

PROPERTY HISTORY CHECKLIST



1. What is the full address of the property including post code:

2. In whose name(s) is the property owned?

3. When did you acquire the property?

Please supply month and year of acquisition

Month _____ Year _____

4. Did you acquire the property before 31 March 1982?

- No – move to question 5
 Yes – see below then move to question 6

We will need to know the value of the property on 31 March 1982. If you do not already have this information, you may need to engage a surveyor to provide you with a retrospective March 1982 valuation.

5. How did you acquire the property?

By direct purchase

We will need to know how much you paid for the property, including incidental costs such as stamp duty and legal fees. This information is usually found on the Completion Statement which the solicitor or conveyancer would have provided to you at the time of purchase.

By gift

If the gift was from someone other than your spouse or civil partner, we will need to know the value of the property at the date it was given to you. This value may have been reported to HMRC by the donor at the time. If no formal valuation was obtained at the time, you may be able to establish the value by using data for comparable properties published on websites such as Zoopla. Otherwise, you may need to engage a surveyor to obtain a retrospective valuation.

If the gift was from your spouse or civil partner, we will need to know how/when they originally acquired it and at what cost/value.

By inheritance from someone who has died

We will need to know the probate value, in other words, the value of the property at the date of death. The Executor of the estate, or the solicitor who assisted in the administration of the estate, should be able to provide you with this information. Alternatively, if you have a copy of the deceased person's estate accounts, they will contain this information.



6. Have you significantly altered or extended the property?

No – move to question 7

Yes

Expenditure you have incurred on enhancing the value of the property may be claimed as a deduction in arriving at the capital gain on sale. Examples of enhancement expenditure include extensions or loft conversions.

Please provide a list of expenditure and dates with supporting invoices if possible as HMRC may ask to see evidence of the claim.

Please note that you cannot claim for the cost of your own time nor for expenditure on the cost of repairs and replacements in the course of normal wear and tear. Expenditure for which you have already claimed a tax deduction against rents would also be excluded.

7. Have you ever lived in the property either permanently, periodically or occasionally?

No – move to question 8

Yes

We will need dates (month and year, from and to) for any periods when you lived in the property as your main home. We may need to come back to you for details of reasons for periods of absence.

If the property has been available for you to use as a second home or holiday home on an occasional or part time basis and you have made a "Principal Private Residence Election" in favour of the property, please supply copies of the relevant correspondence with HMRC.

If you have let rooms in the property at the same time as living there yourself, effectively sharing occupation with the tenant, please let us know.

If the property has garden/grounds extending to more than 1.2 acres, please let us know as we will need more details.

8. Is the property wholly residential?

Yes – no more questions

No, it is mixed use (for example a flat over a shop)

If there is a commercial element (such as a shop, workshop or rooms used exclusively as a clinic or home office), we will need a reasonable estimate of the split of sale proceeds between the residential and commercial elements. The estate agent or surveyor involved in the sale of the property should be able to provide you with this information.