



Home Information Pack – Frequently Asked Questions

What is a HIP?

HIP stands for Home Information Pack. It is a folder or pack of documentation (it may be electronic or printed) about the property you are selling. It is a change from the “old” procedure for selling a property and involves the seller ensuring all relevant and required documentation is available to prospective purchasers. It must be in the process of being prepared before the property can be marketed by your estate agent for sale.

Why do I have to have one?

It is a legal requirement under the Housing Act 2004. Failure to produce the HIP will give rise to financial penalties. Your estate agent will not (and you should not) market the property unless the HIP will be available in line with the legislation.

Who will prepare it?

Granville-West Solicitors will work with you, your estate agent, and WarmFront (Energy Performance Assessors) to prepare the HIP.

What will the HIP contain?

The HIP must contain the following:-

A Home Information Pack Index

A sales statement

Evidence of Title (legal ownership of the land) – This will vary depending upon various matters and Granville-West Solicitors will advise you on this

Energy Performance Certificate (EPC)

Various Searches (including Local Land Charges and Drainage and Water enquiries)

The HIP may contain:-

Home Use Form

Home Contents Form

Unexpired Warranties

Other Searches including a mining search, flood risk and specialist searches

A Home Condition Report

Plans

Other Warranties, guarantees and work details

Other documents of legal title

Other documents may subsequently be required or allowed as the HIP legislation and regulations evolve.

What does an energy inspection entail?

It will involve both an internal and external examination of your property, for the purposes of obtaining an energy performance certificate?

Who will carry out the inspection?

It will be conducted by a fully accredited Domestic Energy Assessor or Home Inspector. It is advisable to ask them for proof of accreditation, which can be done at the booking stage and they will bring it along with them. Alternatively you can ask for their accreditation number and check their authenticity at the government's **central register of accredited Domestic Energy Assessors**.

Does that mean they have undergone a criminal check?

Yes, a part of their accreditation process is that all DEA's undergo a criminal records check with the Criminal Records Bureau.

What information do I need to provide?

The more information provided the quicker and easier the EPC inspection will become. Specific information such as your name, address and contact details including mobile is essential. You can then also provide some construction details if known, i.e. year built, year of extension, type of wall construction, location of boiler and heating controls etc.

Do I need a Home Condition Report?

A home condition report provides a more detailed survey of your home. This details more construction issues as opposed to energy ratings but is NOT mandatory.

What system is used to rate the energy efficiency of my home?

Ratings are given in an A – G system, with A being the most energy efficient. This is similar to the rating given to all white goods (refrigerators)

Will I be able to sell my house if I have a bad rating?

Yes of course. An energy rating is merely a test as to the energy efficiency. Some buyers may take this into account as the lower the rating the higher the fuel bills will be.

How can I improve my rating?

The report will contain suggested improvements that you can undertake in order to improve the energy efficiency. This will consist of low cost measures such as low energy light bulbs to more expensive measures such as solar panels.

What if I undertake these measures and they do not improve my rating?

The EPC report will contain an accurate predicted energy rating if the measures recommended are carried out. It will also be able to tell you what savings you are likely to make on household bills hence informing you if it is cost effective. Subsequently you can work out how long it would take for you to make that expenditure back in savings.

What if I am unable to make the appointment?

Then please cancel it as soon as possible. This will avoid any unnecessary expense to all parties involved.

Can I dictate when the report is to be carried out and do I have to be there?

All attempts will be made to carry out the report at your convenience, however occasionally we may ask for a time slot of up to 4 hours. It is preferred for the customer to be there, however you can arrange with your estate agent for the DEA to collect the keys.

How long does an EPC take?

The normal time to carry out an EPC is 40 minutes. This may vary slightly depending on property type and size.

How long will it take to prepare the HIP?

This will depend on several factors including the length of time the EPC takes to prepare, how long the searches and documents from the Land Registry take and how quickly you respond to our requests for information or documents. We would estimate that on average a HIP will be ready within seven working days of instructions and funds received from you.

How much will it cost?

£350.00 (Three Hundred and Fifty Pounds). This includes the fee payable to obtain the Local Land Charges Search, Drainage/water search and the EPC as well as our fees for preparing the HIP. There may be in exceptional circumstances additional charges for any other searches or items that you wish to include in the HIP and for certain types of property (e.g. leasehold).

How and when do I pay?

Payment must be made to Granville-West before the HIP is commissioned. Payment may be made in cash or by cheque at any of our offices.

What do I do next?

Please confirm to your estate agent that you wish to utilise Granville-West's services for the production of your HIP. They will then take some information from you and complete our registration system so that work on the HIP and request for searches can begin straight away. You should then attend at our offices with payment for the HIP where we will begin to take the other information required.

We look forward to working with you, your agents and Warmfront in the efficient preparation of your Home Information Pack.