



# A GUIDE TO HOME INFORMATION PACKS

## Home Information Packs (HIP)

From 14<sup>th</sup> December 2007 all homes, with a few exceptions, required a Home Information Pack (HIP) when being sold.

A property cannot be marketed until a HIP has been ordered and certain documents have been prepared.

This is a significant change to the home buying and selling process, but provided you understand the key features of a HIP, what they are intended to achieve, and ensure that you obtain yours from a reputable source, they are not something that should alarm you and, hopefully, over time, they will actually improve the overall process!

## What is a HIP?

A HIP, sometimes described as a "Sellers' Pack", is a set of basic information which any person wishing to sell their home must provide for potential buyers.

It is a criminal offence, punishable by a fine, if you try and sell your home without one.

An estate agent is no longer able to market your property without a HIP.

## Why have HIPs been introduced?

The Government introduced HIPs in an attempt to speed up the home buying and selling process, by providing all the necessary legal documents at the start of the process when you put your house on the market.

Government research found that a huge amount of money was being wasted each year by home buyers who make offers on properties, pay for Surveys, Searches and so on, and then discover problems which cause sales to fall through.

The Government believes that if the seller has to provide the necessary information on the physical and legal health of the property upfront, fewer transactions will fail.

## What does a HIP contain?

There are two kinds of documents that a HIP may contain; those that are **required (mandatory)** for all properties and others that are **authorised (optional)**, to be included at the seller's discretion:

### Required (Mandatory)

- An index (ie a list of the contents of the Pack)\*
- An Energy Performance Certificate (EPC)\*
- A sale statement (summarising the terms of the sale)\*
- The Property Information Questionnaire (PIQ) which contains lots of information about the property\*
- Evidence of Title, either from the Land Registry or an abstract of unregistered title deeds\*
- Standard Searches (ie Local Authority enquiries and a Drainage and Water search)
- Where appropriate, Leasehold information (including a copy of the Lease)

\* These items must be completed before the property can be marketed

### Authorised (Optional)

- A Home Condition Report (HCR) – a new form of survey
- Any warranties or guarantees that you have for your property (ie NHBC Certificate, new roof guarantee)
- Any other relevant information regarding the Lease, such as information on service charges and insurance

We can advise you on whether you should include any of the optional documents.

## Why should you choose Scott Rowe to provide your HIP?

Scott Rowe have been involved in the house buying and selling process for over a century, and have an in-depth knowledge of the local area.

HIPs contain a large amount of complex legal information and solicitors are best placed to prepare and interpret these packs. At Scott Rowe, we offer a Home Information Pack that we're confident is the right solution for your next sale as:

- Guaranteed compliant with HIP legislation
- Online preparation reduces delays and ensures the Pack is prepared as quickly as possible
- Flexible, allowing inclusion of additional authorised items to assist you in marketing your property
- Scott Rowe's branding offers the buyer's solicitor further reassurance
- Seamlessly links into the conveyancing process
- Competitively priced

## Your questions answered:

### How much will a HIP cost?

This will vary according to the type of HIP you have and whether your property is Freehold or Leasehold, and the size; but is likely to be between £279.00 and £409.00 (including VAT).

### When will I have to pay?

We recognise that many people will not wish to incur the additional expense of compiling the HIP until their property has been sold.

Therefore, in order to assist, we can arrange finance for the cost of the HIP, on a deferred payment scheme. Or you can choose to pay on ordering by card or cheque if that suits you better.

### How long will it take to put my property on the market?

A property can be marketed as soon as the mandatory items marked with an asterix (see the earlier list) have been completed. In most cases, producing these documents should take seven days or less. The rest of the documents (Searches and Leasehold documents) have to be assembled within 28 days of marketing the property.

### What happens if I take my property off the market?

A HIP remains valid for as long as the property remains on the market. However if you take your property off the market and then later place it back on, the original HIP can only be reused if it is less than twelve months old. Any older than this and a new HIP will have to be ordered. You will also need to consider the terms on which the HIP was provided to you and your contract with the estate agent.

### Do I have to update my HIP?

There is no obligation on you or your estate agent to renew anything in your HIP. If something significant happens whilst the property is on the market then you may choose to do so, but it is the buyer's solicitor's responsibility to check if any documents need renewing.

## How to contact us

We welcome enquiries and consultations by telephone, letter and e-mail, or why not call in to one of our offices and ask for further information.



**Chard Street**  
**Axminster**  
**Devon**  
**EX13 5DS**  
**Phone 01297 32345**

**29 Broad Street**  
**Lyme Regis**  
**Dorset**  
**DT7 3QE**  
**Phone 01297 443777**

**36A Fore Street**  
**Chard**  
**Somerset**  
**TA20 1PT**  
**Phone 01460 63336**

**Email: [enquiries@scottrowe.co.uk](mailto:enquiries@scottrowe.co.uk)**

**Website: [www.scottrowe.co.uk](http://www.scottrowe.co.uk)**