

Property:	House at Bebington Hall Park, Bebington, Wirral	Post Code: CH63 5NS
Seller:		
UPRN: (if known)		

These enquiries are asked on behalf of buyers. The Seller should only respond to these enquiries if they are the Rentcharge Owner, Management Company or the Managing Agent or are the appointed representative for any of them. It is assumed the legal representatives of the parties have read the relevant Transfer.

TERM	DEFINITION
Service Charge	The amount payable either as the result of the operation of enfranchisement through the Leasehold Reform Act 1967 or the Leasehold Reform Housing and Urban Development Act 1993 or by the terms of the Transfer and as is permitted under the Rentcharges Act 1977 which can be summarised as being either (a) a nominal fixed amount required to make the covenants by the Transferee (and their successors in title) in the Transfer enforceable by the Rentcharge Owner or (b) the amount payable by an Owner as a contribution to the costs of services, repairs, maintenance, insurance, improvements or costs of management etc. as set out in the Transfer. This is sometimes known as a variable rentcharge or service charge.
Estimated Service charge	The amount calculated by the Management Company or Rentcharge Owner under the terms of the Transfer as representing a payment on account of the Service charge for the current financial year where the actual Service charge will not be known until publication of the relevant year end Service charge or rentcharge accounts.
Leasehold Owners	The owners of long residential or commercial leases with rights to use the Managed Areas.
Managed Area	The communal areas or facilities managed by or on behalf of the Rentcharge Owner and/or Management Company under the terms of the Transfer. Managed Areas are sometimes also called common parts.
Management Company	A management company referred to in the Transfer, a Right to Manage Company or Residents Management Company, authorised to provide services and administer the terms of the Transfer either directly or through Managing Agents.
Managing Agent	A person or organisation which acts on behalf of the Management Company or Rentcharge Owner [within their terms of reference, subject to any legal restrictions].
Property	The property known by the above address, including any land and outbuildings owned by the Seller.
Owners	The owners of properties entitled to use the Managed Area.
Rentcharge Owner	The person to whom the Service charge is payable under the terms of the Transfer and who may be required to provide services and administer the terms of the Transfer either directly or through a Managing Agent.

Reserve Fund A fund collected from the Owners which allows the build-up of monies to pay for repairs and the replacement of major items (such as electric entrance gates) or to equalise cyclical expenditure (such as external decoration), avoiding excessive peaks in the Service charge. Reference to Reserve Fund includes any sinking fund or replacement fund.

Transfer The deed under which the covenants and restrictions were created for the management and operation of Managed Areas and any Management Company required by the Transfer, in the case of subsequent ownership, the Deed of Covenant binding the Owner as if they were party to the Transfer.

Please complete the information requested. It is important that the incoming Owner is fully aware of their obligations so the information given must be as accurate as possible. If there is insufficient space, continue on a separate sheet.

SECTION 1: CONTACT DETAILS		Complete the details for the relevant parties or cross through if not applicable. If there are more parties involved, provide details on a separate sheet. If applicable, state the redress scheme to which you belong.	
1.1	Rentcharge Owner <i>Only as service charge considered as Estate Rentcharge</i>		1.2 Management Company
	Name Address Telephone Email Redress Scheme	Bebington Hall Park Ltd 38-40 King Street, Wallasey, Wirral, CH44 8AU council@bebhallpark.co.uk	Name Address Telephone Email Redress Scheme
Please provide your bank details if you accept payments electronically and confirm the nature of payments e.g. Service Charge/ Rentcharge/ Administration Fees/All		Please provide your bank details if you accept payments electronically and confirm the nature of payments e.g. Service Charge/ Rentcharge/ Administration Fees/All	
Sort Code: Account Name: Account Number: Reference to quote: Fee Type:		Sort Code: Account Name: Account Number: Reference to quote: Fee Type:	
1.3 Managing Agent		1.4	Legal Representative of one of the above
Name Address Telephone Email Redress Scheme		Name Address Telephone Email Appointed by:	
Keystone Property Managers 38-40 King Street, Wallasey, Wirral, CH44 8AU 0151 639 5000 office@keystonepm.co.uk		Ian Millington HM3 Legal Exchange Station Tithebarn Street Liverpool L2 2QP 0151 666 0733 ian Millington <im@law.uk.com> <input checked="" type="checkbox"/> Management Company <input type="checkbox"/> Rentcharge <input type="checkbox"/> Other Owner	

Please provide your bank details if you accept payments electronically and confirm the nature of payments e.g. Service Charge/ Rentcharge/ Administration Fees/All		Please provide your bank details if you accept payments electronically and confirm the nature of payments e.g. Service Charge/ Rentcharge/ Administration Fees/All	
Sort Code: Account Name: Account Number: Reference to quote: Fee Type:		Sort Code: Account Name: Account Number: Reference to quote: Fee Type:	

Notice via email

1.5 Who accepts service of the Notice of Transfer & Charge?

Tick the box beside each party and state the total fee including VAT for notice of transfer and charge.

Tick "Notice via email" column to confirm whether you will accept notice via email.

<input type="checkbox"/> Rentcharge Owner	£ _____	<input type="checkbox"/>
<input type="checkbox"/> Management Company	£ _____	<input type="checkbox"/>
<input type="checkbox"/> Managing Agent	£ _____	<input type="checkbox"/>
<input checked="" type="checkbox"/> Legal Representative	£ Ask HM3	<input type="checkbox"/> Ask HM3
<input type="checkbox"/> Other	£ _____	<input type="checkbox"/>

If other, provide contact details for service:

Name

Address

Telephone

Email

Capacity (e.g. Management Company's lawyer)

1.5.1 Are details other than the incoming owner's name, address and lender name required?

If Yes, please detail required additional information to be included with the notice of disposition

Yes No

Buyers email address, contact telephone number and whether the property is intended to be owner occupied is requested

1.6 Who collects, or will collect, the Service charge?

Rentcharge Owner Management Company Managing Agent N/A

1.7 Who deals with, or will deal with, the day to day maintenance of the Managed Area?

Rentcharge Owner Management Company Managing Agent N/A

1.8 Who organises and administers the insurance for the Managed Areas?

Rentcharge Owner Management Company Managing Agent N/A

SECTION 2: TRANSFER & REGISTRATION

2.1 Is a Deed of Covenant required? Yes No Not Known

2.1.1 If Yes, confirm the costs applicable to the Deed including VAT £ _____ Ask HM3 Legal

2.1.2 Provide details of the person who deals with the Deed of Covenant Please contact HM3 Legal, Ian Millington as above

2.2 Are you aware of consent having been given to any alterations or additions to the Property? Yes No N/A

2.2.1 If Yes, provide details and copies of any consent: *The managing agents were appointed on 1 November 2023 and have not been provided with information prior to that date*

2.3 Is the incoming Owner required to take a share in, or become a member of, the Management Company? Yes No

2.3.1 If Yes, provide details of the procedure and fees: Please contact HM3 Legal, Ian Millington as above

2.4 What is the procedure and cost for obtaining a certificate in accordance with a restriction in the Proprietorship Register at the Land Registry, if applicable? Please contact HM3 Legal, Ian Millington as above

SECTION 3: SERVICE CHARGE

3.1 What is the annual Service charge payable by this Property? *NB This should include any sums payable for the maintenance of the managed area* £ _____ See demands at <https://bebhallpark.co.uk/documents/>

If there is also a 'fixed' Rentcharge, please confirm the amount and explain why.

3.2 Is the Service charge paid up-to-date? *A specific enquiry for the property in question should be raised* Yes No

3.2.1 If No, supply details of the arrears: From: 01 / 11 / 2023 To: 31 / 03 / 2024

3.3 What period is covered by the last demand? Residential Freehold: 27
Residential Leasehold: 72
Commercial: 0

3.4 How many properties contribute toward the maintenance of the Managed Area? *(Stipulate the number of each applicable type of property)*

3.4.1 Do all properties in the Managed Area contribute to the Service Charge? Yes No

3.4.1.1 If No, provide details as to why not

3.5 Is any excess payment anticipated from the Property at the end of the financial year?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3.5.1 If Yes, provide details:	Demands are reduced/increased by prior demands overpayments/underpayments
3.6 In the last 12 months, has any inability to collect payments, from any party, affected (or is it likely to affect), the maintenance of the Managed Area?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.6.1 If Yes, provide details:	
3.7 Does a Reserve Fund apply to the Managed Area?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(If No skip to 3.8)</i>
3.7.1 If Yes, confirm the amount collected held in the Reserve Fund	£ _____ £ _____
3.7.1 (a) from Owners of the Property	
3.7.1 (b) for the entirety of the Managed Areas	
3.7.2 Is the amount expected to be sufficient to cover the known expenditure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.7.3 If No, supply details:	
3.8 If parts of the Managed Areas require regular decoration confirm the date when the Managed Areas were last decorated, internally and externally.	Internally ____ / ____ / ____ or <input checked="" type="checkbox"/> N/A Externally ____ / ____ / ____ or <input checked="" type="checkbox"/> N/A
3.9 Within the next 2 years, are any works proposed to the Managed Areas anticipated to require an additional contribution greater than £250 from the Owner?	<input type="checkbox"/> completed but unpaid <input type="checkbox"/> due <input type="checkbox"/> anticipated <input checked="" type="checkbox"/> N/A <i>(Skip to 3.10)</i>
3.9.1 If so, provide details of the works and the contribution anticipated from the Owner:	
3.10 Is any increase in the Service charge over 10% or £100, whichever is the greater, anticipated in the next 2 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Service charge is not a fixed amount - no reason for general increase anticipated other than inflation	
3.10.1 If Yes, provide details:	Future details are not available, charges have fluctuated.
3.11 Where you operate Service charge consultation, are there any outstanding Service charge consultation procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <i>(Skip to 3.12)</i>
3.11.1 If Yes, provide details:	
3.12 Are the Managed Areas known to be affected by Japanese knotweed or other invasive species?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

3.12.1 If Yes, provide details and a copy of any invasive species management plan in place.

3.13 Are there any transfer fees, deferred charges or similar fees, expressed as a percentage of the Property's value payable on an event such as resale or subletting?

Yes No

3.13.1 If Yes, provide details:

SECTION 4: INSURANCE

4.1 Are the Managed Areas insured?

Yes No (Skip to 5)

4.1.1 If Yes, are the insurance premium contributions payable by the Owner paid up to date for the Managed Areas?

Yes No

Service charge includes insurance premiums

4.1.1.1 If No, provide details of the arrears:

4.2 What period is covered by the last demand?

From: ____ / ____ / ____ To: ____ / ____ / ____

4.3 Have any claims been made against the policy during the last 3 years?

Yes No

4.3.1 If Yes, provide details:

4.4 Are any claims anticipated?

Yes No Not Known

4.4.1 If Yes, provide details:

4.5 Is the insurance premium included in the Service charge?

Yes No

4.6 If No, confirm the annual amount payable for the Property:

£ _____

4.7 Are you aware of any reason why comprehensive insurance will not be available on standard terms in future?

Yes No

4.7.1 If Yes, provide details:

4.8 Are you aware of any non-compliance with the insurance conditions that would render the policy void?

Yes No

4.8.1 If Yes, provide details:

SECTION 5: DISPUTES

5.1 Are there any documented unresolved disputes with the Owners of any of the properties using the Managed Area?

5.1.1 If Yes, to the extent permitted by the UK General Data Protection Regulations, please supply details:

5.2 Are you aware of any breach of the terms of the Transfer of this Property?

5.2.1 If Yes, provide details:

A specific enquiry for the property in question should be raised

Yes No

Yes No

The online documents store at <https://bebhallpark.co.uk/documents/> provides the information marked as enclosed

SECTION 6: REQUIRED DOCUMENTS

Please provide the following applicable documents:-

6.1 The last 3 years published Service charge Accounts: Enclosed To follow N/A

6.2 Managed Areas insurance policy and schedule: Enclosed To follow N/A

6.3 Estimated Service charge for the current year and details of the anticipated payments on account for the Property: Enclosed To follow N/A

6.4 Estimated Service charge for the previous year for which accounts have not yet been prepared for the Property: Enclosed To follow N/A

6.5 Copies of any notices served on the Owners in respect of any proposed works or any works which have not yet been paid for: Enclosed To follow N/A

6.6 Any additional regulations or rules affecting the Property which are not contained in the Transfer: Enclosed To follow N/A

6.7 Any required Deed of Covenant: Enclosed To follow N/A
 Buyer's lawyer to draft

6.8 Any Certificate of Compliance required by a Restriction on the registered title: Enclosed To follow N/A
 Buyer's lawyer to draft

6.9 Copy of any permission to alter the Property which has been issued: Enclosed To follow N/A

A specific enquiry for the property in question should be raised

6.10 Copy of any known notices served on the Owner and documentation arising from them: Enclosed To follow N/A

A specific enquiry for the property in question should be raised

6.11 Asbestos Survey for buildings forming part of the Managed Area built or converted before 2001: Enclosed To follow N/A

6.12 Fire Risk Assessment for communal areas in buildings forming part of the Managed Area: Enclosed To follow N/A

6.13 Memorandum and Articles of Association of the Management Company: Enclosed To follow N/A

The managing agents were appointed on 1 November 2023 and have not been provided with consents information prior to that date

6.14 Minutes of the last AGM for the Management Company:	<input checked="" type="checkbox"/> Enclosed	<input type="checkbox"/> To follow	<input type="checkbox"/> N/A
6.15 Menu of fees for your administrative services	<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow	<input type="checkbox"/> N/A

By signing the form you are confirming that you are the person authorised to provide the information which you have completed in it on behalf of those parties which you have selected from the list, and that a buyer may rely on the information which you have supplied without applying to any other party except where you have left a section blank because you do not have the authority to provide the information.

Signed _____	General replies last reviewed Dated 01/11/2023
Print Name: _____	<i>Please tick as applicable below, to confirm the capacity in which the answers are given.</i>
Company: _____	<input type="checkbox"/> Rentcharge Owner <input type="checkbox"/> Management Company <input checked="" type="checkbox"/> Managing Agent <input type="checkbox"/> Residents' Association

Note

Additional enquiries. Raise only those specific additional enquiries required to clarify issues arising out of the documents submitted or which are relevant to Property or the management of the Managed Areas or which the buyer has expressly requested. Resist raising any general additional enquiries that can be established by the buyer's own enquiries, survey or personal inspection.

Disclaimer

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