

This specimen extract of the **TA7 (4th edition) (2024)** shows a preview of the first three pages of the form only and is designed to help verify the latest edition.

A copy of the complete form is available from one of the [authorised and licensed third-party suppliers](#) listed on the Law Society website.

Firms may choose which [authorised and licensed third party supplier](#) to use that best suits their needs and processes.

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A specimen copy of the form is also available from the Library's [LawDocs document delivery service](#) (terms and conditions apply).

If you have any questions about our forms (including educational institution permission requests), please [email us](#).

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Leasehold Information Form (4th edition) (2024)

Address of the property

Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town / City	<input type="text"/>
Postcode	<input type="text"/>

Full names of the seller(s)

Please state full names of the seller(s) of the property.

Individual seller(s) complete (a). If the seller is a company, complete (b)

(a) Name of seller(s) if individual(s)

1 First name <input type="text"/> Middle name(s) <input type="text"/> Last name <input type="text"/>	2 First name <input type="text"/> Middle name(s) <input type="text"/> Last name <input type="text"/>
3 First name <input type="text"/> Middle name(s) <input type="text"/> Last name <input type="text"/>	4 First name <input type="text"/> Middle name(s) <input type="text"/> Last name <input type="text"/>

(b) Name of seller if a company

Company name	<input type="text"/>
Company number	<input type="text"/>
Director/authorised person	<input type="text"/>
Country of incorporation	<input type="text"/>

Seller's solicitor

Name of solicitor's firm	<input type="text"/>
Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town / City	<input type="text"/>
Postcode	<input type="text"/>
Contact name	<input type="text"/>
Email	<input type="text"/>
Reference number	<input type="text"/>

Definitions

'building' means the building containing the property.

'buyer' means all buyers together where the property is being bought by more than one person.

'headlease' means any lease of the Building held by the landlord (including a superior landlord).

'landlord' includes any person who has a right under the lease to enforce payment of a service charge.

'landlord's certificate' is in the form prescribed by regulations under the Building Safety Act 2022.

'leaseholder' means a tenant under a lease of a dwelling in a building.

'leaseholder deed of certificate' is in the form prescribed by regulations under the Building Safety Act 2022.

'neighbour' means those occupying flats in the building.

'property' means the leasehold property being sold.

'qualifying lease' has the meaning given in [section 119 of the Building Safety Act 2022](#).

'remediation' means remediation of certain defects in buildings as provided for under sections 116 to 125 of, and Schedule 8 to, the Building Safety Act 2022. In particular, those provisions include protections from liability for leaseholders in specific circumstances.

'right to manage' means a collective right, given by the Commonhold and Leasehold Reform Act 2002, which leaseholders in a building containing flats have the right to exercise, allowing them to take over management of their building.

'seller' means all sellers together where the property is owned by more than one person.

Instructions to the seller

The seller should provide all relevant documentation relating to the lease when they return this completed form to their solicitor. This may include documents given to the seller when they purchased the property, or documents subsequently given to the seller by those managing the property.

The TA6 Property Information Form should be completed with the TA7 Leasehold Information Form.

Instructions to the seller and buyer

Please read the notes on the TA6 Property Information Form.