

HOME INFORMATION PACKS

(HIPs)

Home Information Packs (HIPs) will be required by law on all properties with 3 or more bedrooms being put on the market from 10 September 2007.

If your property needs a HIP, it must be in place or applied for before the property can be actively marketed.

The HIP will include what are termed "required documents"

- ✓ Local Authority search
- ✓ Energy Performance Certificate (EPC)
- ✓ Evidence of Title (Office Copy Entries)
- ✓ Copies of Planning Documentation including Planning consents and building regulations affecting the property, where relevant
- ✓ Any guarantees, eg for a damp-proof course
- ✓ Sale Statement setting out in basic detail the property being sold
- ✓ A simple form of Index of the above

What Lock & Marlborough can do

At Lock & Marlborough we can organise and prepare the complete HIP for you.

It is currently the case that, provided an application has been made for an EPC inspection and the Local Authority search, the property can be marketed without any delay.

At Lock & Marlborough we will be in a position to apply for Office Copy Entries and prepare the Index and Sale Statement within a very short period of time (24-48 hours) after receiving your instructions and details of your post code.

In addition, we will work in conjunction with your Estate Agent to ensure that the HIP is in its most complete form possible by the time the property goes on the market, so there is no delay to your sale proceeding.

What will the HIP cost?

At Lock & Marlborough we have a policy not to make any charge for our work involved in preparing the HIP, which includes obtaining Office Copy Entries and preparing the Index and Sale Statement referred to above.

We are, of course, obliged to obtain the Local Authority searches and the EPC. We have 2 providers who will be able to carry out the EPC on our instruction and at a very competitive price, and we can discuss this with you.

The cost of this can be met through ourselves or, if you prefer, by a deferred payment agreement between yourself and the provider.

The exceptions to our policy of not making any charge would be if one of the following were to occur

- ✓ The sale proved abortive or
- ✓ You choose to change solicitors at any stage

Upon receiving instructions we will send you our standard Terms & Conditions which cover any of the above events happening.

We would also point out that we have all the latest forms approved by the Law Society compliant with HIP requirements.

What you do next

If you are planning to sell your property or have already put it on the market, please provide us with the following **as soon as possible**

- ✓ full details of your address
- ✓ what type of property it is, eg terraced, semi-detached, detached
- ✓ full names of the owner/s of the property
- ✓ the number of bedrooms and reception rooms

We can take instructions by e-mail but are very happy to speak to you on the 'phone and discuss any queries you may have.

We will then write to you to confirm that a HIP will be generated without delay, and will normally be available for you to put the property on the market within 48 hours (subject to the request for the local search and the EPC having been applied for).

At Lock & Marlborough we will, of course, continue to give you the excellent service on Conveyancing matters that we have been providing for the last 20 years.

Contact us on **020 8993 7231**

or at

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or

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