

SCHEDULE 1

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.