

This order form is to capture details of the information required to order your Home Information Pack from Hips Point. Your Selling Agent (.....) will record the information and provide you with a copy of this form.

Customer Details

Title: Mr Miss Mrs Ms Dr

First Name: Middle Name: Surname:

Property Address: Billing Address:
 (Postcode mandatory)

Contact No. Day: Evening:

Mobile: Email:

Tenure: Freehold Leasehold Commonhold

Number of Bedrooms:

Property Type:

If Flat: Purpose built block Converted house Conversion of commercial premises

Property being sold by:

Owner(s) Representative who is selling for deceased owner Representative who is selling for living owner

Other (please specify)

Property sold with: Vacant possession Subject to occupation

Order Details

Home Information Packs:

Freehold Properties - £275.00 Freehold (Unregistered Property) - £325.00

Leasehold Properties - £299.00 Leasehold (Unregistered Property) - £325.00

Energy Performance Certificate (EPC) Only - £85.00 Electronic Copy Free / Hard Copy £15.00

Total Amount: £.....

Delivery Details:

Please tick your preferred return method: Email Post

Payment Method

Cheque Enclosed Invoice Direct Banking (Bacs/Telephone/Internet)

Bacs, Telephone Banking or Internet Banking To:

NatWest Bank:

Sort Code: 602477 Account No: 18669492

Terms & Conditions

Statement of Status and Service

Hips Point has its Head Office at 11 Cambridge Avenue, Manchester, M16 8JY. Hips Point adheres to the HIP Code & Search code of Practice, compliance with which is monitored by the independent Property Codes Compliance Board (PCCB).

Payment for Services

We offer you two methods of paying for our services:

- You can pay up front by cheque, Bacs Telephone Banking or Internet Banking;
- Finance option – you can defer payment by entering into a credit agreement with our finance partner, if this option is being offered by your estate agent.

No refunds are available once work has started on producing your HIP. The date work started will either be the date this agreement is signed plus seven working days if the cooling-off period is not waived. If the cooling-off period is waived, the start date will be the date this agreement is signed.

Cooling-off Period

When buying products or services from a distance, consumers are entitled to a cooling-off period of seven working days in which they can withdraw from the contract. In order to speed up the production of your HIP you agree to waive your right to this protection by ticking this box.

If you have not waived the cooling-off period and wish to cancel the contract, please telephone 0161 226 6809 to cancel (Within seven days of the date of signature).

Data Protection

In order to advise you properly, we must obtain certain information from you about your personal circumstances.

We will treat all of your personal information as private and confidential. No information will be disclosed to anyone, other than in four circumstances permitted by law: where we are legally compelled to do so, where there is a duty to the public to disclose, where disclosure is required to protect our interest, or where disclosure is made at your request or with your consent. We will only use the personal information that you have supplied for providing the services we offer and for ongoing administration of your affairs. You have the right to obtain a copy of the information we hold about you on payment of a fee.

We will collect, process and review all personal information supplied by you in order that we may provide you with information about products and services relevant to your needs and circumstances. You agree that we may use the information that we hold about you to contact you from time to time by post, fax, e-mail or telephone to bring to your attention additional products or services, which may be of benefit to you unless you have already requested us not to do so.

CLIENT ACCEPTANCE OF TERMS OF BUSINESS

I/we understand and consent to the above terms and I/we hereby authorise the transfer of information, as described above on a confidential basis when warranted between such third parties. I/we agree the Terms of Business will come into effect from the date of this agreement.

Vendor

Signature ----- Printed Name ----- Date -----

Selling Agent

Signature ----- Printed Name ----- Date -----

Branch ID Number -----

Please return completed form by e-mail: info@hipspoint.co.uk
By Post at: **11 Cambridge Avenue, Manchester, M16 8JY**
By Phone on: **0161 225 6809**
By Fax on: **0161 881 1759**
www.hipspoint.co.uk

Once received our Domestic Energy Assessor will make contact with you to arrange the inspection at your property which will take up to 1 hour.