

HOME INFORMATION PACK

Compulsory items

The following documents must be included in a Home Information Pack.

1. A Home Information Pack Index, listing the documents contained in the pack, providing a checklist for sellers, buyers, estate agents and enforcement authorities.
2. An Energy Performance Certificate, rating how energy efficient a home is on a scale of A-G and recommending ways to improve the home's energy efficiency.
3. A Sale Statement, providing basic information about the property, 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
4. Standard Searches, carried out by the local authority, water company or personal search company and including:
 - The Local Land Charges Register – official certificates produced following the completion of a search.
 - Local Enquiries - other records held by the local authority on matters of interest to buyers, such as planning decisions and road-building proposals.
 - Drainage and Water Services - the local water company or a personal search company can be used.
5. Evidence of Title:
 - documents from the Land Registry proving the seller has the right to sell the property.

Optional items

Sellers can choose to include a number of optional items which may speed up the sale of their property. These include:

1. A Home Condition Report, containing information about the physical condition of a property.
2. A Legal Summary of complex documents to help buyers.
3. Home Use / Contents Forms, detailing fixtures and fittings, boundaries, services, planning permissions and other matters of interest to potential buyers.
4. Other documents, such as non-standard searches appropriate to the area (e.g. mining, flood risk) and guarantees on work carried out to the property.