



Please reply to: Customer Services

Town Hall

Castle Circus

Torquay

Devon TQ1 3DS

My ref:

Your ref:

Telephone: 01803 207201

Fax: 01803 207543

E-mail: Housing.benefit@torbay.gov.uk

Website: www.torbay.gov.uk

Date:

Dear

Valuation of Interest in Property

You have interest in property which is not the property that you are living in. I need more information to determine the value of the property before I can make a decision on your claim.

I may have to arrange for the property to be valued by an independent valuer who will give an opinion of the current market value of the property. Please answer the questions (by circling) as fully as possible as this will help me to obtain an accurate valuation of the property.

Please answer the questions on the following pages as if you were doing so on

If there have been any changes since this date, tell me on a separate piece of paper.

When you have answered the questions, send the whole of this form back to me at the above address. Please return all information requested within 28 days of the date of this letter, otherwise the Council will make a decision on your claim using the information you have already provided. This may mean that you will not be entitled to benefit or your entitlement may be at a reduced rate.

Yours sincerely

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If you require this in a different format or language, please contact me.

Local Authority case reference number:-

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

1. Full address of the property, including postcode.
.....
.....

2. What type of property is it?

House, Bungalow or 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 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 tell me about this on a separate sheet of paper and state when you first took these steps.

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 state 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?

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6. What is your interest in the property?

Freehold

Leasehold - How long is the lease for?months/year(s)

When did the lease start?/...../.....

How much is the rent or ground rent, excluding VAT? £.....week/month/year

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 alterations 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 alterations to the property?

No

Yes - please tell me 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.

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

No

Yes - please tell me the following:

Names of all tenants.....
.....

Amount of rent (excluding VAT) you charge
for the property and how often it is payable: £.....

Length of tenancy:months/year(s)

Date tenancy started:/...../.....

What type of tenancy?

Assured

Assured Shorthold

Other residential tenancy

Protected business tenancy

Other business tenancy

Please send a copy of the tenancy/lease
agreement(s) if you can.

12. Please tell me about anyone else who either lives in the property and who is not a
tenant, or who uses it for business - if there is more than one person please give
their details on a separate piece of paper.

Name of occupant.....

Do they live there:-

No

Yes

Do they use it for business:-

No

Yes

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harbours and economic regeneration • consumer protection and licensing • leisure, museums, libraries
and arts

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Relationship to the owner or tenant, if any:-

Age, if 60 or over if under 19 and still in education:-

Are they sick or disabled? No

Yes - do they receive any Social Security benefits?

(if yes please say what these are and the date from which payable)

13. Please tell me about the outgoings on the property.
(if someone else is responsible for any of the following items please obtain their permission to give me this information)

Mortgage

Amount and how often payable: £ every (week, month, etc)

Name of person paying.....

Ground Rent

Amount and how often payable: £ every (week, month, etc)

Name of person paying.....

Council Tax/Business Rates

Amount and how often payable £ every (week, month, etc)

Name of person paying.....

Water Rates

Amount and how often payable £ every (week, month, etc)

Name of person paying.....

Feu duty/ 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.....

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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. 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 of Solicitors)

.....
.....

15(b) did you buy the property?

No Please explain how the property came into your possession (e.g.: the property was left to you in a will etc)

Yes (i) What was the original purpose for buying the property? (e.g.: the reason why the property was 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/ buildings 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

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15(f) Are there any agreements between the owners about selling the property, if one of the joint owners wanted 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 circle "yes"

No

Yes

16. Is there anything else that may 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, what 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 on the front of this form?

£.....

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

Signature:

Date:

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