

CAN I TRUST IT?

Yes, although it is still your responsibility to check whether the property is suitable for you. You should seek your solicitors on the documents included also. If something comes to light after you have bought the property you may be able to seek redress from your Estate Agent or HIP provider.

This is an optional document that the seller can choose to include. It is a report on the condition of the property and will help you identify whether there is any work that needs doing, before you put in an offer.

HOW MUCH WILL IT COST ME?

If you're a buyer, nothing: you'll get a copy of the Home Information Pack free on any property you're interested in. However, a reasonable charge may be made for copying and posting the pack. With Home Information Packs, the overall costs of buying and selling a home will be similar to the costs before the introduction of the Packs, but will be spread more evenly between buyers and sellers.

The Energy Performance Certificate is a compulsory part of the Pack, and is paid for by the seller.

WHEN SHOULD I EXPECT TO RECEIVE A HOME INFORMATION PACK/ENERGY PERFORMANCE CERTIFICATE FOR A PROPERTY I AM INTERESTED IN BUYING/AM IN THE PROCESS OF BUYING?

If a property which falls within the scope of the scheme is first placed on the market during the temporary period, which runs from 1 August 2007 until 1 June 2008, then the HIP must be commissioned before marketing can begin. During this period the EPC must be provided before exchange, although there is no set time limit on when the rest of the HIP should be provided.

If a property which falls within the scope of the scheme is first marketed from 1 June 2008 onwards, a HIP including the EPC should be available from the time it is first placed on the market.

*** This guide is not a substitute for legal advice.**

OUR SHOPS:

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home
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NW3 4QT
020 7483 2551

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Greene&Co
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Lauderdale Rd W9 1LU
020 7286 8787

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Urban Spaces
70 Clerkenwell Road
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Financial Services
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NW6 3BT
020 7328 3280

Investments
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1a West Hampstead Mews
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HOW MUCH DO YOU KNOW ABOUT HIPS?

If you're buying a new home then by law you have the right to request a Home Information Pack for the property.

Within this leaflet, we try and answer some of your burning questions about HIPS.

HOW DOES A HIP HELP YOU?

- It assists in leading to a successful purchase - much of the information about a property is available before you view. This reduces the need for you to withdraw from the purchase later due to problem surveys
- Make an informed offer - if the seller has opted for a Home Condition Report you will be aware of the condition of the property on viewing and can make a more informed offer
- Minimise legal problems - you can proceed with the purchase confident that there is unlikely to have any last minute legal problems that could delay the completion of the sale

WHAT IS A HIP?

It is a pack of documents about a property that the seller has compiled. The HIP contains useful information about the property including how to improve the energy efficiency of the home. You can use the HIP to inform the offer you decide to put in on the property.



WHAT'S IN A HIP?**Compulsory Documents for registered freehold, leasehold and commonhold properties**

- ❑ Home Information Pack Index – listing all the documents with a checklist for sellers, buyers, estate agents and enforcement authorities. If a document is unavailable, the index must say so, giving the reason for being missing and what steps are being made to obtain it
- ❑ Energy Performance certificate – indicates how energy efficient your home is, including recommendations on how to improve your energy efficiency to save money and help the environment
- ❑ The sale statement provides basic information including:
 - ◆ The address of the property being sold
 - ◆ Whether the property is freehold, leasehold or commonhold
 - ◆ Whether the property is registered or unregistered
 - ◆ Whether or not the property is being sold with vacant possession
- ❑ Standard searches, including:
 - ◆ Local land charges register
 - ◆ Other records held by the local authority on matters of interest to buyers, such as planning decisions and road building proposals
 - ◆ The provision of drainage and water services to the property
- ❑ Evidence of title – documents to prove the seller owns the property and has the right to sell. Where the property is being sold is registered, certain documents that are available on request from the Land Registry must be included in the pack. These provide up to date official record of who owns the land and consist of:
 - ◆ Official copies of the individual register
 - ◆ An official copy of the title plan

Compulsory Documents for leasehold properties only

- ❑ A copy of the lease

You should also include, whenever available:

- ❑ Any regulations or rules that apply to the property that aren't mentioned in the lease and any proposed amendments to same
- ❑ Statements or summaries of service charges covering the previous 36 months
- ❑ Where appropriate, the most recent requests for payment of service charges, ground rent, insurance against damage for the building in which the property is situated, and insurance in respect of personal injury caused by or within the building during the 12 month period before marketing began
- ❑ The name and address of the current or proposed lessor, and details of any managing agent that has been appointed or proposed by the lessor to manage the property
- ❑ A summary of any works being undertaken or proposed that will affect the property or the building in which it's situated.

Compulsory Documents for commonhold properties

- ❑ An official copy of the individual register and title plan for the common parts

Where they are reasonably obtainable, or sellers can reasonably be expected to be aware of them, the following documents and information are also required:

- ❑ Copies of any regulations or rules not described in the commonhold community statement and any amendments proposed to those regulations or to the commonhold community statement

- ❑ Copies of any requests for payments made in the previous 12 months in respect of commonhold assessment, reserve fund levy and insurance (if not covered by a request for commonhold assessment)
- ❑ The name and address of any managing agent or other person appointed or proposed to be appointed by the commonhold association to manage the commonhold
- ❑ A summary of current or proposed works affecting the commonhold.

Optional Documents

- ❑ Home condition report – contains information about the physical condition of a property
- ❑ A legal summary
- ❑ Home use / contents forms – include information on boundaries, notices, services, sharing with neighbours, planning permissions and other matters of interest. It is usual for sellers to declare which fixtures and fittings and other contents of the property are included in the sale, are excluded from the sale, or are subject to negotiation
- ❑ Other documents – including searches such as rights of way, ground stability and actual or potential environmental hazards such as flooding and contaminated land. Sellers will also want to include guarantees and warranties for work already carried out on their homes.

HOW DO I GET A PACK?

Just ask whoever is advertising it for sale. This is usually an Estate agent, but could be another business or individual.

If it's an Estate agent, they must give you a copy of the pack free of charge (although they may make a reasonable charge to cover the costs of copying and posting it). If the seller isn't using an Estate Agent, you should be able to get the pack directly from them.

WHAT SHOULD I DO WITH THE HIP?

You should look at the HIP on a property you are interested in buying. You may also wish to give a copy to your solicitor before you put in an offer, so that they can advise you on any legal issues. It is recommended to give your solicitor a copy once your offer has been accepted - it should save you time and money in the rest of the process.

WHO WILL ANSWER ANY QUESTIONS?

Your Estate Agent should be the first person you speak to.

WHEN IS A HIP NOT REQUIRED?

- ❑ Private sales or properties not marketed to the public
- ❑ Residential properties sold without full vacant possession
- ❑ Properties where the most recent use was non-residential and there will be no conversion to residential use prior to the sale
- ❑ Properties where the primary use is not residential
- ❑ Properties where conversion to non-residential use is expected prior to sale
- ❑ Properties where the use is restricted by planning conditions to seasonal or holiday accommodation
- ❑ Mixed-use property
- ❑ Dwelling with dual use (if primary use is not residential)
- ❑ Sales of portfolios of properties
- ❑ Unsafe properties
- ❑ Property due to be demolished
- ❑ Residential properties which are sold with five hectares or more of land and the most recent use of the land was primarily for cultivation, keeping of livestock or woodlands.