

### Hip Review Weighted Scores Checklist

APPENDIX 2								
HIP Review Checklist W/SCORES								
1	FIRM							
2	PCCB Registered							
3	HIP Regs							
4	HIP Code / or equivalent							
5	Search Code / or equivalent							
6	Good Practice							
	HIP Reg		HIP Code		Search Code		Good Practice	
	Compliant	Non-Compliant	Compliant	Non-Compliant	Compliant	Non-Compliant		
7	HIP Dates							
8	ordered instructed							
9	completed/compiled dated		3					
10	no of days		1		1			
11	Covers Front and Back							
12	Label / provider identified				2			
13	HIP Logo				2			
14	Company Act / contact details		3		3		3	
15	Contents Page							
16	HIP Index		3		3			
17	index order		2		2			
18	components dated							
19	index content							
20	PIQ		3		3			
21	EPC / Sust. Cert		3		3			
22	Sale Statement		3		3			
23	Title Register		3		3			
24	Title Plan		3		3			
25	SIM		3		3			
26	Epitome of Title		3		3			
27	Leasehold documents		3		3			
28	Commonhold documents		3		3			
29	Searches							
30	Search compiler identified		3				3	
31	PCCB Registered						3	
32	Search Code logo						2	
33	Search dated		3				3	
34	LA address in full		3				3	
35	Property Address in full		3				3	
36	Local Land Charge Reg		3				3	
37	Local Enquiry		3				3	
38	All Questions		3				3	
39	ALL responses appropriate		3				3	
40	Source of Information Description of records		3				3	
41	Schedule 6 (Part 1 & Part 2 5,6 & 7)							
42	1) Responsible person may copy - Pt 2 - 5(b)		2				2	
43	2) Third party contractual rights - Pt 2 - 6(a)		3				3	
44	3) Insurance and run-off - Pt 2 - 7		3				3	
45	4) Reasonable care and skill - Pt 2 - 5(a)		2				2	
46	5) Specify negligent persons - Pt1 - 1(j)		3				3	
47	6) Connection personal/business - Pt 1 -1(b)		2				2	
48	Search Code Annex E						3	
49	Complaints / Redress procedure		3				3	
50	Terms & Conditions						3	
51	Drainage & Water Enquiry		3		3			
52	Drainage & Water Enquiry (PSC)		3		3			
53	HIP Annex E - Consumer Information				3			
54	HIPs Complaints / Redress Procedure		3		3			
55	HIP Terms & Conditions				3			
56	Authorised documents							
57	non-compliant in							
58	out of total number		93		55		59	