

HIP HANDLING QUICK GUIDE APPENDICES

APPENDIX 1

PROCURING A HIP

CHECKLIST

CHECKLIST	ANSWERS/ TICK
1. Have details regarding the method of procuring the HIP been agreed in the seller's terms of engagement?	Yes/no
2. Has written clarification of seller's requirements been received (eg requirements for inclusion of authorised documentation including Home Condition Report)?	Yes/no
3. Does the proposed HIP Provider subscribe to the HIP Code? <i>Note this can be checked with the Property Codes Compliance Board at www.propertycodes.org.uk</i>	Yes/no
IF YES:	
Is the time it will take for a HIP to be provided following confirmation of instructions acceptable?	Yes/no
Can the Seller's requirements for authorised documents be provided?	Yes/no
Does the proposed "after HIP" service meet the requirements of yourself and your client?	Yes/no
IF NO:	
All the above questions and:	
Is the time it will take for a HIP to be provided following confirmation of instructions acceptable?	Yes/no
Has a copy of the Provider's complaints handling procedures been seen?	Yes/no
How long are copies of HIPs kept on file by the Provider? <i>Note: this should be a minimum of 6 years)</i>	Yes/no
Is the level of indemnity insurance held by the Provider sufficient?	Yes/no
Has a copy of the terms and conditions of engagement been seen?	Yes/no
Has written confirmation of terms and fees been received	Yes/no
Is the response time for queries raised on HIPs acceptable?	Yes/no
Is the Provider able to provide complete searches?	Yes/no
Other questions to be added to meet your individual needs:	Yes/no

APPENDIX 2 - CHECKING THE HIP

CHECKLIST

ITEMS IN HIP	PROVIDED (tick as appropriate)
<p><i>Note: Items shown in bold are required documents that must be included in the HIP at the first point of marketing from 6 April 2009</i></p> <p><u>REQUIRED/COMPULSORY ITEMS</u></p> <p>For all properties:</p> <p>An index (i.e. a list of the contents of the Pack)</p> <p>A Property Information Questionnaire * – to be completed by the seller. This is downloadable from www.businesslink.gov.uk/homeselling</p> <p>An Energy Performance Certificate** (to be no older than three years at the first point of marketing) or Predicted Energy Assessment (for off plan sales or sales of partially built properties) <i>Note: the Energy Performance Certificate must be provided by a Domestic Energy Assessor who is a member of a government approved accreditation scheme or a Home Inspector who is a member of a government approved certification scheme.</i></p> <p>A Sustainability Certificate (for new homes only). This should be available from the developer and can be either:</p> <ul style="list-style-type: none"> ➤ A Code Sustainability Certificate ➤ An Interim Code Certificate or; ➤ A nil-rated certificate <p><i>Note: Code Certificates must be provided by licensed Code Assessors (details are available from BRE or the Department of Communities and Local Government.</i></p> <p>A sale statement (providing basic information about the property)</p> <p>Evidence of title (to be no older than three months at the first point of marketing)</p> <p>For registered land:</p> <p>Official copies of:</p> <ul style="list-style-type: none"> ➤ Individual register – Property register <li style="padding-left: 100px;">Proprietorship register <li style="padding-left: 100px;">Charges register ➤ Title plan <p><i>Note: for Commonhold properties the above should be for the individual unit and the common parts</i></p> <p>For unregistered land: Certificate of an official search of the index map, and either:</p> <ul style="list-style-type: none"> ➤ Good Root of Title ➤ Abstract of Title <p>Or</p>	

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- Good Root of Title
- Abstract of Title
- Copies of every subsequent transaction

Note: For unregistered properties the documents the seller is relying on to prove title may be included after the first point of marketing.

Standard searches (to be no older than 3 months when the document is added to the HIP)

- Official Search Certificate or Personal Search
- Local Authority enquiries
- Drainage Search
- Water Search

For Commonhold properties:

- Official copies of the individual register and title plan relating to the common parts and the commonhold community statement referred to in the register.
- Copies of any regulations or rules not described in the commonhold community statement and any proposed changes to those regulations or to the commonhold community statement.
- Copies of any requests for payments made in the previous 12 months to do with the 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 about to be appointed by the commonhold association to manage the commonhold.
- Details of any proposed works to the property or the common parts.

For leasehold properties:

- Copy of the lease

AUTHORISED DOCUMENTS

A Home Condition Report

Note: The Home Condition Report must be provided by a Home Inspector who is a member of a government approved certification scheme.

A Home Use Form

Home Contents Forms

Legal summary

Translated documents

Information identifying the property:

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<p>Information about the source of pack documents and redress procedures.</p> <p>Evidence of repair work subsequent to a Home Condition Report</p> <p>Guarantees and warranties: Guarantees or warranties relating to the design, building or completion of the property may be included.</p> <p>Information about the design or standards to which the property has been or is being built.</p> <p>Extra title information</p> <p>Other searches (the searches that will be relevant here will be location specific, for example, for areas where coal mining has taken place a mining search would be appropriate and for areas subject to flooding a flood risk search would be useful. Many buyers now also routinely commission an environmental search no matter where they live).</p> <p>For leasehold properties:</p> <ul style="list-style-type: none">➤ regulations or rules that apply to the property not mentioned in the lease and any proposed amendments to these➤ statements or summaries of service charges covering the previous years➤ the most recent requests for payment of service charges, ground rent and insurance against damage for the building in which the property is situated➤ details of personal injury claimed because of the building or an event that took place within the building during the period before marketing began➤ the name and address of the current or proposed lessor and details of any managing agent 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 is situated <p><u>OTHER DOCUMENTS (NOT FORMALLY PART OF HIP)</u></p> <p>List here:</p>	
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<p><i>*For properties placed on the market on or after 6 April 2009</i></p> <p><i>** If the Energy Performance Certificate or Predicted Energy Assessment has not been obtained within 14 days after it was requested marketing may commence without this so long as all other required items shown in bold are included in the HIP.</i></p> <p><i>Note: Please see the Home Information Pack (No 2) Regulations 2007, the Home Information Pack (No 2) Regulations: Procedural Guidance 2007, the Home Information (Amendment)(No.3) Regulations 2008 and the Home Information (Amendment) Regulations 2009 for detailed advice and clarification – www.communities.gov.uk/housing/buyingselling/homeinformation</i></p>	
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APPENDIX 3 – SHOULD A HIP BE PROVIDED?

CHECKLIST

DETAILS OF PROPERTY	HIP REQUIRED
Residential property marketed for sale from 14 December 2007	Yes
Residential property genuinely placed on the market for sale prior to 1 August 2007 and continually marketed since	No
Residential property with three or more bedrooms genuinely placed on the market for sale prior to 10 September 2007	Not at date of publication of this Guide
Residential property with two or less bedrooms genuinely placed on the market for sale prior to 14 December 2007	Not at date of publication of this Guide
New homes constructed under Part L of the Building Regulations 2006	Yes
Properties where all or part are not offered for sale with vacant possession	No
Private sales or properties not marketed to the public or a section of the public (it is very unlikely that an estate agent will be involved in these circumstances)	No
Properties where the most recent use was non-residential and there will be no conversion to residential use prior to sale	No
Properties where the primary use is not residential	No
Properties where conversion to non-residential use is expected prior to sale (planning and building consents must be in place and marketing must reflect this change of use)	No
Properties where the use is restricted by planning conditions to seasonal or holiday accommodation	No
Mixed use property (marketed for sale as one lot)	No
Dwellings with dual use (if primary use is not residential)	No
Sales of portfolios of properties	No
Unsafe properties	No
Property due to be demolished (all relevant permissions granted).	No

Note: You should refer to the Home Information Pack (No 2) Regulations 2007 and the Home Information Pack (No 2) Regulations 2007: Procedural Guidance for further advice. Both can be accessed from: www.communities.gov.uk/housing/buyingselling/homeinformation.