

Address or proposed
address of the property

Postcode / Plot no.

Ref.		Included	Document date
A. Required documents: freehold, leasehold and commonhold			
	Home Information Pack Index	<input type="checkbox"/>	□□/□□/□□
	Property Information Questionnaire	<input type="checkbox"/>	□□/□□/□□
	Property Information Questionnaire (new homes)	<input type="checkbox"/>	□□/□□/□□
	Energy Performance Certificate and recommendations	<input type="checkbox"/>	□□/□□/□□
	Predicted Energy Assessment	<input type="checkbox"/>	□□/□□/□□
	Sustainability Certificate	<input type="checkbox"/>	□□/□□/□□
	Interim Sustainability Certificate	<input type="checkbox"/>	□□/□□/□□
	Nil-rated Sustainability Certificate	<input type="checkbox"/>	□□/□□/□□
	Sale Statement	<input type="checkbox"/>	□□/□□/□□
	Official copy(ies) of the title register(s)	<input type="checkbox"/>	□□/□□/□□
	Official copy(ies) of the title plan(s)	<input type="checkbox"/>	□□/□□/□□
	Certificate of an official search of the index map	<input type="checkbox"/>	□□/□□/□□
	Documents sufficient to deduce title	<input type="checkbox"/>	□□/□□/□□
	Report of local land charges search	<input type="checkbox"/>	□□/□□/□□
	Report of local enquiries	<input type="checkbox"/>	□□/□□/□□
	Report of drainage and water enquiries	<input type="checkbox"/>	□□/□□/□□
	Lease(s) or licence(s) for any part of the property without vacant possession or that is not expected to have vacant possession at completion of the sale	<input type="checkbox"/>	□□/□□/□□



Ref.		Included	Document date
B. Required documents: leasehold			<input type="checkbox"/> Not applicable
	The lease(s) (in the form of an official copy, the original lease or copy of it, or an edited information document)	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

C. Required documents: new leasehold interests			<input type="checkbox"/> Not applicable
	The lease(s) or the terms of the lease(s) proposed	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Estimates of service charges, ground rent and insurance payments expected for 12 months following completion of the sale	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

D. Required documents: commonhold			<input type="checkbox"/> Not applicable
	Official copies of the title register and title plan for common parts	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Official copy of the commonhold community statement	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Amendments proposed to the commonhold community statement	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Rules and regulations made for the purposes of managing the commonhold	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Amendments proposed to the rules and regulations made for the purposes of managing the commonhold	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Most recent request for payment of the commonhold assessment in the last 12 months	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Most recent request for payment of the reserve fund in the last 12 months	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Most recent request for payment for insurance (separate from commonhold assessment) in the last 12 months	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Name and address of current and proposed managing agents and/or other managers	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Summary of works currently being undertaken or proposed to be carried out which affect the property or common parts	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

E. Required documents: new commonhold interests			<input type="checkbox"/> Not applicable
	The commonhold community statement or terms of the commonhold community statement proposed	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Estimates of commonhold assessment, reserve fund and insurance payments expected for 12 months following completion of the sale	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Name or description of the document	Reason why it is missing, steps taken to obtain it, and reason for any delay	Proof of request included in pack	Date or any revised date by which the document is expected to be obtained
F. Missing documents (requested and believed to be obtainable)			
		<input type="checkbox"/>	□□/□□/□□
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Name or description of the document	Reason why it is missing
G. Missing documents (completely unobtainable)	

Ref.	Name or description of the document	Document date
H. Authorised documents		
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