



Christchurch Central
Development Unit

Property Information Questionnaire



If you wish to enter into commercial negotiations to sell your property to the Crown please give careful consideration to the following questions and answer them as fully as you are able. A full and accurate picture of your property and personal position will assist CERA and the Crown's Agent, The Property Group, (on behalf of the Crown) in making the acquisition process as straightforward as possible. Please complete a separate questionnaire for each Computer Freehold Register (CFR) listed on your letter.

Please return the questionnaire to **CERA Questionnaire, The Property Group, PO Box 7240, Christchurch 8240**. Note: This questionnaire is also on line at www.ccdi.govt.nz if you require extra copies.

Please insert CFR here:

SECTION 1 Contact details

1. Please advise the contact details for the owner for the purposes of a CERA representative contacting you:

Contact person:

Physical Address:

Postal Address:

Phone number:..... Mobile number:.....

Email address:

2. Please advise the contact details of any other owner of the property:

Contact person:

Physical Address:

Postal Address:

Phone number:..... Mobile number:.....

Email address:

3. Please advise your solicitor's details:

Person acting: Firm name:

Postal Address:

Phone number:..... Mobile number:

Email address:

4. Is there anyone else you would like to represent you in relation to the sale of the above property to the Crown? If so, please provide details:

Person acting: Firm name:

Postal Address:

Phone number:..... Mobile number:

Email address:

SECTION 1
Contact details
continued...

5. Please confirm the legal description of your property:

Lot number(s)	Deposited plan(s)	Certificate of title reference(s)

SECTION 2
Arrangements
affecting your
property

6. We are aware of the interests registered on the certificate(s) of title for your property such as mortgages, leases, easements and other similar instruments. Are there any *unregistered* leases, licences, or other arrangements affecting the use or occupation of your property?

Yes No

7. If the answer to question 6 is "Yes", please list these arrangements and the other parties involved in the table below. Please also provide copies of all unregistered leases, licences or other documents recording such arrangements including copies of lease variations, notices of rent reviews, or renewals, confirmation of the current contract rent and a schedule of the annual operating expenses.

Other party	Nature of interest	Term	Copy attached - yes/no

8. Is your property tenanted or otherwise subject to a third party's right to exclusively occupy the property?

Yes No

9. If the answer to question 8 is "No", please outline the nature of your occupation of the property and what business or other activity you are undertaking on your property.

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SECTION 3
Land

10. Are there any improvements (i.e. buildings or other structures) on your property?

Yes No

11. If your property is bare land do any foundations remain at or below ground level?

Yes No

12. If your property is bare land, is there any infrastructure remaining at or below ground level (e.g. substation)?

Yes No

13. Do you hold any engineering or geotechnical reports in respect of:

(a) Improvements on your property

Yes No

(b) The underlying land of your property?

Yes No

If the answer to question 13(a) or question 13(b) is yes, please attach a copy of the relevant report or reports.

SECTION 4
Insurance position

14. Do you have any unsettled insurance claims in respect of your property?

15. Please advise your insurance brokers' details.

Broker:Company name:

Postal Address:

Phone number:..... Mobile number:

Email address:.....

16. Please complete as much of the following as possible:

Claim number	Insurer	Insurer contact person and details	Type of cover (tick one only)				Claim status (tick one only)					Amount received so far	Anticipated further recovery
			Material Damage	Business Interruption	Loss of Rent	Contents and Other (please describe)	Level of payout agreed but unpaid	Under negotiation	No response from insurer as yet	Fully settled	Other (please describe)		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	\$
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	\$
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	\$
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	\$

Please provide copies of any relevant insurance policies/schedules etc.

SECTION 4
Insurance
position
continued...

17. Are you aware of any potential claims which have not been submitted to your insurer?

Yes No

18. If the answer to question 17 is "Yes", please provide details.

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19. Have you instructed a loss adjuster or claims manager to act for you in relation to your insurance claim(s)?

Yes No

20. If the answer to question 19 is "Yes", who have you instructed?

Person acting: Firm name:

Postal Address:

Phone number:..... Mobile number:

Email address:

21. Please confirm that we may, if necessary, speak with your insurers and brokers directly and that they may provide us with information about your policies and claims.

Yes No

22. Please advise whether you have any tenants or other parties who may have unsettled insurance claims which may be affected by the sale of your property to the Crown.

Yes No

Please provide details

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SECTION 5
Other relevant
details

23. Are there any other details which you think are relevant to the Crown's acquisition of your property? If so, please advise.

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