

HIP Order Form



Head office: 10 Back Road, Sidcup, Kent DA14 6HA T: 08450 944 934 / 020 8300 0225 F: 08450 944 938

Seller Information					
Title	Init.	Surname	Tel. (Day)	Mobile	Email
Occupier Information (if different to above)					
Property Address			Correspondence address if different?		
House Name			House Name		
Road No. / Name			Road No. / Name		
Area			Area		
Town			Town		
County			County		
Postcode			Postcode		
Property Details: (please complete as fully as possible)					
Property Type:			Construction status:		
Property Style:			Date Built:		
Tenure:			Beds:		
Option & prices: (Tick appropriate option)			HIP Fee		HIP fee (with Conveyancing discount*)
1)	One to four bedroom property (no printed copy)				
2)	five bedrooms (no printed copy)				
Optional extras: (Please circle)			Compulsory supplements (please add to standard charge above): (Please circle)		
Printed copy: £20 + VAT			Leasehold/commonhold: £20 + VAT		Unregistered property: £40 + VAT

Over 5 bedroom properties please contact us for a quote. If you require a printed copy of the HIP please circle printed copy and add £20 + VAT on the above fee.

You agree to pay for the cost of any additional Home Information Pack documents relating to your property, such as 'Leasehold Management Pack' which is supplied by the freeholder or management company.

*If choosing the 'With Conveyancing' option, the seller will be required to use a Conveyancing Network solicitor for the sale of the property.

Conveyancing Network charges the following fixed conveyancing fees on a no-completion no-legal fee basis: £450 for a property up to £500,000, £575 up to £600,000, £650 up to £700,000, £725 up to £800,000. For properties over £800,000, please contact the office for a quote. All fees are + VAT & disbursements. Typical disbursements are: bank transfer fee £23.50, Office Copy Entries £12.00, professional indemnity £75.00, data storage, photocopying £25.00.

In providing your card payment details below you are giving Conveyancing Network your irrevocable consent to open your conveyancing file once your property has gone under offer. Conveyancing Network will debit your payment card with £200 + VAT, once you go 'under offer', as part payment for your legal fees.

Estate Agency		Client Name	
Address		Signed	
		Date	

✂----- Once processed this section will be removed and destroyed -----✂

Card number: _____ - _____ - _____ - _____ Issue number __ Start date __ / __ Expiry date __ / __ Security code _____