

## SCHEDULE 1

regulation 9(a)

### Home information pack index

#### Required matters

1. A home information pack index must—
  - (a) display prominently the title, “Home Information Pack Index”;
  - (b) contain the address or proposed address (which may include a plot number) of the property;
  - (c) contain a list of all the documents included in the home information pack;
  - (d) be revised whenever a document is included in or removed from the pack;
  - (e) where regulation 17, 18 or 21 apply, indicate—
    - (i) that a document otherwise required by these Regulations is missing from the pack;
    - (ii) specify which document it is; and
    - (iii) the reason why it is missing; and
  - (f) where regulation 17 or regulation 18(2)(e) apply, indicate—
    - (i) such steps as are being taken to obtain the document;
    - (ii) the date by which the responsible person expects to obtain the document;
    - (iii) the reason for any delay which has occurred or is likely to occur to the date described in paragraph (ii); and
    - (iv) where paragraph (iii) applies, the further date by which the responsible person expects to obtain the document.

#### Authorised matters

2. A home information pack index may indicate where a particular pack document can be found in the home information pack.