

TA7 Leasehold Information Form (5th Edition) Guidance for Completion

This explanatory note is intended to assist with completing the Law Society's TA7 Leasehold Information Form (Fifth Edition) for the sale of your property in England. The buyer and their advisers will rely on your answers when deciding whether to proceed, what price to offer and what contractual protections to seek. Please read this note carefully and return the completed TA7 with all supporting documents.

Providing accurate, complete information reduces the risk of delay, renegotiation, or a potential misrepresentation claim.

Information Sheet

- Answer fully, truthfully and to the best of your knowledge. If you do not know, state "Not known". Do not guess.
- You should undertake reasonable enquiries before replying.
- Tennant Mickleburgh Solicitor cannot be held liable in respect of responses you provide.
- If a question does not apply, write "Not applicable". Do not leave questions blank.
- If there is no option for "not known" and only "Yes" or "No", please obtain the information from the managing agent/Landlord.
- Attach copies of all relevant documents and refer to them in your answers.
- Use consistent terminology and dates. If you give an approximate date, make that clear.
- If anything changes after you have completed the TA7 (up to exchange of contracts), notify us immediately so the buyer can be updated.
- Keep a copy of the completed form and all enclosures for your records.
- If space is insufficient, continue on a separate sheet clearly cross-referenced to the question number.

Documents to assemble now

Where available, please collate copies of the following:

- Service charge/ground rent statements, buildings insurance schedule, fire risk assessment, Building Safety Act documentation (landlord and leaseholder certificates, remediation information), EWS1 if available.

Accuracy, updates and consequences of incorrect answers

- The buyer is entitled to rely on your answers. Inaccurate or incomplete information can lead to claims for misrepresentation, including damages or rescission of the contract and a criminal conviction under S2 Fraud Act 2006.
 - If you subsequently become aware that an answer was incorrect or circumstances change before exchange, inform us immediately so that an update can be issued to the buyer's solicitor.
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Practical tips

- Use clear, plain descriptions. If citing technical terms, explain briefly (for example, “regularisation certificate – retrospective building control approval”).
- Refer precisely to dates and addresses; cross-reference documents by title and date.
- Where evidence exists, provide it. Stating “approval obtained” without attaching proof is likely to result in queries.
- Do not approach the landlord/ managing agent about missing consents before discussing, as that can limit indemnity insurance options that may otherwise be available.
- If an issue is historic and resolved (for example, a settled insurance claim), say so and provide closure documentation (if held).

What we will do on receipt

Upon receipt of your completed TA7 and enclosures, Tennant Mickleburgh will:

- Review for completeness and consistency, and raise any clarifications.
- Collate the pack for issue to the buyer’s solicitors.
- Advise on any gaps (e.g. missing consents) and options to manage risk, such as obtaining documents or, where appropriate, considering title insurance.

GLOSSARY OF TERMS (TA7)

Relevant Building S118 and S117 of the Building Safety Act defines as self-contained building or self-contained part of a building in England that contains at least 2 dwellings and at least 11 meters high or has at least 5 stores excluding basement.

Qualifying Lease: a lease over 21 years before 14th February 2022 in a relevant building where the tenant is responsible for the service charges. At 14th February 2022 the lease needed to be the tenants only or principle home or the tenant owned less then 2 homes in the UK