

Claim No (if known):

Full Name:

Housing Benefit/Council Tax Reduction Claim Address:

About the property

1. Full address of the property you own including postcode.

(If you have an interest in more than one property, please complete another form, or put details on a separate sheet of paper answering each of the following questions.)

2. What type of property is it?

- House Bungalow Flat

The number of bedrooms in the property is: _____

- Block of houses or flats
 Shop or Warehouse
 Land - The number of acres/hectares is: -----
(Please send a copy of an Ordinance Survey plan of the land)
 Other - please explain

3. Are you taking steps to dispose of the property? e.g. is it up for sale:

- NO
 YES - please confirm below when you first took these steps and the name and address of your estate agent.

4. Is the ownership of the property subject to divorce proceedings?

- NO
 YES - when did you leave the matrimonial home? Also please tell me what stage the proceedings have reached and send details of any proposals, court orders or agreements affecting the property.

5. Do you intend to live in the property?

- NO
 YES - When do you intend moving in? _____

What stops you from moving in now? _____

6. What is your interest in the property?

- Freehold
- Leasehold - How long is the lease for?

When did the lease start? -----

How much is the rent or ground rent, excluding VAT? -----

- Please send a copy of the tenancy/lease agreement. -----
- Other - please give details.

7. a) Is there a mortgage or other charge on the property?

- NO
- YES - How much is outstanding?
(Please send a copy of the latest mortgage/loan statement) -----

b) Are there any arrears of the mortgage which is secured on the property?

- NO
- YES - How much are the arrears? -----

c) Is there any other debt secured against the property?

- NO
- YES - Please give details, including the amount of the debt:

8. Has planning permission been granted for any proposed alteration to the property?

- NO
- YES - Please tell me about this on a separate piece of paper.

9. Has planning permission been refused for any proposed alteration to the property?

- NO
- YES - Please tell me about this on a separate piece of paper what the plans were and why permission was refused.

10. Are there any legal restrictions on the use of the property?

- NO
- YES - Please tell me about this on a separate piece of paper.

11. Are there any tenants living in the property or using it for business?

- NO
- YES - Please tell me the following:

Names of all the tenants: -----

Amount of rent (excluding VAT) you should get and how often it is payable: -----

Length of tenancy: -----

Date tenancy started: -----

Water rates

Amount and how often payable:

£ _____ every _____ (week, month, etc)

Name of person paying: _____

Rent charge

Amount and how often payable:

£ _____ every _____ (week, month, etc)

Name of person paying: _____

Other

Amount and how often payable:

£ _____ every _____ (week, month, etc)

Name of person paying: _____

14. Do you jointly own the property with anyone else?

- NO - Please go straight to question 16 (you do not need to answer question 15)
- YES - Please continue with question 15.

15(a) Tell me the names of everyone who would be entitled to a share of the proceeds if the property was sold (i.e. the beneficiaries)

Also tell me the names of anyone who is a legal owner of the property but who is not entitled to a share of any proceeds of sale (e.g. Trustees or solicitors)

15(b) Did you buy the property?

- NO – Please explain how the property came into your possession (e.g. left to you in a will, etc)

- YES –
 - (i) What was the original purpose for buying the property? (i.e. the reason why the property bought originally - as a home; an investment; etc)

- (ii) Did you purchase the property yourself? (i.e. did you finance the purchase of the property yourself e.g.: from your own savings or with a loan from a bank, building society, etc) If not please explain?

15(c) What is the property used for at the moment?

15(d) **Would any of the other owners be willing and able to buy your share?**

- NO YES

15(e) **Would any of the other owners be willing to sell the property as a whole?**

- NO YES

15(f) **Are there any agreements between the owners about selling the property, if one of the joint owners wants to sell it?**

- NO
 YES - please explain on a separate sheet of paper.

If NO, if one of the joint owners wanted to sell, would he or she be likely to take legal action to force a sale?

- NO YES NOT KNOWN

15(g) **Has a share of the property ever been sold before?**

- NO
 YES - how much was it sold for?

when was it sold? _____

15(h) **Are there any court orders which could affect the way in which the property is sold?** – for example, an order that the property must be sold as a whole. If a court order is being pursued, tick 'YES'

- NO
 YES - please give details on a separate piece of paper.

16. **Is there anything else that might affect the value of the property?** - for example, the interior is derelict or sub-standard; there are restrictions on its sale; shared access or difficulties or restrictions on access; if services are provided; smallholding or land used for personal use attached to it (apart from any garden); if it is occupied only in part - if so, which part: etc.

- NO
 YES - please give details on a separate piece of paper.

17. **What is your estimate of the value of the property at the date of completing this form?**

£ _____

18. **Do you give me permission to arrange for the property to be valued by an independent valuer if necessary?**

- NO - please tell me why
 YES

Remember, the valuation will be carried out from the outside only, in accordance with the Royal Institute of Chartered Surveyors guidelines, so it is important that you give me as much information as possible so that an accurate valuation can be obtained.

Declaration

I declare that the information I have given on this form is correct and complete

Signature: _____

Date: _____