

## Residential Enquiries

**Selling your property in Letchworth Garden City?  
Have any external changes been made to the property?  
Working with your Estate Agent, we are here to help.**

If you are happy for us to do so, we will arrange for copies of any First Stage Approval letters/Plan Approval Notices to be retrieved from our files, and forward to your professional team, so as to speed up the conveyancing process once you have found a buyer.

The General Data Protection Regulation requires us to have your agreement before passing information concerning your property to a third party. Signing in the place provided at the bottom of the page allows us to talk to your Estate Agent about your property and to give them any information which we hold and which your purchaser's Solicitor is likely to ask for later in the sale process. These could cover any external alterations that may have been made to your property, for example:

- Sheds (more than 6sq.m floor space), fences, satellite dishes, repainting, driveways, paving, removal of trees/hedges, caravan/boat storage, replacement windows and doors, front walls.
- All other building works including: additional doors and windows, outbuildings or summerhouses, loft or garage conversion, garages, extensions, balconies, conservatories, demolitions, porches, rebuilding, roof lights, solar panels, change of use, business use.

If you are not sure whether consent was obtained, for example, if an alteration was made some time ago or by the previous owner of the property, we would be happy to check your file for you, and to send you or your agent an application form for retrospective consent if necessary.

**Please Note:** A fee for retrospective applications was introduced on **1<sup>st</sup> September 2017**, at a cost of **£180** (including VAT).

The earlier this can be done, the better, as it gives us time to deal with your application whilst your property is on the market.

- Please advise whether you wish us to provide copies of any approval documentation and sign the declaration below.

Property Address: \_\_\_\_\_

I am the registered owner of the above property and I hereby authorise Letchworth Garden City Heritage Foundation to disclose information to \_\_\_\_\_ Estate Agents and their employees, who are acting on my behalf.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_