Beat The Property Agent™

The BTPA Commercial Property Information Questionnaire

Preparation before promotion. Bring the information forward.

This questionnaire does not replace formal legal enquiries, searches, surveys, due diligence or professional advice.

PART 1 — PROPERTY DETAILS

1.1 Property address:

1.2 UPRN, if known: (UPRN Search - FindMyAddress)

1.3 Property type:

☐ Office ☐ Retail ☐ Industrial ☐ Warehouse/logistics ☐ Hospitality ☐ Leisure
☐ Healthcare ☐ Mixed-use ☐ Development site/land
☐ Agricultural/rural commercial ☐ Other: _____

1.4 Approximate site area:

1.5 Approximate building floor area: _____ sq ft / sq m

1.6 Basis of measurement/source:

1.7 Asking price: £_____

1.8 Is the sale for:

☐ Whole property ☐ Part of property ☐ Land only ☐ Investment interest
☐ Other: _____

PART 2 — OWNERSHIP & TENURE

2.1 Tenure:

☐ Freehold ☐ Leasehold ☐ Long leasehold ☐ Commonhold ☐ Mixed tenure
☐ Other ☐ Unknown

2.2 Registered owner(s):

2.3 HM Land Registry title number(s), if known:

2.4 Are title register and title plan available?

☐ Yes ☐ No ☐ Requested

2.5 Is all land/buildings being marketed contained within the registered title?

☐ Yes ☐ No ☐ Unknown

If no, explain: _____

2.6 Are there any mortgages, charges or other securities affecting the property?

☐ Yes ☐ No ☐ Unknown

2.7 Are there any ransom strips, title discrepancies, possessory-title issues or unregistered areas known to the seller?

☐ Yes ☐ No ☐ Unknown

If yes, provide details.

PART 3 — LEASEHOLD INFORMATION

Complete where the interest being sold is leasehold.

3.1 Original lease term: _____ years

3.2 Lease commencement date: _____

3.3 Lease expiry date: _____

3.4 Remaining term: _____ years

3.5 Current rent payable: £_____ per annum

3.6 Next rent review date: _____

3.7 Basis of rent review: _____

3.8 Service charge: £_____ per annum

3.9 Insurance contribution: £_____

3.10 Other compulsory charges: £_____

3.11 Are there restrictions on assignment?

☐ Yes ☐ No ☐ Unknown

3.12 Is landlord's consent required to sell/assign the lease?

☐ Yes ☐ No ☐ Unknown

3.13 Are there restrictions concerning alterations, use, subletting or sharing occupation?

☐ Yes ☐ No ☐ Unknown

Provide details: _____

3.14 Are all rent, service charge and other sums currently paid up to date?

☐ Yes ☐ No ☐ Unknown

PART 4 — OCCUPATION & TENANCIES

Who occupies the property?

4.1 Current occupational status:

☐ Vacant ☐ Owner occupied ☐ Fully let ☐ Partially let ☐ Multiple occupiers

☐ Licence/concession arrangements ☐ Other

If the property is completely vacant and will be sold with vacant possession, proceed to Part 5.

For each occupier, provide:

Tenant/occupier: _____

Area occupied: _____

Lease/licence commencement: _____

Contractual expiry: _____

Current annual rent: £_____

Next rent review: _____

Break date(s): _____

Rent deposit: £_____

Service charge contribution: £_____

Insurance contribution: £_____

Security of tenure position, if known: _____

4.2 Are there any rent-free periods, concessions, side letters or other agreements affecting the rent actually received?

☐ Yes ☐ No

4.3 Are there any rent arrears?

☐ Yes ☐ No

Amount: £_____

4.4 Are there disputes with any tenant/occupier?

☐ Yes ☐ No

4.5 Have any notices been served by or upon a tenant?

☐ Yes ☐ No

4.6 Are any lease renewals, surrenders, variations or negotiations currently underway?

☐ Yes ☐ No

4.7 Is vacant possession promised for any currently occupied area?

☐ Yes ☐ No

If yes, explain how and when this is expected to be achieved.

> **BTPA BUYER CHECK**
>
> For an investment property, the occupational documentation is part of the asset.
>
> Headline rent alone does not tell a buyer the complete story. Lease length, breaks, reviews, concessions, arrears and tenant obligations may all be relevant.

PART 5 — VAT & TAX STATUS

5.1 Has the property been opted to tax for VAT purposes?

☐ Yes ☐ No ☐ Unknown

5.2 Is evidence of any Option to Tax available?

☐ Yes ☐ No ☐ Requested ☐ N/A

5.3 Does the seller currently expect VAT to be chargeable on the sale price?

☐ Yes ☐ No ☐ To be confirmed

5.4 Has professional tax advice been obtained concerning the transaction?

☐ Yes ☐ No

5.5 If the property is being sold as an investment, has the potential VAT treatment of the transaction been referred to the seller's professional adviser?

☐ Yes ☐ No ☐ N/A

> **BTPA note:** Tax treatment should be confirmed by appropriately qualified tax/legal advisers. BTPA should not present the seller's answer as tax advice.

PART 6 — BUSINESS RATES

6.1 Current rateable value: £_____

6.2 Current annual business-rates liability, if known: £_____

6.3 Are any reliefs/exemptions currently claimed?

☐ Yes ☐ No ☐ Unknown

If yes: _____

6.4 Is any rates appeal/challenge outstanding?

☐ Yes ☐ No

6.5 If vacant, are empty-property rates currently payable?

☐ Yes ☐ No ☐ Unknown

PART 7 — PLANNING & USE

7.1 Current use of property:

7.2 Current planning use/use class, if known:

7.3 Is the current use authorised?

☐ Yes ☐ No ☐ Unknown

7.4 Has there been a material change of use during the seller's ownership?

☐ Yes ☐ No

7.5 Were required permissions obtained?

☐ Yes ☐ No ☐ N/A ☐ Unknown

7.6 Are there any planning conditions affecting operation of the property?

Examples may include:

- Opening/operating hours
- Deliveries
- Noise
- Parking
- External storage
- Extraction
- Occupancy
- Signage
- Specific permitted activities

☐ Yes ☐ No ☐ Unknown

7.7 Are there outstanding planning applications, enforcement matters or breaches?

☐ Yes ☐ No ☐ Unknown

7.8 Is the property listed or within a conservation area?

☐ Yes ☐ No ☐ Unknown

7.9 Are there known restrictions affecting redevelopment or change of use?

☐ Yes ☐ No ☐ Unknown

The residential PIQ similarly treats planning, restrictions and rights as information that should be surfaced rather than left until later legal enquiries.

PART 8 — CONSTRUCTION & CONDITION

8.1 Approximate construction date: _____

8.2 Construction type/materials:

8.3 Is any part non-standard construction?

☐ Yes ☐ No ☐ Unknown

8.4 Are there known structural defects?

☐ Yes ☐ No ☐ Unknown

8.5 Has the property experienced:

☐ Subsidence ☐ Structural movement ☐ Significant cracking ☐ Water ingress

☐ Roof failure ☐ Damp ☐ Flood damage ☐ Fire damage

☐ Other significant defects ☐ None known

8.6 Have significant structural alterations/extensions been undertaken?

☐ Yes ☐ No

If yes, provide details, dates and available approvals.

The underlying residential PIQ already treats construction, structural faults and alterations/consents as core disclosure areas.

PART 9 — ASBESTOS

9.1 Is an asbestos register or survey available?

☐ Yes ☐ No ☐ N/A ☐ Unknown

9.2 Has asbestos-containing material been identified?

☐ Yes ☐ No ☐ Unknown

9.3 Is an asbestos management plan available where applicable?

☐ Yes ☐ No ☐ N/A ☐ Unknown

9.4 Have asbestos removal/remediation works been undertaken?

☐ Yes ☐ No

If yes, provide available documentation.

PART 10 — FIRE & BUILDING SAFETY

10.1 Is a current fire risk assessment available where applicable?

☐ Yes ☐ No ☐ Unknown

10.2 Are there outstanding actions identified by a fire risk assessment?

☐ Yes ☐ No ☐ Unknown

10.3 Are fire alarm systems installed?

☐ Yes ☐ No

10.4 Is emergency lighting installed?

☐ Yes ☐ No

10.5 Are sprinkler/suppression systems installed?

☐ Yes ☐ No

10.6 Are inspection/maintenance records available?

☐ Yes ☐ No

10.7 Are there known cladding/external wall concerns?

☐ Yes ☐ No ☐ Unknown

10.8 Are there outstanding building-safety/remediation works or associated costs?

☐ Yes ☐ No ☐ Unknown

The source PIQ separately asks about cladding, remediation costs and building-safety documentation, reinforcing the value of making these issues visible early.

PART 11 — ENERGY & EPC

11.1 Is a valid EPC available where required?

☐ Yes ☐ No ☐ Exempt/Not required ☐ Unknown

11.2 EPC rating: _____

11.3 EPC expiry date: _____

11.4 Have significant energy-efficiency improvements been made?

☐ Yes ☐ No

11.5 Are renewable-energy systems installed?

☐ Solar PV ☐ Battery storage ☐ Heat pump ☐ Wind ☐ Biomass ☐ Other

☐ None

11.6 Are any energy systems subject to finance, leases or third-party agreements?

☐ Yes ☐ No

PART 12 — UTILITIES & OPERATIONAL SERVICES

For each, state Connected / Not Connected / Supplier / Metering arrangement where known:

- Electricity
- Gas
- Water
- Drainage
- Telecoms
- Broadband/fibre
- Three-phase power
- Private electricity generation
- EV charging
- Heating/cooling
- Other specialist services

12.1 Are any services shared with another property?

☐ Yes ☐ No

12.2 Do any services cross neighbouring land?

☐ Yes ☐ No ☐ Unknown

12.3 Do third-party services cross the property?

☐ Yes ☐ No ☐ Unknown

12.4 Are there maintenance/service contracts relating to plant or utilities?

☐ Yes ☐ No

Provide details.

PART 13 — PLANT & EQUIPMENT

13.1 What fixed plant/equipment forms part of the sale?

Examples:

- HVAC
- Boilers
- Lifts
- Extraction systems
- Compressors

- Security/access systems
- Generators
- Solar installations
- Loading equipment

13.2 Is any equipment leased, hired or financed?

☐ Yes ☐ No

13.3 Are maintenance records available?

☐ Yes ☐ No

13.4 Are statutory inspection/testing records available where applicable?

☐ Yes ☐ No ☐ N/A

PART 14 — ACCESS, PARKING & LOADING

14.1 Does the property have direct adopted-highway access?

☐ Yes ☐ No ☐ Unknown

14.2 Is any access shared or dependent upon rights over third-party land?

☐ Yes ☐ No

14.3 Parking spaces: _____

14.4 Disabled spaces: _____

14.5 EV charging spaces: _____

14.6 HGV/loading access available?

☐ Yes ☐ No ☐ N/A

14.7 Loading bays/docks: _____

14.8 Are there restrictions on vehicle type, weight, access hours or deliveries?

☐ Yes ☐ No

14.9 Are any parking/access areas separately owned, leased or licensed?

☐ Yes ☐ No

PART 15 — RIGHTS, EASEMENTS & RESTRICTIONS

15.1 Does the property benefit from rights over neighbouring land?

☐ Yes ☐ No ☐ Unknown

15.2 Do third parties have rights over the property?

☐ Yes ☐ No ☐ Unknown

15.3 Are there rights relating to:

☐ Access ☐ Parking ☐ Loading ☐ Services ☐ Drainage ☐ Maintenance
☐ Support ☐ Light ☐ Wayleaves ☐ Other

15.4 Are there restrictive covenants affecting use or development?

☐ Yes ☐ No ☐ Unknown

15.5 Are there public rights of way across the property?

☐ Yes ☐ No ☐ Unknown

PART 16 — ENVIRONMENTAL MATTERS

16.1 Has the property experienced flooding?

☐ Yes ☐ No ☐ Unknown

16.2 Is there known flood risk?

☐ Yes ☐ No ☐ Unknown

16.3 Is the seller aware of actual or potential contaminated land affecting the property?

☐ Yes ☐ No ☐ Unknown

16.4 Has an environmental assessment/report been undertaken?

☐ Yes ☐ No

16.5 Is the seller aware of previous uses of the site that may have caused contamination?

☐ Yes ☐ No ☐ Unknown

If yes: _____

16.6 Are there known issues involving:

☐ Underground tanks ☐ Fuel/oil storage ☐ Chemical storage ☐ Waste disposal
☐ Japanese knotweed/invasive species ☐ Radon ☐ Mining ☐ Landfill
☐ Ground instability ☐ Pollution incidents ☐ Other

PART 17 — BOUNDARIES & SITE

17.1 Are the physical boundaries consistent with the title plan?

☐ Yes ☐ No ☐ Unknown

17.2 Have boundaries changed during ownership?

☐ Yes ☐ No

17.3 Are there shared boundaries/fences/walls?

☐ Yes ☐ No

17.4 Have there been boundary disputes?

☐ Yes ☐ No

17.5 Are there encroachments onto or from neighbouring property?

☐ Yes ☐ No ☐ Unknown

PART 18 — SERVICE CHARGES & ESTATE MANAGEMENT

Complete where applicable.

18.1 Is there an estate/property management company?

☐ Yes ☐ No

18.2 Current annual service/estate charge: £_____

18.3 What does it cover?

18.4 Are there reserve/sinking funds?

☐ Yes ☐ No ☐ Unknown

18.5 Are additional expenditure or major works anticipated?

☐ Yes ☐ No ☐ Unknown

18.6 Are all payments up to date?

☐ Yes ☐ No

18.7 Are management accounts/budgets available?

☐ Yes ☐ No

PART 19 — INSURANCE

19.1 Who currently arranges buildings insurance?

19.2 Is the property currently insured?

☐ Yes ☐ No

19.3 Have significant claims been made during ownership?

☐ Yes ☐ No

19.4 Are any claims outstanding?

☐ Yes ☐ No

19.5 Has insurance ever been refused, restricted or subject to unusual terms?

☐ Yes ☐ No

PART 20 — DISPUTES, NOTICES & ENFORCEMENT

20.1 Are there current or historic disputes concerning:

☐ Neighbours ☐ Tenants ☐ Landlord ☐ Managing agent ☐ Boundaries
☐ Access ☐ Services ☐ Planning ☐ Environmental matters ☐ Service charges
☐ Other

20.2 Have any statutory, enforcement or other formal notices affecting the property been received?

☐ Yes ☐ No

20.3 Are any notices unresolved?

☐ Yes ☐ No

Provide copies/details.

PART 21 — VACANT POSSESSION

21.1 Will the whole property be sold with vacant possession?

☐ Yes ☐ No

21.2 If not, identify all areas remaining occupied:

21.3 If vacant possession is promised but the property is currently occupied, what arrangements are in place to obtain it?

21.4 Expected vacant-possession date:

PART 22 — DEVELOPMENT POTENTIAL

22.1 Is the property being marketed with development potential?

☐ Yes ☐ No

22.2 Are planning permissions available?

☐ Yes ☐ No ☐ Pending

22.3 Are drawings/plans available?

☐ Yes ☐ No

22.4 Are there Section 106, CIL or other planning obligations known to affect the property/development?

☐ Yes ☐ No ☐ Unknown

22.5 Are there overage, clawback or uplift provisions affecting the property?

☐ Yes ☐ No ☐ Unknown

22.6 Are there options, promotion agreements or conditional contracts affecting the land?

☐ Yes ☐ No ☐ Unknown

PART 23 — COMMERCIAL PROPERTY DOCUMENT READINESS

Mark each:

Available / Requested / With Conveyancer / Missing / N/A

☐ Title register
☐ Existing occupational leases
☐ Rent schedule/tenancy schedule
☐ Service charge accounts/budgets
☐ Planning permissions
☐ EPC
☐ Fire risk assessment
☐ Environmental reports
☐ Structural reports
☐ Guarantees/warranties
☐ Utility/service information
☐ Option to Tax/VAT information where applicable
☐ Estate-management information
☐ Development/planning documentation
☐ Title plan
☐ Licences/side letters
☐ Rent deposit documentation
☐ Insurance documentation
☐ Building Regulations documentation
☐ Asbestos survey/register
☐ Building-safety documentation
☐ Flood information
☐ Alteration documentation
☐ Plant maintenance records
☐ Business-rates information
☐ Access/easement documentation
☐ Relevant statutory notices
☐ Other material documents

PART 24 — BTPA COMMERCIAL PROPERTY SNAPSHOT

This is the section I'd surface prominently on the listing.

Property type: _____

Tenure: _____

Floor area: _____

Site area: _____

Current use: _____

Occupational status: Vacant / Owner Occupied / Investment / Part Let

Vacant possession: Yes / No / Partial

Current passing rent: £_____ p.a. where applicable

Business rates / Rateable Value: _____

VAT: Applicable / Not Applicable / To Be Confirmed

EPC: _____

Service charge: £_____ / N/A

Parking: _____ spaces

Planning/use information: Available / Pending

Asbestos information: Available / N/A / Pending

Fire-safety information: Available / N/A / Pending

Environmental information: Available / Pending

Key legal/property documents: Complete / Partially Complete / Pending

Known material issues disclosed: Yes / None Known

That gives commercial buyers the headline decision-making information before they start digging through a data room.

PART 25 — SELLER DECLARATION

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

I understand that:

□ Information should not knowingly be omitted where it could materially affect a prospective buyer's decision.

□ Information should be updated if circumstances change.

□ Supporting documentation should be provided where available.

□ Legal, tax, planning, environmental and technical matters may require verification by appropriately qualified professionals.

□ BTPA does not independently verify all information supplied by sellers.

□ This questionnaire does not replace formal legal enquiries, searches, surveys, due diligence or professional advice.

Seller: _____

Position/authority if signing for an organisation: _____

Organisation: _____

Signature: _____

Date: _____

THE BTPA BLUEPRINT™ PRINCIPLE

Commercial property shouldn't become understood after an offer.

Tenancies. VAT. Rates. Planning. Permitted use. Access. Service charges. Asbestos. Fire safety. Environmental risk. Title. Operational liabilities.

Bring the information forward.

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

Preparation Before Promotion. 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.