

Sheffield City Council General Acquisition Property Questionnaire



Sheffield City Council is currently looking to purchase properties in order to provide more affordable housing in the city.

We have some priority categories, but generally we will assess properties based on:

- **Value:** we can normally afford up to around £80,000 for 2-bed houses and £90,000 for 3-bed houses
- **Turnover:** the house is in an area where there is a low turnover of housing (i.e. houses do not become vacant and available for renting very often)
- **Size and type:** there is a need for the size and type of property in that area

We will not be looking to buy flats in privately-owned blocks, or properties in areas where the Council has previously transferred housing to another social landlord.

We are also unable to consider properties that are occupied by tenants – we will only arrange inspection and valuation visits for properties that are either empty or occupied by the owner.

This questionnaire will help us to gather the information we need about your property in order to determine if it is one that we might want to buy.

If we are interested, we will contact you to arrange an inspection and valuation.

1. Property address

(Please provide the full address of the property you are wishing to sell)

2. Applicant details

Full Name:

Home Address:

Email:

Telephone:

3. Property access information

Please give the name, address and telephone number of the person who we should contact to gain access to the property (if different from the applicant):

Name:

Address:

Telephone:

4. Property ownership information

4a. Are you the owner of the property or do you have power of attorney for the person who does own the property? (*The applicant must either own the property or have power of attorney in order to sell it*)

Yes (go to 4c)

No (go to 4b)

4b. Name and address of person(s) who own the property (please provide details of all the owners)

Name:

Address:

Name:

Address:

Name:

Address:

Name:

Address:

4c. Is the property currently empty? If so, how long has it been empty?

4d. If you let the property out, is it currently tenanted?

4e. Is the property freehold or leasehold?

Freehold (go to Section 5)

Leasehold (go to 4d)

4f. Do the terms of lease allow the property to be used for rental purposes?

Yes

No

4g. What is the remaining term of the lease?	
4h. Do you know who the owner of the freehold is?	
Name:	
Address:	
4i. How much ground rent do you pay each year?	
4j. When was the last ground rent payment made?	
5. Property details	
5a. How many bedrooms does the property have?	
5b. Please provide any room dimensions (if known).	
5c. What is the property type and approximate age?	
5d. Has it been previously owned by the Council?	
Yes <input type="checkbox"/>	
No <input type="checkbox"/>	
5e. What is the current estimated value of the property (if known)?	
5f. What is the general condition of the property?	
5g. Do any of the following items need repair or replacement? <i>(please tick all that apply)</i>	
Windows Doors Roof / gutters Walls Chimney Damp proofing	Kitchen Bathroom / WC Electrics Heating Stairs Floors
5h. What is the estimated total cost of works needed to the property (if known)?	

5i. Are you aware of any asbestos present in the property or have you had any asbestos removal carried out previously? *(Please provide details)*

5j. Does the property contain pre-payment utility meters? (tick each one that applies)

Gas

Electricity

6. Financial information

6a. Do you owe Sheffield City Council any money? (e.g. Council Tax arrears, former rent arrears, land charges against the property or costs for works in default to your properties)

Yes

No

If you answered Yes, please provide details:

6b. We will carry out Land Registry searches to ensure that we know the full details of the property prior to purchase.

However, if you wish to disclose any further information about the property now please do so below. (This may include any other debts that have been secured against your property, e.g. secured loans, Legal Aid etc.)

Name of Organisation.....
Address of Organisation.....
Outstanding Balance.....

Name of Organisation.....
Address of Organisation.....
Outstanding Balance.....

Name of Organisation.....
Address of Organisation.....
Outstanding Balance.....

7. Declaration

I authorise the Council to carry out all checks which the Council considers necessary to assess and verify the information I have provided in this application.

I understand that this will include measures to detect and prevent fraud and crime and may include the sharing of information with other organisations such as government departments, local authorities, private sector companies such as banks, credit reference agencies such as Experian and other organisations that may lend me money, if the law allows this.

I declare that the information contained in this application is correct and understood knowingly not declaring any relevant information, or giving false information, may result in prosecution and having to immediately repay the council and financial assistance given to me as a result of this application.

(All applicants are to sign here if this is a joint application).

SignatureDate.....

Print name

SignatureDate.....

Print name

Signature.....Date.....

Print name

SignatureDate.....

Print name.....