



## **BUILDING SURVEY TERMS OF ENGAGEMENT**

### **■ THE SURVEYOR**

The surveyor who carries out your inspection and report will be a Chartered Surveyor, who is competent to survey, value and report upon the property which is the subject of these Terms.

### **■ THE REPORT**

A Building Survey is the most detailed report available and is suitable for all types of property. Although highly detailed, we endeavour to make our reports easy to read and understand. We use colour digital photography and diagrams to explain certain features. As sometimes only technical words will do, we include a Glossary Of Terms in each report.

Our report will be divided into a number of sections, each dealing with a different structural element and comments will be made on the structural condition and state of repair of each element. Essential repairs, if any, will be summarised in the concluding section of the report, although these will not be priced. In order to price the items with reasonable accuracy, we would need to measure the works involved and prepare approximate quantities, which will involve time and increase the fee. Where necessary, we will recommend that estimates be obtained from contractors.

### **■ THE INSPECTION**

Our surveyor will make such an examination of the structure as is practicable at the time of inspection, with a view to advising you of the principle features in the construction of the property and its apparent condition. We must point out, however, that this examination does not cover those parts of the building that are concealed, unexposed or inaccessible with the use of such equipment as our surveyor normally carries. Unless you specifically so instruct us, and the Vendor previously consents, we shall not move any heavy furniture, raise any fitted floor coverings or remove floorboards.

In our report we shall inform you of the extent of the examination we have carried out. If we are of the opinion that there is a material risk or defect or failure in the area that we have been unable to inspect, we shall advise you if any further steps can and should be taken in respect of that risk.

### **■ ACCESS HATCHES**

During the course of the examination our surveyor will open all accessible unfixed hatches to roof and floor voids, and will carry out such examinations as are possible by the removal of access hatches to plumbing, boilers, tanks and other areas where the removal of such hatches will not cause damage to decorations or finishes.

### **■ THE ROOF**

Roof slopes will be inspected from ground level with the aid of field glasses or from an available vantage point, and our surveyor will carry with him a ladder of some ten feet (3 metres). This will mean that he will be unable to inspect the back of gutters or eaves where access cannot be obtained by the use of such a ladder from available vantage points. Interiors of accessible roof voids will be inspected with the aid of a torch.

### **■ WALLS AND FOUNDATIONS**

The exposed elements of walls and brickwork will be inspected externally and internally as far as practicable, but it will not normally be possible to carry out any inspection of the foundations.

### **■ SERVICES**

An inspection of the services, that is electrical, gas, plumbing, central heating and below ground drainage installations will be carried out. We stress, however, that none of these services will be tested during our inspection, as this will require additional costs in some instances from a qualified specialist. We shall make the appropriate recommendations for testing if we feel it is necessary.

### **■ OUTSIDE**

The paths, fences, outbuildings and grounds will be inspected and comments made on their construction, as far as this relates to the suitability for their purpose. The Inspection does not include consideration of the boundaries of the property.

■ **REINSTATEMENT COST**

An estimate for insurance purposes of the current cost of rebuilding the Property in its present form, unless otherwise stated, will be provided in the report. This includes the cost of rebuilding the garage and permanent out-building, site clearance and professional fees, but excludes VAT (except on fees).

■ **MARKET VALUE (Optional Additional Service)**

This definition is included in the "Red Book" (Royal Institute Of Chartered Surveyors Appraisal And Valuation Manual), which is the code of practice for all Chartered Surveyors and is largely mandatory.

Our valuation is provided on the basis of market value as defined by the Royal Institution of Chartered Surveyors as follows:

"The estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm's-length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion".

■ **LIABILITY**

The Report provided is solely for your use and that of your professional advisers. No liability to anyone else is accepted. Should you not act upon specific, reasonable advice contained in the Report, no responsibility is accepted for the consequences. As responsible practitioners, we operate a formal complaint procedure, a copy of which is available on request.

■ **CANCELLATION**

You will be entitled to cancel this contract or alter your instruction below by notifying us up to two working days before the day of the Inspection. We will be entitled not to proceed if, after arriving at the Property, our surveyor concludes that it is of a type of construction in which they have insufficient specialist knowledge to report on satisfactorily. In either case we will refund any money paid by you. Should the Surveyor conclude that it is not in your interest to proceed with the report as to do so may exaggerate your liability to fees (an RICS Protocol followed by all Chartered Surveyors), the Surveyor will inform you accordingly and our fee invoice will be calculated at £125 plus VAT per hour worked but no more than two thirds of the original fee quoted.

■ **COMPLAINTS**

We are Regulated by the Royal Institution of Chartered Surveyors. We aim to provide a high quality service in all respects. However, if you have a formal complaint, please write to Stephen Woodward and ask for our written Complaint Handling Procedure.

I agree to the above Terms and request you to proceed.

My payment option is:

\* DEBIT CARD  Please telephone our office to make your debit card payment (020 8423 4001).

\* BANK TRANSFER  I have made my BACS payment on ..... (insert date)

**NB Please quote property as reference on transfer**

To Woodward Chartered Surveyors Sort 30 93 92 Acct number: 29091268

\* Tick as appropriate Signed: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS OF PROPERTY TO BE SURVEYED: \_\_\_\_\_

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