

Home Information Pack Index



Office ref.

Address or proposed address of the property

Postcode
Plot number

This form should be completed and read in conjunction with the explanatory notes available separately

This Index is divided into five parts:

- A – Required documents and information *(for all property)*
- B – Required leasehold documents and information *(for leasehold property)*
- C – Required commonhold documents and information *(for commonhold property)*
- D – Missing documents and information *(when required items are to follow or unobtainable)*
- E – Authorised documents and information *(at the seller's discretion)*

Part A – Required documents and information

Pack ref.		Included	Document date
Basic pack documents			
	Index	<input type="checkbox"/>	D D / M M / Y Y
<i>One of the two following types of energy assessment:</i>			
	Energy Performance Certificate and recommendation report (EPC)	<input type="checkbox"/>	D D / M M / Y Y
	Predicted Energy Assessment (PEA)	<input type="checkbox"/>	D D / M M / Y Y
	Sale Statement	<input type="checkbox"/>	D D / M M / Y Y
Note: If no energy assessment is included, see Part D – Missing documents and information			



Part A – Required documents and information (continued)

Pack ref.	Included	Document date
Evidence of registered title		<input type="checkbox"/> Not applicable
Official copy(ies) of the title register(s)	<input type="checkbox"/>	D D / M M / Y Y
Official copy(ies) of the title plan(s)	<input type="checkbox"/>	D D / M M / Y Y

Evidence of unregistered title		<input type="checkbox"/> Not applicable
A certificate of an official search of the index map	<input type="checkbox"/>	D D / M M / Y Y
Documents sufficient to deduce title	<input type="checkbox"/>	D D / M M / Y Y
Note: If the title to the property is unregistered and documents sufficient to deduce title are not included, see Part D – Missing documents and information		

Searches and enquiries		
Local land charges	<input type="checkbox"/>	D D / M M / Y Y
Local enquiries	<input type="checkbox"/>	D D / M M / Y Y
Drainage and water enquiries	<input type="checkbox"/>	D D / M M / Y Y
Note: If any one or more of the searches and enquiries are not included, see Part D – Missing documents and information		

Property for sale without full vacant possession		<input type="checkbox"/> Not applicable
Lease(s) or licence(s) for any parts of the property not sold with vacant possession	<input type="checkbox"/>	D D / M M / Y Y
Note: If applicable, but leases and licences are not included, see Part D – Missing documents and information		

Part B – Required leasehold documents and information

Pack ref.	Included	Document date
Leasehold documents and information		<input type="checkbox"/> Not applicable
The lease(s)	<input type="checkbox"/>	D D / M M / Y Y
Name and address of current and proposed landlord	<input type="checkbox"/>	D D / M M / Y Y
Name and address of current and proposed managing agents or other manager(s)	<input type="checkbox"/>	D D / M M / Y Y
Amendments proposed to the lease(s)	<input type="checkbox"/>	D D / M M / Y Y
Rules and regulations made for the purposes of managing the property	<input type="checkbox"/>	D D / M M / Y Y
Amendments proposed to the rules and regulations made for the purposes of managing the property	<input type="checkbox"/>	D D / M M / Y Y
Written summary or statements of service charges relating to the last 36 months	<input type="checkbox"/>	D D / M M / Y Y
Most recent request for payment of service charges in the last 12 months	<input type="checkbox"/>	D D / M M / Y Y
Most recent request for payment of ground rent in the last 12 months	<input type="checkbox"/>	D D / M M / Y Y
Most recent request for payment for insurance (separate from service charges or ground rent) in the last 12 months	<input type="checkbox"/>	D D / M M / Y Y
Summary of current or proposed works and agreements affecting the building or property and financial contribution to the cost	<input type="checkbox"/>	D D / M M / Y Y
<p>Note: If leasehold documents and information are applicable to the property, but one or more items are not included, see Part D – Missing documents and information</p>		

New leasehold interests		<input type="checkbox"/> Not applicable
The lease(s) or the terms of the lease(s) proposed	<input type="checkbox"/>	D D / M M / Y Y
Estimates of service charges, ground rent and insurance payments expected for 12 months following completion	<input type="checkbox"/>	D D / M M / Y Y
<p>Note: If applicable, but one or more items are not included, see Part D – Missing documents and information</p>		

Part C – Required commonhold documents and information

Pack ref.	Included	Document date
Commonhold documents and information		<input type="checkbox"/> Not applicable
	<input type="checkbox"/>	DD/MM/YY
Official copies of the title register and title plan for common parts	<input type="checkbox"/>	DD/MM/YY
Official copy of the commonhold community statement	<input type="checkbox"/>	DD/MM/YY
Amendments proposed to the commonhold community statement	<input type="checkbox"/>	DD/MM/YY
Rules and regulations made for the purposes of managing the commonhold	<input type="checkbox"/>	DD/MM/YY
Amendments proposed to the rules and regulations made for the purposes of managing the commonhold	<input type="checkbox"/>	DD/MM/YY
Most recent request for payment of the commonhold assessment in the last 12 months	<input type="checkbox"/>	DD/MM/YY
Most recent request for payment of the reserve fund in the last 12 months	<input type="checkbox"/>	DD/MM/YY
Most recent request for payment for insurance (separate from commonhold assessment) in the last 12 months	<input type="checkbox"/>	DD/MM/YY
Name and address of current and proposed managing agents and/or other managers	<input type="checkbox"/>	DD/MM/YY
Summary of works currently being undertaken or proposed to be carried out which affect the property or common parts	<input type="checkbox"/>	DD/MM/YY
<p>Note: If commonhold documents and information are applicable to the property, but one or more items are not included, see Part D – Missing documents and information</p>		

New commonhold interests		<input type="checkbox"/> Not applicable
	<input type="checkbox"/>	DD/MM/YY
The commonhold community statement or terms of the commonhold community statement proposed	<input type="checkbox"/>	DD/MM/YY
Estimates of commonhold assessment, reserve fund and insurance payments expected for the 12 months following completion	<input type="checkbox"/>	DD/MM/YY
<p>Note: If applicable, but one or more items are not included, see Part D – Missing documents and information</p>		

Part D – Missing documents and information

Details of requests for items listed below are recorded in the Pack on form *TA5 Proof of requests for missing documents and information* (tick to confirm)

Name or description of the missing required document or information	Reason why it is missing, explanation of the steps being taken to obtain it and reason for any delay	Date or any revised date by which the document is expected
		D D / M M / Y Y
		D D / M M / Y Y
		D D / M M / Y Y
		D D / M M / Y Y
		D D / M M / Y Y
		D D / M M / Y Y
		D D / M M / Y Y
		D D / M M / Y Y
		D D / M M / Y Y
		D D / M M / Y Y
		D D / M M / Y Y
		D D / M M / Y Y
		D D / M M / Y Y

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