

Home Information Pack Index

1 Insert address of property to be sold below and include postcode.

Address and Postcode
or
Plot number

About this form:

- 1 Under the Home Information Pack (No. 2) Regulations 2007, you must include an index which lists all the documents included in your Home Information Pack.
- 2 You may use this form as an index. Required documents need to be included in all cases where relevant: authorised documents do not. Please seek professional advice if you are unsure about what to include in your Home Information Pack.
- 3 All the documents in your Home Information Pack must be listed in the index, whether or not they are required or authorised.
- 4 Where a document required by the Regulations is unavailable or unobtainable, the index should indicate that a required document is missing, which document it is and the reason why.
- 5 Where the document exists and can be obtained, the index should indicate the steps being taken to obtain it and the date by which you expect to obtain the document, updating this date if it changes. It should also indicate the reason for a delay or any likely delay.
- 6 The index to your Home Information Pack should be updated whenever the pack or a pack document is added or removed.
- 7 Someone can complete this form on behalf of a seller.
- 8 The Regulations tell you what documents are required to go in the Home Information Pack, and which documents are authorised to be included. Documents that are neither required or authorised should not be included in the Pack and advertising material should not be included. Guidance on the Regulations is available at www.homeinformationpacks.gov.uk

PART 1 – General – Required Documents

Please look at each document listed in column 1 and then complete the relevant entry in either column 2 or column 3

| 2 Column 1 3 4 Home Information Pack document | 5 Column 2 6 7 Included 8 <input checked="" type="checkbox"/> date on document and any further information | 9 Column 3 10 11 If it is a required document for your property: <ul style="list-style-type: none"> • Confirmation that proof of the request for the document is included (for documents required within 28 days of marketing) • reason why not included; • steps being taken to obtain it; • date when it is expected to be obtained; • any reason for further delay and further date by which the document is expected. |
|---|---|---|
| 1. Index | <input type="checkbox"/> | |
| 2a. Energy Performance Certificate and Recommendation Report – or: | <input type="checkbox"/> | |
| 2b. Predicted Energy Assessment | <input type="checkbox"/> | |
| 3. Sale statement | <input type="checkbox"/> | |
| Title information | | |
| 2. Official copy of the individual register (for registered properties only) | <input type="checkbox"/> | |
| 3. Official copy of the title plan (for registered properties only) | <input type="checkbox"/> | |
| 4. Certificate of official search of the index map (for unregistered properties only) | <input type="checkbox"/> | |
| 5. Documents provided by seller to prove title (for unregistered properties only) | <input type="checkbox"/> | |
| 6. Leases, tenancies or licences for dwellings in a sub-divided building that are being marketed as a single property and where part of the property is being sold with vacant possession | <input type="checkbox"/> | |

| | | |
|--|---|---|
| 2 Column 1 3 4 Home Information Pack document | 5 Column 2 6 7 Included 8 <input checked="" type="checkbox"/> date on document and any further information | 9 Column 3 10 11 If it is a required document for your property: <ul style="list-style-type: none"> • Confirmation that proof of the request for the document is included (for documents required within 28 days of marketing) • reason why not included; • steps being taken to obtain it; • date when it is expected to be obtained; • any reason for further delay and further date by which the document is expected. |
| Search reports | | |
| 7. Local land charges | <input type="checkbox"/> | |
| 8. Local enquiries | <input type="checkbox"/> | |
| 9. Drainage and water enquiries | <input type="checkbox"/> | |

Part 2 – Commonhold properties – Required Documents

| | | |
|--|--|--|
| 12 Column 1 13 14 Home Information Pack document | 13 Column 2 14 15 Included 16 <input checked="" type="checkbox"/> with date and any further information | 16 Column 3 17 18 If it is a required document for your property: <ul style="list-style-type: none"> • Confirmation that proof of the request for the document is included (for documents required within 28 days of marketing) • reason why not included; • steps being taken to obtain it; • date when it is expected to be obtained; • any reason for further delay and further date by which the document is expected. |
| 1. Land Registry individual register and title plan for common parts | <input type="checkbox"/> | |
| 2. Land Registry copy of commonhold community statement | <input type="checkbox"/> | |
| 3. Management rules and regulations outside the commonhold community statement | <input type="checkbox"/> | |
| 4. Requests for payment towards commonhold assessment for the past 12 months | <input type="checkbox"/> | |

| 12Column 1 Home Information Pack document | 13Column 2 14 15Included <input checked="" type="checkbox"/> with date and any further information | 16Column 3 17 18If it is a required document for your property: <ul style="list-style-type: none"> • Confirmation that proof of the request for the document is included (for documents required within 28 days of marketing) • reason why not included; • steps being taken to obtain it; • date when it is expected to be obtained; • any reason for further delay and further date by which the document is expected. |
|---|---|--|
| 5. Requests for payment towards reserve fund for the past 12 months | <input type="checkbox"/> | |
| 6. Requests for payment towards insurance for common parts for the past 12 months (if separate to commonhold assessment or reserve fund) | <input type="checkbox"/> | |
| 7. Name and address of managing agents and/or other manager (current and any proposed) | <input type="checkbox"/> | |
| 8. Amendments proposed to the commonhold community statement, and other rules | <input type="checkbox"/> | |
| 9. Summary of works affecting the commonhold (current and any proposed) | <input type="checkbox"/> | |
| 10. Where the commonhold interest has not been registered at the Land Registry: the proposed commonhold community statement and an estimate of costs expected of the the unit-holder in the first 12 months | <input type="checkbox"/> | |

Part 3 – Leasehold properties – Required Documents

| Column 1 Home Information Pack document | 19Column 2 Included <input checked="" type="checkbox"/> with date and any further information | 20Column 3 If it is a required document for your property: <ul style="list-style-type: none"> • Confirmation that proof of the request for the document is included (for documents required within 28 days of marketing) • reason why not included; • steps being taken to obtain it; • date when it is expected to be obtained; • any reason for further delay and further date by which the document is expected. |
|---|--|---|
| 1. The lease, being either: <ul style="list-style-type: none"> • an “official” copy • the original lease or a true copy of it; or • an edited information document | <input type="checkbox"/> | |
| 2. Management rules and regulations outside the lease | <input type="checkbox"/> | |
| 3. Summaries or statements of service charges for past 36 months | <input type="checkbox"/> | |
| 4. Requests for payment towards service charges for the past 12 months | <input type="checkbox"/> | |
| 5. Request for payment towards ground rent for the past 12 months | <input type="checkbox"/> | |
| 6. Requests for payment for building or personal insurance for the past 12 months (if separate to service charges or ground rent) | <input type="checkbox"/> | |
| 7. Name and address of landlord (current and any proposed) | <input type="checkbox"/> | |
| 8. Name and address of managing agents or other manager (current and any proposed) | <input type="checkbox"/> | |
| 9. Amendments proposed to: <ul style="list-style-type: none"> • the lease; and/or • rules and regulations | <input type="checkbox"/> | |

| Column 1 Home Information Pack document | 19Column 2 Included <input checked="" type="checkbox"/> with date and any further information | 20Column 3 If it is a required document for your property: <ul style="list-style-type: none"> • Confirmation that proof of the request for the document is included (for documents required within 28 days of marketing) • reason why not included; • steps being taken to obtain it; • date when it is expected to be obtained; • any reason for further delay and further date by which the document is expected. |
|---|--|---|
| 10. Summary of works or long term agreement affecting the property (current and any proposed) | <input type="checkbox"/> | |
| 11. Proposed lease (new properties) | <input type="checkbox"/> | |
| 12. Estimate of service charges, ground rent and insurance payments (building and personal) expected during the 12 months after completion (new properties) | <input type="checkbox"/> | |

PART 4 – Authorised Documents

| Home Information Pack document | 21Included <input checked="" type="checkbox"/> date on document and any further information |
|--|--|
| Please list any authorised documents that have been included relevant to this property below: | |
| 1. | <input type="checkbox"/> |
| 2. | <input type="checkbox"/> |
| 3. | <input type="checkbox"/> |
| 4. | <input type="checkbox"/> |
| 5. | <input type="checkbox"/> |
| 6. | <input type="checkbox"/> |
| 7. | <input type="checkbox"/> |
| 8. | <input type="checkbox"/> |
| 9. | <input type="checkbox"/> |
| 10. | <input type="checkbox"/> |
| 11. | <input type="checkbox"/> |
| 12. | <input type="checkbox"/> |
| 13. | <input type="checkbox"/> |
| 14. | <input type="checkbox"/> |
| 15. | <input type="checkbox"/> |
| 16. | <input type="checkbox"/> |
| 17. | <input type="checkbox"/> |
| 18. | <input type="checkbox"/> |
| 19. | <input type="checkbox"/> |