

Sale statement for

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

About this form:

- Under the Home Information Pack Regulations, you must provide the following information in your Home Information Pack and may use this form to do so.
- Someone can complete this form on behalf of a seller.
- If the property has not yet been completed or converted, please answer the questions as if the property is finished.
- Please answer all questions by checking the relevant box and adding any further information asked for. Where alternatives are offered, please indicate which one (or more) applies.
- The Regulations also tell you what other documents must and may be in the Home Information Pack. Guidance on the Regulations is available at www.homeinformationpacks.gov.uk

	Statement
1. The property is (or will be):	<input type="checkbox"/> Freehold <input type="checkbox"/> Commonhold <input type="checkbox"/> Leasehold starting (or likely to start) from and with years left on the lease
2. The title to the interest in the property being sold is:	<input type="checkbox"/> Registered at Land Registry <input type="checkbox"/> Unregistered
3. Who is selling the property?	<input type="checkbox"/> The owner or owners <input type="checkbox"/> A representative with the necessary authority to sell the property for an owner who has died <input type="checkbox"/> A representative with the necessary authority to sell the property for a living owner (for example with a power of attorney) <input type="checkbox"/> Other (please give details):
4. The property is being sold:	<input type="checkbox"/> With vacant possession <input type="checkbox"/> Subject to occupation where one or more properties in a sub-divided building are marketed for sale as a dwelling property, but at least one is with vacant possession (for example, a house which is vacant but sold with an occupied annexe)

Home Information Pack Index for

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

About this form

- Under the Home Information Pack Regulations, you must include an index which lists all the documents included in your Home Information Pack.
- You may use this form as an index. However, under the Regulations not all the documents listed in the form have to be included in every case, and if you are not sure which documents must be included in your pack, please seek advice.
- Where a document required by the Regulations is unavailable or unobtainable, the index should indicate that the document is missing, and the reason why. Where the document can be obtained from or created by a person, or does exist, the index should indicate the steps being taken to obtain the document.
- The index to your Home Information Pack should be updated whenever the pack or a pack document is added or removed.
- Someone can complete this form on behalf of a seller.
- The Regulations also tell you what other documents must and may be in the Home Information Pack, and guidance on the Regulations is available at www.homeinformationpacks.gov.uk

PART 1 – General

Home Information Pack document	Further details about pack document, including date of documents	Included <input checked="" type="checkbox"/>	Not included or not applicable (N/I or N/A)	Reason why not included and steps being taken to obtain the document
Basic pack documents				
1. Index		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
2. Sale statement		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
Title information				
3. Land Registry individual register		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
4. Land Registry title plan		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	

Home Information Pack document	Further details about pack document, including date of documents	Included <input checked="" type="checkbox"/>	Not included or not applicable (N/I or N/A)	Reason why not included and steps being taken to obtain the document
5. Land Registry copies of documents referred to in the individual register		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
6. Official search of Land Registry index map		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
7. Deduction of title documents		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
8. Leases, tenancies or licences for properties where part of the property in a sub-divided building not sold with vacant possession		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
The physical condition of the property				
9. Home Condition Report		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
10. Uncommenced new homes warranty with cover note		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
11. Commenced new homes warranty		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
12. Other warranties		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
13. Additional Home Condition Reports for the past 12 months		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
14. Energy Performance Certificate (separate to a Home Condition Report)		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
15. Report on a property not physically complete		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
16. Evidence of safety, construction, repair or maintenance		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	

Home Information Pack document	Further details about pack document, including date of documents	Included <input checked="" type="checkbox"/>	Not included or not applicable (N/I or N/A)	Reason why not included and steps being taken to obtain the document
Search reports				
17. Local land charges		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
18. Local enquiries		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
19. Additional local enquiries		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
20. Water and drainage enquiries		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
21. Radon gas		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
22. Common land		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
23. Ground stability		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
24. Mining		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
25. Other extractions		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
26. Subsidence		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
27. Environmental hazards		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
28. Flood risk		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
29. Contaminated land		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
30. Telecommunications		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
31. Utilities		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
32. Transport		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
33. Repairing liabilities		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
34. Other search reports for the property		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
35. Search reports for other properties		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	

Home Information Pack document	Further details about pack document, including date of documents	Included <input checked="" type="checkbox"/>	Not included or not applicable (N/I or N/A)	Reason why not included and steps being taken to obtain the document
Other				
36. Translations of pack documents		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
37. Additional versions of any pack document in another format such as Braille or large print		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
38. Summary or explanation of any pack document		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
39. Information identifying the property including a description, photograph, map, plan or drawing of the property		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
40. Information identifying the persons involved in providing the pack document or information within a pack document		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
41. Additional relevant information		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	

PART 2 – Commonhold properties

Home Information Pack document	Date of pack document	Included <input checked="" type="checkbox"/>	Not included or not applicable (N/I or N/A)	Reason why not included and steps being taken to obtain the document
42. Land Registry individual register and title plan for common parts		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
43. Land Registry copy of commonhold community statement		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	

Home Information Pack document	Date of pack document	Included <input checked="" type="checkbox"/>	Not included or not applicable (N/I or N/A)	Reason why not included and steps being taken to obtain the document
44. Name and address of managing agents and/or other manager		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
45. Rules and regulations outside the commonhold community statement		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
46. Amendments proposed to the commonhold community statement, and other rules		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
47. Summary of works affecting the commonhold (current or proposed)		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
48. Requests for payment of commonhold assessment for the past 12 months		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
49. Requests for payment of reserve fund for the past 12 months		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
50. Requests for payment for insurance for the past 12 months (separate to commonhold assessment or reserve fund)		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
51. Other commonhold information (please list below):		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	

Home Information Pack document	Date of pack document	Included <input checked="" type="checkbox"/>	Not included or not applicable (N/I or N/A)	Reason why not included and steps being taken to obtain the document
52. Proposed commonhold community statement, memorandum and articles of association (new properties)		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
53. Estimate of commonhold assessment, reserve fund and insurance payments expected during 12 months after completion (new properties)		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	

Part 3 – Leasehold properties

Home Information Pack document	Date of pack document (day/month/year)	Included <input checked="" type="checkbox"/>	Not included or not applicable (N/I or N/A)	Reason why not included and steps being taken to obtain the document
54. The lease		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
55. Name and address of landlord		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
56. Name and address of managing agents or other manager		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
57. Rules and regulations outside the lease		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
58. Amendments proposed to the lease, other rules and regulations		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
59. Written summaries or statements of service charges for past 36 months		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	

Home Information Pack document	Date of pack document (day/month/year)	Included <input checked="" type="checkbox"/>	Not included or not applicable (N/I or N/A)	Reason why not included and steps being taken to obtain the document
60. Summary of works affecting the property (current or proposed)		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
61. Requests for payment of service charges for the past 12 months		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
62. Requests for payment of ground rent for the past 12 months		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
63. Requests for payment for insurance for the past 12 months (separate to service charges or ground rent)		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
64. Other leasehold information (please list below):		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
65. Proposed lease (new properties)		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	
66. Estimate of service charges, ground rent and insurance payments expected during 12 months after completion (new properties)		<input type="checkbox"/>	<input type="checkbox"/> N/I <input type="checkbox"/> N/A	

Home use form for

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

Part 1 – About this form and seller’s check

About this form:

- Under the Home Information Pack Regulations, you must include this form in your Home Information Pack. It is not compulsory to fill it in, but doing so should help negotiations with buyers and speed up the sale.
- A buyer’s legal adviser and mortgage lender are also likely to ask many of these questions during the sale, so answering them now should save time later.
- If you choose not to fill this form in, you must provide the information asked for by shaded questions elsewhere in your Home Information Pack.
- Parts 1 and 2 of this form apply to all properties. Part 3 just applies to commonhold properties and Part 4 just applies to leasehold properties.
- Someone can complete this form on behalf of a seller.
- Please cross through any questions or answers that are not relevant and use the suggested answers by checking the relevant box and adding any further information asked for. Where alternatives are offered, please indicate which one (or more) applies.
- If the property has not yet been completed or converted, please answer the questions as if the property is finished.
- The Regulations also tell you what other documents must and may be in the Home Information Pack, and guidance on the Regulations is available at www.homeinformationpacks.gov.uk

Seller’s check of this form

- Someone can complete this form on behalf of a seller, but given that a buyer and mortgage lender might rely on the information in this form, it is important that the seller checks the answers to ensure that they are as truthful and as accurate as possible.

Please check the boxes below to confirm that:

- This form has been completed by the seller(s) or with their authority; and
- to the best of the seller’s knowledge, the answers are true and accurate.

Part 2 – All properties

About the property being sold (“the property”)	
1. Is the property a flat or a house?	<input type="checkbox"/> Flat (incl. maisonette) or <input type="checkbox"/> House (incl. bungalow)
2. If it is a flat, what type of building is it in?	<input type="checkbox"/> Purpose built block <input type="checkbox"/> Converted house or <input type="checkbox"/> Conversion of commercial premises
3. Does the owner have access to any parts of the building or surrounding land along with other residents (“common parts”)? Examples could include a private road, recreation area or car park:	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don’t know If “Yes”, please give details:
4. If the answer to question 3 is “Yes”, are there any conditions attached or costs incurred for exercising access rights?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don’t know If “Yes”, please give details:
5. Will the new owner have to pay a contribution to the costs of maintaining any common parts?	<input type="checkbox"/> Yes <input type="checkbox"/> There are no common parts for the property <input type="checkbox"/> No or <input type="checkbox"/> Don’t know If “Yes”, please give details:
6. If you answered “yes” to question 5, who else contributes to the cost of maintaining any common parts?	<input type="checkbox"/> The person(s) listed below: <input type="checkbox"/> No-one else contributes or <input type="checkbox"/> Don’t know
7. Do any buildings or surrounding land form part of the property (such as a garage or garden) for the owners’ use only?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don’t know If “No”, please give details:
8. Which services are connected to the property?	<input type="checkbox"/> Mains Water <input type="checkbox"/> Telephone <input type="checkbox"/> Private water supply <input type="checkbox"/> Drainage <input type="checkbox"/> Electricity <input type="checkbox"/> Septic tank/cesspool <input type="checkbox"/> Gas <input type="checkbox"/> Broadband/digital
9. Indicate the banding the property is in for the council tax purposes: Note: The current council tax band may increase following a sale of the property if it has undergone improvements, such as an extension, since it was last assessed by the Valuation Office Agency (VOA). The current council tax bands for all domestic properties in England and Wales, together with further information, are available on the VOA’s website at www.voa.gov.uk .	<input type="checkbox"/> Band A <input type="checkbox"/> Band B <input type="checkbox"/> Band C <input type="checkbox"/> Band D <input type="checkbox"/> Band E <input type="checkbox"/> Band F <input type="checkbox"/> Band G or <input type="checkbox"/> Band H

Boundaries	
10. Facing the front of the property, who is responsible for maintaining fences, walls, hedges or anything else marking boundaries:	On the right? On the left? At the back? Other:
11. Has the seller had a dispute or are they aware of a dispute with anyone over boundaries or boundary markings?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't know If "Yes", please give details:
Access over and to the property	
12. Does the property have free running of services across adjacent land and does it have access to adjacent land for maintaining the services?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't know If "Yes", please give details:
13. Do any neighbouring homes, buildings or land have a right of access through the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't know If "Yes", please give details:
14. As far as the current owner is aware, has there been a dispute with anyone over access relating to the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't know If "Yes", please give details:
Changes to the property	
15. While the current owner has owned the property, have there been any building works to the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't know If "Yes", please give details:
16. If you answered "Yes" in question 15, was any planning permission, building control approval or listed building consent obtained for the works?	<input type="checkbox"/> Yes <input type="checkbox"/> Needed but not obtained <input type="checkbox"/> No, but work covered by approved person scheme <input type="checkbox"/> No, not needed or <input type="checkbox"/> Don't know If "Yes" or "No, but work covered by approved person scheme" please give details:
17. If you answered "Yes" in question 15, was any permission needed for the works from a commonhold association, landlord, other manager/company whose consents are required?	<input type="checkbox"/> Yes <input type="checkbox"/> Needed but not obtained <input type="checkbox"/> No, not needed or <input type="checkbox"/> Don't know If "Yes", please give details:

Changes to the property (continued)	
18. While the current owner has owned the property, have they needed to get any permission from a commonhold association, landlord, or other manager to make other changes to the property or to decorate it?	<input type="checkbox"/> Yes <input type="checkbox"/> Needed but not obtained <input type="checkbox"/> No, not needed <input type="checkbox"/> No changes made or <input type="checkbox"/> Don't know If "Yes", please give details:
19. Has planning permission, building control approval or listed building consent been obtained for any future works to the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't know If "Yes", please give details:
20. If the property has not yet been completed or converted, have all necessary planning permissions, building control approvals or listed building been obtained?	<input type="checkbox"/> Yes <input type="checkbox"/> Application made <input type="checkbox"/> Needed but not obtained or <input type="checkbox"/> Not applicable If "Yes", please give details:
Use and occupation of the property	
21. Would a relative, partner (including a former partner) or other person have a legal claim to any rights to the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't know If "Yes", please give details:
22. Is the seller aware of any complaints that have been made about the use of the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't know If "Yes", please give details:
23. Is the seller aware of any complaints made about neighbours' use of their properties?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't know If "Yes", please give details:
Insurance policies, warranties and guarantees	
24. Please give the name of any insurer who covers the property against damage and against injury or death caused by or within the property:	The name of the insurer is or <input type="checkbox"/> No such insurance currently exists for the property
25. If this is the first sale of a new home and you are not including a Home Condition Report, please include a copy an uncommenced new build warranty with a cover note:	<input type="checkbox"/> Included

Relationship with the commonhold association (continued)	
36. If you answered "Yes" in question 35, when did the seller or unit-holder last hear from the agent?	<input type="checkbox"/> Date: <input type="checkbox"/> There has been no contact with the agent <input type="checkbox"/> Don't know or <input type="checkbox"/> First sale of the commonhold
37. Is there any other manager of the commonhold or will there be?	<input type="checkbox"/> Yes and Name and current address: or <input type="checkbox"/> No or <input type="checkbox"/> Don't know
38. If you answered "Yes" in question 37, when did the seller or unit-holder last hear from the manager?	<input type="checkbox"/> Date: or <input type="checkbox"/> There has been no contact with the manager <input type="checkbox"/> Don't know or <input type="checkbox"/> First sale of the commonhold
39. Please include the commonhold association's memorandum and articles of association registered with Land Registry. If none have yet been registered, include the proposed versions of these documents:	<input type="checkbox"/> Included
40. Please include a copy of any amendments proposed to the memorandum and articles of association which have not yet been registered with Land Registry:	<input type="checkbox"/> Included <input type="checkbox"/> None proposed or <input type="checkbox"/> Don't know of any
41. Is the commonhold association is a member of an ombudsman scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know If "Yes", please give details:
Commonhold assessment and reserve fund levy	
42. Is there any commonhold assessment due for the property which has not been paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> None due or <input type="checkbox"/> Don't know If "Yes", please state how much:
43. Please include the most recent request for payment of commonhold assessment for the past 12 months:	<input type="checkbox"/> Included <input type="checkbox"/> No request made or <input type="checkbox"/> No payments have been made
44. Is there any reserve fund levy due for the property which has not been paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> None due <input type="checkbox"/> Don't know If "Yes", please state how much:

Commonhold assessment and reserve fund levy (continued)	
45. Please include the most recent request for payment of reserve fund levy for the past 12 months:	<input type="checkbox"/> Included <input type="checkbox"/> No request made or <input type="checkbox"/> No payments have been made
46. While the current owner has owned the property, have there been any disputes over commonhold assessment or reserve fund levy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know or <input type="checkbox"/> First sale of the commonhold If "Yes", please give details:
47. At the end of the financial year are there expected to be any additional expenses due for works to the unit or the common parts which will not be covered by commonhold assessment or reserve fund levy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know or <input type="checkbox"/> First sale of the commonhold If "Yes", please give details:
48. If this is the first sale of the commonhold, please provide a total estimate of any commonhold assessment and reserve fund levy payable during the first 12 months of a new unit-holder's ownership:	The total is likely to be £
49. Has there been a reserve study and if so, what was its outcome?	<input type="checkbox"/> Yes and Date and outcome: <input type="checkbox"/> No <input type="checkbox"/> Don't know or <input type="checkbox"/> First sale of the commonhold
Maintenance of the property	
50. Are there any works affecting the unit or common parts being undertaken or are there any proposed?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't know If "Yes", please give details:
51. When was the outside of the building last maintained?	<input type="checkbox"/> Year: <input type="checkbox"/> It has not been maintained during the unit-holder's ownership or <input type="checkbox"/> Don't know
52. When were the common parts last decorated?	<input type="checkbox"/> Year: <input type="checkbox"/> They have not been decorated during the unit-holder's ownership or <input type="checkbox"/> Don't know
53. Is there or will there be a unit-holders' or residents' association of any kind?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't know If "Yes", please give details:

Insurance for the property	
54. Who is or will be responsible for insuring the unit against damage to it or injury caused by it?	<input type="checkbox"/> Commonhold association <input type="checkbox"/> Unit-holder or <input type="checkbox"/> Don't know
55. Please include copies of any request for contributions for insuring the common parts for the past 12 months:	<input type="checkbox"/> Included <input type="checkbox"/> Payment included in commonhold assessment or reserve fund levy <input type="checkbox"/> No request made or <input type="checkbox"/> No contribution required so far

Part 4 – Leasehold properties

The lease	
56. Please include a copy of the lease of the property or the proposed lease:	<input type="checkbox"/> Included
57. Is the seller aware of any negotiations under way to extend the length of the lease?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know or <input type="checkbox"/> First sale of the lease If "Yes", please give details:
58. Are there any proposals by or affecting the seller or leaseholder to exercise any right to buy a freehold of the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know or <input type="checkbox"/> First sale of the lease If "Yes", please give details:
59. Is the lease held on a shared equity basis? If so, what percentage has been purchased (and is for sale)?	<input type="checkbox"/> Yes and % has already been bought from the Landlord and is now being offered for sale and % is the maximum additional equity share that can be bought from the Landlord in the future or <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> First sale of the lease or <input type="checkbox"/> Not applicable
60. Is a share of the freehold interest of the building containing the property also included in the sale? If yes, will it be owned jointly with others in addition to the buyer of this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't Know If "Yes", please give details:

The lease (continued)	
60. Is a share of the freehold interest of the building containing the property also included in the sale? If yes, will it be owned jointly with others in addition to the buyer of this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't Know If "Yes", please give details:
61. Have the leaseholder's rights or obligations been altered other than through changes to the lease (for example by a custom or common practice)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know or <input type="checkbox"/> First sale of the lease If "Yes", please give details:
62. Please include a copy of any separate amendments to the lease and any amendments that are currently being negotiated:	<input type="checkbox"/> Included or <input type="checkbox"/> None made or proposed
63. Please include copies of any leases above the lease being sold:	<input type="checkbox"/> Included <input type="checkbox"/> Unavailable or <input type="checkbox"/> Not applicable
Relationship with the landlord	
64. Is the landlord's consent needed for the sale of the lease?	<input type="checkbox"/> Yes <input type="checkbox"/> No, none needed or <input type="checkbox"/> Don't know If "Yes", please provide details of the landlord's requirement for giving consent (if known):
65. Please include copies of all the rules and regulations which affect the use and enjoyment of the property:	<input type="checkbox"/> Included or <input type="checkbox"/> There are no extra rules or regulations made so far
66. Please include a copy of any separate amendments proposed to the rules or regulations referred to in question 65:	<input type="checkbox"/> Yes and <input type="checkbox"/> Included or <input type="checkbox"/> Don't know of any proposed
67. Name and current address of the landlord:	
68. When did the seller or leaseholder last hear from the landlord?	<input type="checkbox"/> Date <input type="checkbox"/> There has been no contact with the landlord <input type="checkbox"/> Don't know or <input type="checkbox"/> First sale of the lease
69. Has the landlord employed an agent to manage the property or will he or she do so?	<input type="checkbox"/> Yes and Name and current address: or <input type="checkbox"/> No or <input type="checkbox"/> Don't know

Relationship with the landlord (continued)	
70. If you answered "Yes" in question 69, when did the seller or leaseholder last hear from the agent?	<input type="checkbox"/> Date <input type="checkbox"/> There has been no contact with the agent <input type="checkbox"/> Don't know or <input type="checkbox"/> First sale of the lease
71. Is there any other manager of the building (such as a right to manage company, resident management company or a tenants management organisation)?	<input type="checkbox"/> Yes and Name and current address: or <input type="checkbox"/> No or <input type="checkbox"/> Don't know
72. If you answered "Yes" in question 71, when did the seller or leaseholder last hear from the manager?	<input type="checkbox"/> Date: <input type="checkbox"/> There has been no contact with the manager <input type="checkbox"/> Don't know or <input type="checkbox"/> First sale of the lease
73. If you answered "Yes" in question 72, must leaseholders become members of any management company for the building?	<input type="checkbox"/> Yes and memorandum and articles of association included <input type="checkbox"/> Membership optional <input type="checkbox"/> Membership neither required nor optional or <input type="checkbox"/> There is not or will not be a management company
74. Is the landlord, agent or manager a member of a professional association?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't Know If "Yes", please give details:
Rent, service charges and reserve fund payments	
75. Is there any ground rent due for the property which has not been paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> None due or <input type="checkbox"/> Don't know If "Yes", please state how much:
76. Please include the most recent request for payment of ground rent for the past 12 months:	<input type="checkbox"/> Included <input type="checkbox"/> No request made or <input type="checkbox"/> No payments have been made
77. Must the current leaseholder pay a service charge? A service charge is a payment in addition to ground rent which is payable, for services, repairs, maintenance, improvements or insurance or the landlord's costs of management. The amount typically varies according the costs involved:	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't know If "Yes", please state how much:
78. If you answered "Yes" in question 77, please include the most recent request for payment of service charge for the past 12 months:	<input type="checkbox"/> Included <input type="checkbox"/> No request made <input type="checkbox"/> Unavailable <input type="checkbox"/> No payments have been made or <input type="checkbox"/> First sale of the lease

Rent, service charges and reserve fund payments (<i>continued</i>)	
79. Are there any service charge payments due for the property which have not been paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> None due <input type="checkbox"/> Don't know or <input type="checkbox"/> First sale of the lease If "Yes", please state how much:
80. Have there been any disputes over service charge payments for the property during the leaseholder's ownership?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know or <input type="checkbox"/> First sale of the lease If "Yes", please give details:
81. Please include any written summaries or statements of service charge costs supplied by the landlord for the past 36 months:	<input type="checkbox"/> Included <input type="checkbox"/> None received or <input type="checkbox"/> First sale of the lease
82. Is there or will there be a reserve fund included within the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't know If "Yes", please give details:
83. At the end of the financial year, are there expected to be any additional service charges payable for works to the property or the common parts or payment made from any reserve fund?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know or <input type="checkbox"/> First sale of the lease If "Yes", please give details:
84. If this is the first sale of the lease, please provide a total estimate of any ground rent, service charges and reserve fund payments payable during the first 12 months of a new leaseholder's ownership:	The total is likely to be £
Maintenance of the property	
85. Are there any works affecting the unit or common parts being undertaken or are there any proposed?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't know If "Yes", please give details:
86. Are there any other large scale redecoration or works planned to the property or building?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't know If "Yes", please give details:

Maintenance of the property (continued)	
87. When was the outside of the property or building last maintained?	<input type="checkbox"/> Year: <input type="checkbox"/> It has not been maintained during the leaseholder's ownership or <input type="checkbox"/> Don't know
88. If there are any common parts used with the property, when were these last decorated?	<input type="checkbox"/> Year: <input type="checkbox"/> They have not been decorated during the leaseholder's ownership <input type="checkbox"/> Don't know or <input type="checkbox"/> There are no common parts
89. Is there or will there be a leaseholders' or residents' association of any kind?	<input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> Don't know If "Yes", please give details:
Insurance for the property	
90. Who is or will be responsible for insuring the property or the building against damage to it or injury caused by it?	<input type="checkbox"/> Landlord <input type="checkbox"/> Leaseholder <input type="checkbox"/> Other (please specify): or <input type="checkbox"/> Don't know
91. If the leaseholder should contribute to the cost of such insurance, please include copies of the request for payment made for the past 12 months:	<input type="checkbox"/> Included <input type="checkbox"/> Payment included in service charge <input type="checkbox"/> No request made or <input type="checkbox"/> No contribution required so far

Home contents form for

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

About this form:

- Under the Home Information Pack Regulations, you must include this form in your Home Information Pack. It is not compulsory to fill it in, but doing so should help negotiations with buyers and speed up the sale.
- On this form you can show what the contents of the home are and whether a seller is prepared to include them in the sale. Buyers are likely to want to know this, but the replies are not legally binding. They just show what a seller's plans are and they can change their mind prior to exchange of contract.
- Someone can complete this form on behalf of a seller.
- If the property has not yet been completed or converted, please answer the questions as if the property is finished.
- Please cross through any items listed that are not at the property.
- The Regulations also tell you what other documents must and may be in the Home Information Pack, and guidance on the Regulations is available at www.homeinformationpacks.gov.uk

Home essentials

(Unless you say otherwise, the buyer will assume that the following items are included in the sale and that the seller will leave them behind once the sale is complete. Please use the comments section to say otherwise.)

	Comments		Comments
1. Central-heating systems		2. Radiators; Other wall heaters	
3. Night-storage heaters		4. Boilers; Immersion heaters	
5. Windows and window fittings		6. Double glazing	
7. Electrical installation, including cables and sockets		8. Light switches; Other light fittings	
9. Laminate flooring; Parquet flooring; Floor tiles		10. Fires; Fireplaces	
11. Extractor fans and hoods		12. Fitted kitchen cupboards; Kitchen sinks; Other fitted kitchen accessories	
13. Baths; Bathroom sinks; Showers; Toilets; Taps; Plugs; Other items		14. Fitted bathroom cupboards	
15. Fitted towel rails; Soap, toothbrush and toilet roll holders		16. Fitted shelves	
17. Fitted wardrobes; Dressing tables; Cupboards		18. Wall tiles	
19. Door and cupboard handles and knobs		20. Fitted hooks and holders	
21. Inside and outside doors and gates (not including baby and toddler gates)		22. Greenhouses	
23. Fuel stores		24. Water butts	
25. Outside lights		26. Other (please give details):	

Home furnishings

(For each item, please check one of the columns only. If your answers depend on which room or area of the property the item is in, please say so.)

	Included in the sale	To be taken with the seller	To be negotiated
27. Carpets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Rugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Curtains/net curtains/pelmets/blinds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Curtain rails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Sofas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Ceiling lampshades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Beds including headboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Moveable wardrobes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Moveable cupboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Moveable dressing tables including any mirrors and chairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Moveable cabinets/bookcases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Dining tables and chairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Other desks/tables/chairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Moveable kitchen accessories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Bathroom cabinets, mirrors/shower curtains/rails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Other mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Moveable bathroom and toilet fittings and accessories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Other (please give details):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Home appliances

(For each item, please check one of the columns only. If your answers depend on which room or area of the property the item is in, please say so.)

	Included in the sale	To be taken with the seller	To be negotiated
45. Ovens and grills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Cookers/other cooking hobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Microwave ovens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Fridges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Freezers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Dishwashers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Washing machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52. Tumble dryers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Telephone receivers and cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54. Aerials/satellite dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55. Other (please give details):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Outside the home

	Included in the sale	To be taken with the seller	To be negotiated
56. Dustbins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57. Clothes lines/other clothes dryers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58. Shed and contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59. Garden trees/shrubs/plants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60. Garden furniture/ornaments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61. Water butts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62. Other (please give details):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Report on a home not physically complete for

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

About this form:

- Under the Home Information Pack Regulations, you must provide the following information in your Home Information Pack if the property being sold is not yet physically complete. You may use this form to do so.
- Someone can fill in this form for you (if you are the seller).
- Not “physically complete” means properties not yet built, not physically completed or still being converted for residential purposes. If you are not sure whether the property is physically complete, you can assume it is if:
 - it is windproof and weatherproof;
 - it is safe and sanitary;
 - it has facilities for the supply of heating to rooms, hot and cold water and electricity; and
 - it has washing and drainage facilities.
- Please cross through any questions or answers that are not relevant and use the suggested answers by checking the relevant box and adding any further information asked for. Where alternatives are offered, please indicate which one (or more) applies.
- Please note that if the property becomes physically complete after marketing starts, a Home Condition Report or new homes warranty must be added to the pack. This form must then be removed from the pack.
- The Regulations also tell you what other documents must and may be in the Home Information Pack, and guidance on the Regulations is available at www.homeinformationpacks.gov.uk

	Statement
1. The property is likely to be physically complete on: (Please say whether this date is only approximate.)	<input type="checkbox"/> Approximate date
2. The property will be:	<input type="checkbox"/> a house <input type="checkbox"/> a bungalow <input type="checkbox"/> a flat <input type="checkbox"/> a maisonette or <input type="checkbox"/> other (please give details):
3. If the property will be a house or bungalow, it will be:	<input type="checkbox"/> detached <input type="checkbox"/> semi-detached <input type="checkbox"/> terraced or <input type="checkbox"/> other (please give details):
4. If the property will be a flat or maisonette, the building containing it will:	<input type="checkbox"/> have a total of floors <input type="checkbox"/> contain a total of flats or maisonettes <input type="checkbox"/> contain a lift to the floor that the property will be on
5. Please attach a plan (to a scale of not less than 1:1250) showing the location and boundaries of the property (in metres) as it will be once it is completed. Also mark: neighbouring buildings and structures, and surrounding land; and the roads, public highways and footpaths that serve or will serve the property.	<input type="checkbox"/> attached <input type="checkbox"/> not attached <input type="checkbox"/> please check box if the boundaries are only approximate
6. Please attach a plan (to a scale of not less than 1:100) showing the layout and approximate height, width and length (in metres) of each of the rooms in the property:	<input type="checkbox"/> attached <input type="checkbox"/> not attached
7. The total useable floor area in the property will be approximately:	square metres
8. Please give details of the proposed methods of construction (including any trade names for the materials described):	details: or <input type="checkbox"/> not applicable
9. Please give details of the materials used or to be used in the outside parts of the property.	details: or <input type="checkbox"/> not applicable
10. Please give details of the heating and hot-water systems to be used for the property.	details:
11. Please give details of the standards to which the garden or other land being sold with the property will be finished.	details:
12. Will any land on the site be brought up to the level of the surrounding area artificially?	<input type="checkbox"/> yes (please give details below): or <input type="checkbox"/> no

	Statement
13. Please attach a predicted energy-performance certificate for the property.	<input type="checkbox"/> attached <input type="checkbox"/> not attached
14. Has a new homes warranty been offered for the construction, completion or conversion of the property?	<input type="checkbox"/> yes (please give details below): or <input type="checkbox"/> no
15. If the property will not qualify for a warranty, please give the name and qualifications of the person monitoring the construction, completion or conversion of the property:	name: address: qualifications: <input type="checkbox"/> not applicable