



New Instruction Order Form
Home Information Packs (HIPs)

Required HIPs Information

Developer Name

Sellers Company Name
(if different to the Developer Name)

Number of Units that require HIPs

Full Address for unit(s)

Is the property a:

New build	<input type="checkbox"/>	Mixed use development	<input type="checkbox"/>
Conversion	<input type="checkbox"/>	Existing building	<input type="checkbox"/>

Is the property:

Leasehold	<input type="checkbox"/>	Freehold	<input type="checkbox"/>
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Do you require:

Energy Performance Certificates	<input type="checkbox"/>
Predicted Energy Certificates	<input type="checkbox"/>

Is the property built to Code for Sustainable Homes assessment ratings

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Are you providing any of the following optional documents for your HIP:

Home Condition Report	<input type="checkbox"/>
Additional leasehold documents	<input type="checkbox"/>
Legal summary	<input type="checkbox"/>
Home use / content forms	<input type="checkbox"/>
New Home Warranty Certificate	<input type="checkbox"/>
Other	<input type="checkbox"/>

If other, please state

Date marketing due to start (HIP required)

Seller Company Information

Main Contact

Contact Email

Contact Telephone Number

The following documents must be provided by you to complete the pack:

- individual sales statements (in pdf format)
- location plan of site (for searches)
- Copy of lease (if applicable)
- Property Information Questionnaire (for each unit)

Additional Services Information

Would you be interested in any of the following additional services that HIPSHOP can offer:

SAP Assessments/Energy Performance Certificates

Air Pressure Testing/Acoustic Testing

Code for Sustainable Homes Assessments

Structural Warranties

If you would like more information on your HIP pack, please contact us on **0845 055 0572** or email **info@hipshoponline.co.uk**

Signed

On behalf of

Date

MD Professional & Support Services Ltd Haymarket Court Hinson Street Birkenhead Wirral CH41 5BX
T 0845 055 0572 F 0845 055 0573 E info@hipshoponline.co.uk W www.hipshoponline.co.uk

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