



ABD Home Information Packs



Your details

Name

Address

Postcode

Home tel Work tel

Mobile

Email address

Preferred form of contact: Home Work Mobile Email Post

Address of property being sold: (leave blank if same as address above)

Postcode

Freehold or Leasehold

Intended sale price £ Approx age of property

Will there be a related purchase? Yes No

If yes, approx. purchase price £

HIP options

HIP only

HIP only - upfront payment

HIP only - deferred payment. Payment on completion of the property sale, if you decide not to sell or in 6 months time (whichever is earlier)

HIP and Conveyancing combined

Combined HIP and Conveyancing - upfront payment for the HIP.

Combined HIP and Conveyancing - deferred payment for HIP. Payment for HIP on completion of the property sale, if you decide not to sell or in 9 months time (whichever is the earlier).

Leasehold

Add £20.00 to HIP only price if leasehold.

Add £120.00 for HIP and Conveyancing combined if leasehold.

HIP Price or HIP & Conveyancing fee

Floor plan

Include floor plan.

EPC

Tick if ABD are not undertaking the EPC.

Estate Agents paying for HIP from commission*

Agents HIP - upfront payment.

Agents HIP - deferred payment.

*This only applies where the price of the HIP is included in the Estate Agents commission. If as agents you indicate that you will be paying for the HIP it is payable whether or not the sale proceeds.

Estate Agents

Name of Firm

Contact Name

Ownership documents

We need to obtain your title deeds.

If you have a mortgage your Mortgage Lender may be holding title deeds.

Do you have a mortgage? Yes No

If you do not have a mortgage, please state the name and address of the location of your title deeds

Do you provide ABD with full authority to obtain your deeds from your Mortgage Lender or deeds holder? Yes No

Leasehold property

This section only applies if your property is leasehold

Please state name and address of your landlord

If applicable, please state name and address of the managing agents

If you have a copy of any of the following documents please tick the boxes and hand the documents to your Estate Agent to be forwarded to us.

Lease Service charge accounts Receipt for ground rent/service charge payments Any rules and regulations Most recent request for payment of ground rent/service charge

Credit/Debit card payment

We will require your credit or debit card details in order that payment can be deducted from the card when due. We will notify you before any payment is deducted. Our HIPs team will contact you for your card details. If they are not provided, your HIP may be delayed.

Signature

I/We authorise Awdry Bailey & Douglas (ABD) to prepare a HIP for our property in accordance with the terms and conditions overleaf. I/We accept that upon providing this agreement to the Estate Agents or directly to ABD preparation of the HIP may commence immediately.

Sign here

Date

Comments

Price

In some limited circumstances there will be additional unexpected amounts that may be payable. Such as:

- on a leasehold property, if your landlords or managing agents make a charge for supplying us with any information or documentation, this cost will be added to the price of your HIP and we may require payment from you in advance.
- if you have a mortgage, most banks and building societies do not require us to forward a payment to them before they will release any title deeds but if they do we may need to add that charge to the price of your HIP or ask you for the payment in advance.
- if your property is particularly unusual for any reason and as a result unexpected additional documents are required for your HIP we may need to increase the price of your HIP or request an additional payment in advance from you.

Timescale

Our aim is to produce Energy Performance Certificates (EPCs) within a few working days of instruction and completed HIPs within 5 working days but we do not guarantee these timescales as we will be dealing with third parties or there may be other elements of the HIP production process that are outside of our direct control. We will however do whatever we can to procure prompt production of your HIP.

Payment

- If you have opted for deferred payment, you agree to pay us the full price of your HIP (or allow us to deduct payment from your credit or debit card) immediately upon completion of the sale of your property, if you take the property off the market or upon a date which is 6 months from the date of instruction to us to prepare your HIP (whichever is the earlier). If we are dealing with your conveyancing which is proceeding satisfactorily the date for payment will be 9 months (or upon completion if earlier).
- If you have opted to pay upfront, you agree to allow us to deduct payment from your card now.
- If your credit or debit card is due to expire during the deferred payment period, you agree to provide us with new card details at least two weeks prior to expiry of the current card. If you do not do so, full payment of the HIP price becomes immediately payable and will be deducted.
- Interest will be charged on defaults and late payments. The rate will be 4% above Lloyds TSB Bank plc base rate applicable at the date that payment is due or becomes due. In addition, costs arising from late payment calculated at our normal chargeable hourly rate will be recoverable from you.
- If we are not instructed to deal with your conveyancing, in order that we know when your property sale has completed, this HIPs order form represents an irrevocable authorisation by you to your estate agents to notify us of (a) the name and address of your conveyancing solicitor (b) when there is an agreed sale (c) when contracts have exchanged and (d) when completion occurs. If you change your estate agent, you must immediately notify us of your new agents details. If at any stage we are not provided with the required information, the full price of the HIP becomes immediately due and payable.

Security and privacy policy

We are committed to keeping your personal information secure and confidential. Your details will not be provided to any third parties other than organisations required to provide component parts of the HIP (such as search companies) and official bodies

such as The Law Society or to disclose any suspicion of money laundering to the National Criminal Intelligence Service. We will write to you with a conveyancing quote but you will not receive any unsolicited communication from any third parties.

Raising queries or concerns with us

If you have any queries or concerns at any time please immediately discuss them with our HIPs team. If that does not resolve the problem to your satisfaction, or if you would prefer, please speak to the manager of the HIPs team Alternatively please speak to this firm's client care Partner. It is important that you immediately raise any concerns with us.

Termination

You may terminate your instructions to us in writing at any time. If so the full cost of the HIP becomes immediately due (or a reasonable proportion of the cost taking into account the time spent and disbursements incurred). We may stop acting for you but will only do so with good reason, for example if you do not provide your credit or debit card details or make a payment in accordance with our standard conditions, if you do not give us clear or proper instructions, if we cannot continue to act without being in breach of rules of professional conduct or if there has been an irretrievable breakdown in trust or confidence.

Distance selling

The Consumer Protection (Distance Selling) Regulations 2000 (as amended) provide the right to cancel an order during the first 7 working days. This right does not apply to items which have been made to your specification or to services once performance has started. You hereby acknowledge that your right to cancel is waived as we will commence preparation of your HIP as soon as this order form is received by us.

Storage of papers

We will keep any documents relating to your HIP for at least 6 years from completion of your HIP. We will do so on the understanding that we have your authority to destroy any such documents after this period. We will not destroy documents that you ask us to deposit in safe custody.

Paper copies

ABD HIPs are viewable on the web free of charge. However our standard HIP price also includes the production of a bound paper copy for you and if required, for your estate agents. Additional paper copies can be ordered from our HIPs team at a charge of £15.00 (inc VAT).

Viewing the HIP

The primary means of access to your HIP will be on our HIPs website. This can be accessed via the ABD HIPs website or in some cases via your estate agents' website. No one will be able to access your HIP on the web without the secure unique password. Upon commencement of the preparation of the HIP you will be provided with the password and your estate agents will also be given the password. ABD will not provide the password to anyone else. Your estate agents will explain to you the circumstances in which they will release the password to people who appear to be prospective buyers of your property.

Prospective buyers ordering a paper copy from our HIPs admin team must give the password. If the password is given we will assume that your estate agents are in agreement that the person receives a copy of the HIP and provided this procedure is followed we will not accept responsibility for providing a copy of the HIP to a person who you would not wish to receive it.