

Home Information Pack Instruction Form

Vendor(s) Names : _____

Property Address: _____

Post Code: _____

Correspondence Address: (if different from above) _____

Post Code: _____

Contact Details: _____

Telephone: Home _____ Mobile _____

Work _____ E-mail _____

Would you like to upgrade to a Home Condition Report? (Delete as appropriate) YES NO

An additional fee is required, please telephone for a quotation.

Home Information Pack Information:

Number of bedrooms _____

Approx build year _____

Tenure: Freehold Leasehold

Location Of Title Deeds _____

Phone no: _____

Leasehold Information:

Name of landlord _____

Address _____

Post code _____

HIP Terms & Conditions

1. The HIP will be charged for in full if cancelled after signing this form. The HIP will be prepared by Peterborough Home Information Packs, Somersby House, 73 Broadway, Peterborough, PE1 1Sy
2. Once this form has been signed and payment received the HIP is deemed to have been commissioned and the property can be marketed for sale.
3. An additional £25.00 + vat will be chargeable on all Leasehold properties.
4. An additional £25.00 + vat will be chargeable if the property is Unregistered.
5. When a property is Leasehold there may be additional administration charges made by the Managing Agents or Freeholder. These cost will vary and may be chargeable up front.
6. Peterborough HIP's take privacy seriously and comply with our obligations under the Data Protection Act 1998.

Your Pack is not deemed to be officially commissioned until the payment has been cleared through our account. This means that your property cannot be marketed.

Signed (Vendor 1) _____ **Name** _____ **Date** _____

Signed (Vendor 2) _____ **Name** _____ **Date** _____