

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 nonresidential 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 5 hectares or more of land and the most recent use of the land was primarily for cultivation, keeping of livestock or woodlands

WHAT IS THE SHELF LIFE OF A HIP?

If all regulations have been complied with, none of the components of a HIP has a prescribed shelf life whilst the property remains on the market. The contents may, however, be reviewed at any time.

IF A SALE IS AGREED ON MY PROPERTY BEFORE THE HIP IS READY, WILL IT DELAY THE SALE?

No. You can proceed with the conveyance irrespective of whether the HIP has been produced or not. However, a HIP needs to be commissioned and given to the buyer, or their legal representative, as soon as the information is received.

HOW MUCH IS THE HIP?

The cost to sellers of Home Information Packs will be set by the market. This can depend upon the size of the property, whether it is leasehold or freehold or whether you choose to include any of the optional documents. The costs will range from approximately £300– £600, depending on the size and type of property. A Home Condition Report, if you choose to have one, will be an additional cost of approximately £200. As mentioned, a number of solicitors are preparing the HIP free of charge based on the instruction for conveyancing of the property.

More details are available about the Home Information Packs at www.homeinformationpacks.gov.uk

Or give your local Greene & Co branches a call on one of the numbers below.

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

West Hampstead

Greene&Co
146 West End Lane
NW6 1SD
020 7328 3232

Belsize Park

home
161 Haverstock Hill
NW3 4QT
020 7483 2551

Maida Vale

Greene&Co
7 Lauderdale Parade
Lauderdale Rd W9 1LU
020 7286 8787

Clerkenwell

Urban Spaces
70 Clerkenwell Road
EC1M 5QA
020 7251 4000

GFS

Financial Services
1-3 Canfield Place
NW6 3BT
020 7328 3280

Investments

Greene&Co
1a West Hampstead Mews
NW6 3BB
020 7328 9608



Residential Sales / Lettings / Property Management
Investments / Financial Services / www.greene.co.uk



HOW MUCH DO YOU KNOW ABOUT HIPS?

Pretty much every single home put onto the market needs a Home Information Pack. The Pack includes an Energy Performance Certificate containing advice on how to cut carbon emissions and fuel bills. Also included are documents such as a sale statement, searches and evidence of title.

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

WHY DO I NEED A HIP?

- To improve the buying and selling process by giving buyers more information from the outset, so they can make informed decisions early on and will, therefore, help reduce the number of aborted transactions that take place
- Your sale is much less likely to fall through as the buyer will have a lot of information about your property before even putting in an offer
- You can proceed with the sale, confident that there is less likely to be any last minute legal problems, delaying completion

WHO ARRANGES THE HIP?

If you instruct Greene & Co (or any Estate Agent who has a place of business in England or Wales to put your property on the market), it is our official responsibility to arrange the HIP unless you undertake marketing the property yourself. We are very happy to assist in the arrangement of the HIP upon your instruction.



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 HIP?

We recommend that you ask your solicitor to arrange your HIP. Many solicitors will produce this free of charge if you are having your conveyancing work carried out through them. It will also give you complete authority over which agents you wish to instruct and use in the sale of your property. Another good reason for asking your solicitor to arrange this is that if your estate agent arranges through a provider, they will usually be on a commission – or will add a handling fee to the cost of the HIP. If you do require some assistance in choosing a provider and you do not wish to go through your solicitors, we can recommend a list of good suppliers we have dealt with recently (and we can assure you we do not take any commission or charge any handling fee to help you).
[www.greene.co.uk/home/selling/how-do-i-order-a-hip- ...](http://www.greene.co.uk/home/selling/how-do-i-order-a-hip-...)for a list of suppliers you can use.

WHEN DOES THE MARKETING OF THE PROPERTY BEGIN?

Marketing will begin when Greene & Co, acting on your instruction, starts to tell potential buyers about the availability of your property.

CAN I MARKET THE PROPERTY WITHOUT A HIP?

The ability to market without a pack is a temporary arrangement and will only last until 1st June 2008. From 1 June 2008, there must be a Pack available when marketing starts and certain documents must be in the Pack. Marketing with an incomplete Pack may take place if documents have been requested and it is expected that they will become available within 28 days of the start of marketing.

HOW SOON AFTER COMMISSIONING A HIP WILL IT BE READY FOR BUYERS TO VIEW?

We can commence as soon as a HIP has been ordered and we have received written confirmation from the HIP provider / solicitor to say so. It is estimated that it will take under 14 days to put together but the Government expect all HIPs to be issued within 28 days.