
- [ ] Other: _____

3.3 Will all occupants vacate before completion?

- [ ] Yes
- [ ] No
- [ ] Unknown

3.4 Does anyone occupying the property have any right or claim to remain after completion?

- [ ] Yes
- [ ] No
- [ ] Unknown

If yes, provide details.

PART 4 — ESTATE OR MANAGEMENT CHARGES

4. Freehold Doesn't Always Mean Charge-Free

Complete this section if the property contributes towards the maintenance of shared or privately managed land, roads, landscaping, drainage, communal areas or other facilities.

4.1 Is there an estate management company or managing agent?

- [ ] Yes
- [ ] No

If yes:

Name: _____

Contact details: _____

4.2 Is an estate charge, service charge or maintenance charge payable?

- [ ] Yes
- [ ] No

4.3 Current annual charge: (£) _____

4.4 What does the charge cover?

- [ ] Roads
- [ ] Landscaping
- [ ] Lighting
- [ ] Drainage
- [ ] Play areas
- [ ] Communal spaces
- [ ] Private sewers
- [ ] Gates/security
- [ ] Other: _____

4.5 Has the charge increased significantly during your ownership?

- [ ] Yes
- [ ] No

If yes, provide details.

4.6 Are all charges currently paid up to date?

- [ ] Yes
- [ ] No

4.7 Are any additional charges anticipated?

- [ ] Yes
- [ ] No
- [ ] Unknown

If yes, provide details.

> BTPA BUYER CHECK
> A property can be legally freehold and still have ongoing private estate charges.
> These should be disclosed clearly before a buyer proceeds.

PART 5 — PRICE & COUNCIL TAX

5. Basic Financial Information

5.1 Council Tax band: _____

5.2 Is the property currently subject to any Council Tax premium or exemption?

- [ ] Yes
- [ ] No

If yes, explain.

5.3 Asking price: (£) _____

5.4 Has the property been professionally valued?

- [ ] Yes
- [ ] No

If yes:

Valuer: _____

Date: _____

Valuation: (£) _____

PART 6 — PROPERTY CONSTRUCTION

6. What Is the Property Built From?

6.1 Approximate year of construction: _____

6.2 Main construction

- [ ] Traditional brick/block
- [ ] Stone
- [ ] Timber frame
- [ ] Concrete
- [ ] Steel frame
- [ ] Prefabricated
- [ ] Other: _____
- [ ] Unknown

6.3 Roof construction/material

6.4 Is any part of the property of non-standard construction?

- [ ] Yes
- [ ] No
- [ ] Unknown

If yes, provide details.

6.5 Is there any spray foam insulation?

- [ ] Yes
- [ ] No
- [ ] Unknown

6.6 Is there any known asbestos within the property?

- [ ] Yes
- [ ] No
- [ ] Unknown

PART 7 — ALTERATIONS & IMPROVEMENTS

7. What Has Changed?

7.1 Have any extensions, structural alterations or significant improvements been made?

- [ ] Yes
- [ ] No

Examples may include:

- [ ] Extensions
- [ ] Loft conversions
- [ ] Garage conversions
- [ ] Removal of walls
- [ ] New bathrooms
- [ ] Conservatories
- [ ] New windows or doors
- [ ] New roof
- [ ] New electrical systems
- [ ] Heating upgrades
- [ ] Outbuildings
- [ ] Change of use

If yes, list the works:

7.2 Were planning permissions required?

- [ ] Yes
- [ ] No
- [ ] Unknown

7.3 Were they obtained?

- [ ] Yes
- [ ] No
- [ ] Not applicable
- [ ] Unknown

7.4 Was Building Regulations approval required?

- [ ] Yes
- [ ] No
- [ ] Unknown

7.5 Was approval/completion certification obtained?

- [ ] Yes
- [ ] No
- [ ] Not applicable
- [ ] Unknown

7.6 Are certificates and approvals available?

- [ ] Yes
- [ ] No
- [ ] Partially

7.7 Is any work unfinished?

- [ ] Yes
- [ ] No

If yes, explain.

PART 8 — RESTRICTIONS & COVENANTS

8. Are There Rules Affecting the Property?

8.1 Is the property subject to any restrictive covenants?

- [ ] Yes
- [ ] No
- [ ] Unknown

If yes, provide details.

8.2 Are there restrictions on:

Extensions

- [ ] Yes
- [ ] No
- [ ] Unknown

Alterations

- [ ] Yes
- [ ] No
- [ ] Unknown

Running a business

- [ ] Yes
- [ ] No
- [ ] Unknown

Parking commercial vehicles

- [ ] Yes
- [ ] No
- [ ] Unknown

Keeping caravans/motorhomes

- [ ] Yes
- [ ] No
- [ ] Unknown

Animals/livestock

- [ ] Yes
- [ ] No
- [ ] Unknown

Building additional structures

- [ ] Yes
- [ ] No
- [ ] Unknown

Use of the property

- [ ] Yes
- [ ] No
- [ ] Unknown

8.3 Have you ever breached or been accused of breaching a restriction or covenant?

- [ ] Yes
- [ ] No

If yes, explain.

PART 9 — RIGHTS, EASEMENTS & ACCESS

9. Who Has Rights Over What?

9.1 Does your property benefit from rights over neighbouring land?

- [ ] Yes
- [ ] No
- [ ] Unknown

Examples:

- [ ] Vehicle access
- [ ] Pedestrian access
- [ ] Parking
- [ ] Drainage
- [ ] Maintenance access
- [ ] Shared driveway

If yes, provide details.

9.2 Do neighbours or third parties have rights over your property?

- [ ] Yes
- [ ] No
- [ ] Unknown

If yes, provide details.

9.3 Is there a shared driveway?

- [ ] Yes
- [ ] No

9.4 Is there a shared access route?

- [ ] Yes
- [ ] No

9.5 Is there a public right of way across the property or land?

- [ ] Yes
- [ ] No
- [ ] Unknown

9.6 Has anyone ever disputed access rights?

- [ ] Yes
- [ ] No

If yes, explain.

PART 10 — BOUNDARIES

10. Where Does the Property End?

10.1 Do you know which boundaries you are responsible for?

- [ ] Yes
- [ ] No
- [ ] Partially

10.2 Have the boundaries changed during your ownership?

- [ ] Yes
- [ ] No

10.3 Have you bought or sold any adjoining land?

- [ ] Yes
- [ ] No

10.4 Is the physical boundary consistent with the title plan?

- [ ] Yes
- [ ] No
- [ ] Unknown

10.5 Have there been any boundary disputes?

- [ ] Yes
- [ ] No

10.6 Have you received any Party Wall Act notices?

- [ ] Yes
- [ ] No

If yes, upload/provide copies.

PART 11 — PARKING

11. Parking Arrangements

11.1 What parking is available?

- [ ] Driveway
- [ ] Garage
- [ ] Carport
- [ ] Allocated space
- [ ] On-street parking
- [ ] Permit parking
- [ ] Shared parking
- [ ] No parking
- [ ] Other: _____

11.2 Is the parking wholly within the title?

- [ ] Yes
- [ ] No
- [ ] Unknown

11.3 Is any parking dependent on rights over someone else's land?

- [ ] Yes
- [ ] No
- [ ] Unknown

11.4 Are there parking restrictions?

- [ ] Yes
- [ ] No

If yes, explain.

11.5 Is EV charging installed?

- [ ] Yes
- [ ] No

If yes, provide details.

PART 12 — UTILITIES & SERVICES

12. What's Connected?

Please confirm which services are connected.

Electricity

- [ ] Mains
- [ ] Private supply
- [ ] Other

Supplier: _____

Gas

- [ ] Mains
- [ ] LPG
- [ ] Oil
- [ ] None

Supplier: _____

Water

- [ ] Mains
- [ ] Private supply

Drainage

- [ ] Public sewer
- [ ] Septic tank
- [ ] Treatment plant
- [ ] Cesspit/cesspool
- [ ] Other

Broadband

Provider: _____

Connection type: _____

Approximate speed: _____

Mbps

Mobile Signal

Are there known mobile signal issues?

- [ ] Yes
- [ ] No

If yes, provide details.

PART 13 — HEATING

13. Heating & Hot Water

13.1 Main heating type

- [ ] Gas central heating
- [ ] Electric
- [ ] Oil
- [ ] LPG
- [ ] Heat pump
- [ ] Biomass
- [ ] Solar
- [ ] Other

13.2 Approximate installation date:

13.3 Last service date:

13.4 Is the heating system in working order?

- [ ] Yes
- [ ] No

13.5 Are service records available?

- [ ] Yes
- [ ] No

13.6 Is any heating equipment leased or financed?

- [ ] Yes
- [ ] No

If yes, provide details.

PART 14 — ELECTRICS

14. Electrical Information

14.1 Has the property been rewired during your ownership?

- [ ] Yes
- [ ] No
- [ ] Unknown

14.2 When was the electrical installation last inspected?

14.3 Is an Electrical Installation Condition Report available?

- [ ] Yes
- [ ] No

14.4 Have solar panels been installed?

- [ ] Yes
- [ ] No

If yes:

Year installed: _____

Owned outright?

- [ ] Yes
- [ ] No

Are there any finance agreements?

- [ ] Yes
- [ ] No

Is any part of the roof subject to a lease or agreement with a solar provider?

- [ ] Yes
- [ ] No
- [ ] Unknown

PART 15 — DRAINAGE & WATER

15. Drainage

15.1 Is the property connected to a public sewer?

- [ ] Yes
- [ ] No

If no:

- [ ] Septic tank
- [ ] Treatment plant
- [ ] Cesspit
- [ ] Other

15.2 Is the system shared with another property?

- [ ] Yes
- [ ] No

15.3 Is any part located on someone else's land?

- [ ] Yes
- [ ] No

15.4 Is access required over third-party land for servicing?

- [ ] Yes
- [ ] No

15.5 When was the system last serviced or emptied?

PART 16 — FLOODING & ENVIRONMENTAL ISSUES

16. Environmental History

16.1 Has the property ever flooded during your ownership?

- ☐ Yes
- ☐ No

If yes:

Source: _____

Date(s): _____

Extent: _____

16.2 Is the property known to be at risk from:

- ☐ River flooding
- ☐ Surface water
- ☐ Groundwater
- ☐ Coastal flooding
- ☐ Sewer flooding
- ☐ Other
- ☐ None known

16.3 Have flood prevention measures been installed?

- ☐ Yes
- ☐ No

16.4 Is the property known to be affected by:

- ☐ Subsidence
- ☐ Mining activity
- ☐ Radon
- ☐ Coastal erosion
- ☐ Quarrying
- ☐ Fracking
- ☐ Excessive noise
- ☐ Contaminated land
- ☐ Other environmental issue

If yes, provide details.

PART 17 — STRUCTURAL & CONDITION INFORMATION

17. Known Problems

17.1 Has the property ever experienced subsidence or structural movement?

- [ ] Yes
- [ ] No
- [ ] Unknown

17.2 Has the property ever suffered from:

- [ ] Damp
- [ ] Wet rot
- [ ] Dry rot
- [ ] Timber decay
- [ ] Structural cracking
- [ ] Roof leaks
- [ ] Water ingress
- [ ] Drainage issues
- [ ] Japanese knotweed/invasive species
- [ ] Other significant defect

If yes, provide details.

17.3 Has remedial work been carried out?

- [ ] Yes
- [ ] No

If yes:

What work?

When?

By whom?

Guarantee available?

- [ ] Yes
- [ ] No

PART 18 — INSURANCE

18. Insurance History

18.1 Is the property currently insured?

- [ ] Yes
- [ ] No

18.2 Has buildings insurance ever been:

- [ ] Refused?
- [ ] Cancelled?
- [ ] Subject to unusually high excesses?
- [ ] Subject to unusual restrictions?
- [ ] Subject to a significant premium increase?
- [ ] Yes
- [ ] No

If yes, explain.

18.3 Have any insurance claims been made during your ownership?

- [ ] Yes
- [ ] No

If yes:

Date: _____

Reason: _____

Outcome: _____

PART 19 — DISPUTES & COMPLAINTS

19. Neighbours & Other Disputes

19.1 Have there been any disputes or complaints involving neighbours?

- [ ] Yes
- [ ] No

19.2 Has there been any dispute concerning:

- [ ] Boundaries
- [ ] Noise
- [ ] Parking
- [ ] Access
- [ ] Trees
- [ ] Drainage
- [ ] Shared facilities
- [ ] Planning
- [ ] Pets
- [ ] Anti-social behaviour
- [ ] Other

If yes, provide details.

19.3 Is there anything which may reasonably lead to a future dispute?

- [ ] Yes
- [ ] No
- [ ] Unknown

If yes, explain.

PART 20 — NOTICES & PROPOSALS

20. Anything Affecting the Property?

20.1 Have you received notice of any:

- [ ] Planning application
- [ ] Highway proposal
- [ ] Compulsory purchase
- [ ] Infrastructure scheme
- [ ] Required repairs
- [ ] Party wall works
- [ ] Enforcement action
- [ ] Listed building matter
- [ ] Conservation matter
- [ ] Drainage/sewer works
- [ ] Other legal notice
- [ ] Yes
- [ ] No

If yes, provide details.

20.2 Are you aware of major development proposals nearby that could affect the property?

- [ ] Yes
- [ ] No

If yes, provide details.

PART 21 — PLANNING & LOCAL RESTRICTIONS

21. Planning Status

21.1 Is the property listed?

- [ ] Yes
- [ ] No
- [ ] Unknown

If yes:

Grade:

21.2 Is it within a conservation area?

- [ ] Yes
- [ ] No
- [ ] Unknown

21.3 Is the property subject to an Article 4 Direction?

- [ ] Yes
- [ ] No
- [ ] Unknown

21.4 Are any trees protected by Tree Preservation Orders?

- [ ] Yes
- [ ] No
- [ ] Unknown

21.5 Are there any known planning breaches or unresolved planning issues?

- [ ] Yes
- [ ] No

PART 22 — ENERGY EFFICIENCY

22. EPC & Improvements

22.1 Current EPC rating:

22.2 EPC expiry date:

22.3 Have energy-efficiency improvements been carried out?

- [ ] Insulation
- [ ] Double/triple glazing
- [ ] Solar panels
- [ ] Heat pump
- [ ] New boiler
- [ ] Smart heating
- [ ] Other

22.4 Is the property subject to any Green Deal or other financed improvement arrangement?

- [ ] Yes
- [ ] No
- [ ] Unknown

If yes, provide details of any ongoing payments or obligations.

PART 23 — FIXTURES & FITTINGS

23. What's Staying?

The seller should identify whether significant items are:

- [ ] Included
- [ ] Excluded
- [ ] Available by separate negotiation

This may include:

- [ ] Kitchen appliances
- [ ] Light fittings
- [ ] Curtains/blinds
- [ ] Built-in furniture
- [ ] Garden structures
- [ ] Greenhouses
- [ ] Sheds
- [ ] EV chargers
- [ ] Security systems
- [ ] Satellite equipment
- [ ] Other items

A formal Fixtures and Fittings form may still be required by the conveyancer.

PART 24 — GUARANTEES & WARRANTIES

24. Documents That May Help the Sale

Are any guarantees or warranties available for:

- [ ] Roof works
- [ ] Windows/doors
- [ ] Damp proofing
- [ ] Timber treatment
- [ ] Boiler
- [ ] Heating system
- [ ] Electrical work
- [ ] Solar panels
- [ ] Heat pump
- [ ] Building work
- [ ] Foundations
- [ ] New build warranty
- [ ] Drainage works
- [ ] Other
- [ ] Yes
- [ ] No

If yes, upload/provide copies.

PART 25 — MATERIAL INFORMATION

25. Anything Else a Buyer Should Know?

25.1 Is there any fact, issue, liability, restriction, cost or circumstance relating to the property that you believe could affect a buyer's decision to view, offer on or purchase the property?

- [ ] Yes
- [ ] No

If yes:

25.2 Has anything changed since this questionnaire was completed?

- [ ] Yes
- [ ] No

If yes, update the relevant section immediately.

PART 26 — BTPA DOCUMENT READINESS

Seller Document Checklist

- [ ] Title register
- [ ] Title plan
- [ ] EPC
- [ ] Planning permissions
- [ ] Building Regulation approvals
- [ ] Completion certificates
- [ ] FENSA/CERTASS certificates
- [ ] Electrical certificates
- [ ] Boiler/heating service records
- [ ] Guarantees/warranties
- [ ] Solar panel documents
- [ ] Drainage/septic tank documents
- [ ] Party Wall documentation
- [ ] Restrictive covenant information
- [ ] Estate management information
- [ ] Estate/service charge statements
- [ ] Insurance claim information
- [ ] Relevant notices
- [ ] Alteration documentation
- [ ] Any other material property documents

PART 27 — THE BTPA FREEHOLD SNAPSHOT™

This section can be used to surface the most important information on the property listing.

Property at a Glance

Tenure: Freehold

Council Tax band:

Estate charge: (£)

per year / None

Restrictive covenants identified: Yes / No / Unknown

Shared access: Yes / No

Shared drainage: Yes / No

Known flood history: Yes / No

Known structural issues: Yes / No

Major alterations: Yes / No

Approvals available: Yes / No / N/A

EPC rating:

Solar panels: Yes / No

Private drainage: Yes / No

Known disputes: Yes / No

Material information disclosed: Yes / No

Supporting documents available: Complete / Partially complete / Pending

PART 28 — SELLER DECLARATION

I confirm that the information provided within this questionnaire is accurate to the best of my knowledge.

I understand that:

- [ ] information should not knowingly be omitted where it could affect a buyer's decision;
- [ ] supporting documents should be provided wherever available;
- [ ] information may need to be verified by conveyancers, surveyors, local authorities, HM Land Registry or other qualified professionals;
- [ ] this questionnaire does not replace the formal conveyancing process;
- [ ] if any information changes before completion, I should update it promptly.

Seller name:

Signature:

Date:

THE BTPA BLUEPRINT™ PRINCIPLE

Preparation Before Promotion.

A buyer should not have to wait until weeks into conveyancing to discover:

A boundary problem. A restrictive covenant. Missing building certificates. A private drainage system. An estate charge. A neighbour dispute. An access issue. A history of flooding.

Bring the information forward.

Prepare it. Disclose it. Understand it. Then proceed.

Your Property. Your Rules. Your Way.

Important Information

The BTPA Blueprint™ Freehold Seller Property Information Questionnaire is intended to support early preparation, disclosure and buyer understanding.

It does not constitute legal advice, a survey, valuation, title report or substitute for formal conveyancing documentation.

Sellers should provide accurate information to the best of their knowledge and instruct a qualified conveyancer as early as possible.

Buyers should carry out their own due diligence and obtain appropriate legal, financial and surveying advice before becoming legally committed to a purchase.