



■ **THE SURVEYOR**

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

■ **THE INVESTIGATION**

A Structural Investigation is not a Building Survey but an investigation into one specific area or alleged structural failure of the property, as detailed in our accompanying correspondence.

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, dealing with the Scope of the Inspection, Extent of the Examination, Findings, Conclusion and Recommendations. Essential repairs, if any, will be summarised in 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.

■ **THE INSPECTION**

Our surveyor will make such an examination of the structure as is practicable at the time of inspection and agreed within the Scope of the Inspection. 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 building owner previously consents, we shall not move any heavy furniture, raise any fitted floor coverings or remove floorboards.

■ **ACCESS HATCHES**

During the course of the examination (as expressly limited by the agreed Scope and reported Extent) our surveyor will open all accessible unfixed hatches to roof and floor voids as long as this will not cause damage to any decorations or finishes and are accessible as above.

■ **THE ROOF**

Roof slopes will not be examined other than as required to satisfy the Scope of our instruction.

■ **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 unless this has been specifically agreed within the Scope of our Inspection described within the accompanying letter.

■ **SERVICES**

An inspection of the services, that is electrical, gas, plumbing, and central heating will not be carried out. Below ground drainage installations will be inspected as required to satisfy the Scope of our Instruction. A CCTV review will not be undertaken.

■ **OUTSIDE**

The paths, fences, outbuildings and grounds will not be inspected other than as required to satisfy the Scope of our Instruction.

■ **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 for a Structural Investigation 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: _____
