

Our Ref: APH/JB/
Tel: 0121 456 1700
Direct Fax: 0121 452 8396
Email: jayne.barker@pennycuick.co.uk



Dear Sir or Madam,

Thank you for your recent enquiry to purchase the Freehold interest of your house or extend the Lease of your flat / maisonette.

In order to progress your enquiry, please could you complete the enclosed questionnaire and return with a cheque, made payable to Pennycuick Collins in the sum of £300.00. A receipted invoice will be issued to acknowledge the payment. This initial administration fee paid will be deducted from the Surveyor's fee when the sale is agreed provided the legalities complete within 6 months of the letter of offer.

Please ensure that ground rent payments, and, if appropriate, any service charges are paid up to date, as the matter cannot proceed if there are payments outstanding.

Within 4 weeks of receipt of the above, we will calculate a price which will be offered to you, we may need to contact you to arrange an appointment to carry out a brief internal inspection of your property in some instances.

After consultation with our clients a letter of offer will be issued. Following your acceptance and upon payment of our fees our client's Solicitors will be instructed to prepare the necessary paperwork.

We trust the above is of assistance to you and look forward to hearing in due course.

Yours faithfully

Jayne Barker
Personal Assistant
Residential Professional

Questionnaire

Please complete and return with your remittance

1. Property Address		Landlord's Ref & Name: (Office Use Only)
2. Name of Applicant(s)		
3. Name of Leasehold Owner(s) (if different to applicant in 2 above)		
4. Correspondence Address (if Different from 1 above)		
5. Contact Tel Nos		Home Daytime
6. Annual Ground Rent: £		7. Expiry Date of Lease: (if known)
8. Type of Property (please tick <u>all</u> that apply)		
House <input type="checkbox"/> Bungalow <input type="checkbox"/> Detached <input type="checkbox"/> Link-Detached <input type="checkbox"/> Semi-Detached <input type="checkbox"/> Mid/ End Terraced <input type="checkbox"/>		
Flat <input type="checkbox"/> Maisonette <input type="checkbox"/> On Which Floor Other (give details <input type="checkbox"/>		
9. a) Number of Bedrooms		10. Market Value of the Property (estimate) £
b) Number of Reception rooms		
c) Garage (rented/owned)		
11. When did you buy the property?.....		12. Is the property currently on the market? Yes / No
13. Have you (or any previous owner) made any alterations or extensions/ improvements to the property including garage Yes / No If 'Yes' please list		
14. If you answered yes to questions 13 was Planning Permission/Building Regulation Approval obtained? Freeholder Consent obtained?		Yes / No Yes / No
15. Is the property used for residential purposes only? (ie no business is carried out from the premises) If yes please advise who the property is occupied by and whether tenant or owner occupier		Yes / No
16. Mortgage Lender Roll No		
Please return the completed form to Pennycuik Collins with your cheque in the sum of £300. I / We hereby declare that all the information provided above is correct to the best of my / our knowledge.		
Signed		Date
This form does not oblige you to purchase your freehold interest.		
For Office Use Only:		
Lease Expiry Date		
Does the Ground Rent increase during the term of the Lease?		Yes / No
State increase dates and future rents		
Consents: Freeholder Approval		Yes / No
Is the Ground Rent Paid up to date?		Yes / No
If not, amount of arrears outstanding £		
Annual Ground Rent £.....		Paid in advance/arrears, annually/half-yearly
Next Payment due		