RG Solicitors
10 Back Road
Sidcup
Kent
DA14 6HA

HIP Instruction Form

Agency & Contact Name:

Client name:

Correspondence address:

Sale address:
(if different from correspondence address above):

Sale price:

Property Details

L/H or F/H		New Build (Yes / No)		No of Bedrooms	
Terraced/Semi /Detached		Approx date built		Council	
House/Flat/ Bungalow/ Maisonette					

HIP Prices up to 4 bedrooms (please enter price against relevant option)

Standard HIP only	£ _____ + VAT
Standard HIP with conveyancing *(£50 discount on standard HIP)*	£ _____ + VAT
Deferred option	extra £50 + VAT

IMPORTANT NOTES:

1. If your property is leasehold and you cannot supply a copy of your lease then you will be charged £20 + VAT by the Land Registry.
2. If your property is unregistered then you will be charged £40 + VAT.
3. For properties with more than 4 bedrooms you will be charged a further £20 per additional bedroom.
4. You agree to pay for the cost of any additional Home Information Pack documents required in relation to your property, such as a 'Leasehold Management Pack' as supplied by the freeholder or management company.

In providing your card payment details below you are giving RG Solicitors your irrevocable consent to take payment for the ordering of your Home Information Pack. If you have selected the 'With Conveyancing' option, RG Solicitors will take payment for your HIP (detailed above) plus an additional £150 + VAT, as part payment for your legal fees. Once you have gone under offer, an additional payment of £100 + VAT will be taken, which will also form a part payment for your legal fees. The 2 separate payments, totalling £250 +VAT are described as the 'File Opening Fee'.

Card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _ Expiry date: _ _ / _ _

Security code: _ _ _ Issue No. (Maestro/Switch): _ _ Card type: Visa Credit Visa Debit Maesto/Switch Mastercard

Start date: _ _ / _ _

For Deferred option only:

Bank name: _____ Account name: _____

Account No.: _ _ _ _ _ _ _ _ Sort Code: _ _ - _ _ - _ _

Please note: that card & bank details will be destroyed as soon as payment has been taken.