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### **Procedure for Registering 'New Build' Properties with Home Run**

Home Run is aware that there will not be a Gas Safe Safety Certificate, or an electrical Periodic Inspection Report for a property that is currently undergoing construction.

To register Home Run requires:

- The relevant NHBC document
- Completed Home Run registration form
- Payment of the annual fee

The following originals must also be provided to Home Run upon completion of the property:

- The Gas Installation Certificate for the gas boiler (this certifies the boiler and is usually a blue document, however with the new Gas Safe regulation the appearance of this may have changed),
- The 'Domestic Electrical Installation Certificate' which is provided upon completion of all electrical works for new builds or changes to existing installations. We require that this document is provided by a NICEIC, NAPIT, or ELECSA accredited electrician,
- The Energy Performance Certificate, which should be provided as part of the HIPS pack for new homes.

The deadline for providing these documents is 14 days after the start date of the tenancy (as noted on the Home Run registration form), however the documents themselves must be dated no later than this start date.

Home Run also requests that provisions have been put in place in the event that the build is not completed on time and tenants are unable to take up residence on the tenancy start date. (For example any kind of temporary accommodation or compensation that will be offered to tenants if this situation occurs.) This must be in writing.

**If you have any queries about registering this type of property, please contact Home Run before submitting documents, to obtain clarification.**