



Your Home Information Pack

Thank you for choosing Burnetts to put together your Home Information Pack. So that we can complete your HIP, it would be helpful if you could gather together the information below in readiness for our call:

Lender's Details

If you have a mortgage over the property you are selling, please could you give us the lender's name, address and your mortgage account number?

Your Property

Are there any unusual features or additional parcels of land e.g. car parking spaces?

Your Energy Performance Assessment

We will need to agree a choice of dates when the energy assessment inspector can visit you, so please have your diary handy.

Title Information

Please tell us when you bought your house.

If the title to your property is leasehold rather than freehold, we will need some additional information including:

- the name, address, and telephone number of your Managing Agent, if you have one.
- a copy of the current Buildings Insurance Policy Schedule
- copies of ground rent and service charge receipts

Don't worry if you don't have these documents immediately to hand – You can send them to us later.

Payment

You can either pay for your HIP on order or defer the payment.

Payment can be deferred either until completion or you can pay in four monthly instalments starting six months after the order (whichever is earlier). Clients opting for a deferred payment arrangement will incur an extra charge of £40.

	Conveyancing Client	Non Client
HIP	363	363
Arrangement fee	Nil	40
Total inc VAT	363	403

Sellers who commit to our conveyancing service will benefit from a discount. There is an additional fee of £20 for leasehold properties.

HIPs hotline 01228 552243
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