

RESIDENTIAL BUILDING SURVEY

TERMS AND CONDITIONS OF ENGAGEMENT

Particulars

The Client:	(Name) (Address)	
The Surveyor:	(Name) (Address)	G.N. Harcourt-Powell Esq., FRICS Nick HP Ltd., t/a Harcourt-Powell Chartered Surveyors, 37 Friars Street, Sudbury, Suffolk, CO10 2AG
Purpose of the Report:		Proposed Purchase
Details of any special instructions:		None
Likely inspection date:		
Likely Report delivery date:		Week commencing
Number of copy Reports to be provided:		One
Agreed Fee (no VAT):		£
Additional Fees: (See Clause 2 Additional Services)		£N/A
Payment Date:		With instructions
Signature(s) of Client(s) to confirm acceptance of Terms and Conditions of Engagement		[Redacted Signature Area]
Date:		[Redacted Date Area]

Specific Terms

1. Description of the Property to be inspected

Property Address:	
Property Type:	
Purchase Price:	£

2. Additional Services (if applicable) *

- | | | |
|-----|--------------------------|--------|
| 2.1 | Testing of services | Yes/No |
| 2.2 | Additional investigation | Yes/No |

The Client will obtain the Property owner's consent to, and the Surveyor will carry out, the following additional investigations:

- | | | |
|-----|--------------------------------------|--------|
| 2.3 | Arboricultural Report | Yes/No |
| 2.4 | Costed estimates for repairs | Yes/No |
| 2.5 | Market Valuation | Yes/No |
| 2.6 | Insurance rebuilding cost assessment | Yes/No |
| 2.7 | Feasibility Advice | Yes/No |

* Fees to be agreed if any Additional Services required.

3. Special Terms Agreed (if applicable)

- | | | |
|-----|-----------------------------------|--------|
| 3.1 | [Record any special terms agreed] | Yes/No |
|-----|-----------------------------------|--------|

General Terms

1. Introduction

- This document sets out the contractual terms upon which the Surveyor will advise the Client by means of a written report as to his or her opinion of the visible condition and state of repair of The Property.
- The individual carrying out the inspection and providing advice will be a Chartered Surveyor.
- The Surveyor will use all of the care and skill to be reasonably expected of an appropriately experienced Chartered Surveyor.

2. Content of the Report

In accordance with these terms the Surveyor will report upon:

- the main aspects of the Property including assessing the site/location, the design, structural framework, fabric and services;
- the grounds, boundaries and environmental aspects considered to affect the Property;
- any requirements for further investigation arising from the inspection.

3. Delivery of the Report

- The Report is to be delivered by the date agreed or at such later date as is reasonable in the circumstances.
- The Surveyor will send the Report to the Client's address (or other agreed address) by first class post for the sole use of the Client. The Client agrees to keep the Report confidential disclosing its contents only to the Client's professional advisors. In particular (but without limit) the Client must not disclose the whole or any part of the Report to any person (other than a professional advisor) who may intend to rely upon it for the purpose of any transaction.

4. Payment of Fees

- a. The Client will pay the Agreed Fee, any Additional Fees, any VAT and any agreed disbursements in advance on presentation of a Proforma Invoice. The Client's fee will be paid into the Surveyor's Office Bank Account and is not protected by the RICS Client Money Protection Scheme.
- b. The Client will be liable for interest on any late payment at the rate of 8% p.a. above the Bank of England base rate current at the date of the relevant fee account.
- c. The Client will be entitled to cancel this Contract by notifying the Surveyor's Office at any time before the day of the inspection.
- d. In the event of cancellation by the Client on the day of the inspection the Surveyor will refund any money paid by the Client and reserves the right to charge for the abortive Inspection and Report at an hourly rate of £85 per hour (plus VAT), subject to a minimum charge of £150 (plus expenses and VAT).

5. Assumptions

Unless otherwise expressly agreed the Surveyor while preparing the Report will assume that:

- a. the Property (if for sale) is offered with vacant possession.
- b. the Property is connected to mains services with appropriate rights on a basis that is known and acceptable to the Client; and
- c. access to the Property is as of right upon terms known and acceptable to the Client.

6. Scope of the Inspection

a. Generally

- i. The Surveyor will consider his or her advice carefully but is not required to advise on any matter the significance of which in relation to the Property is not apparent at the time of inspection from the inspection itself.
- ii. The Surveyor will inspect diligently but is not required to undertake any action which would risk damage to the Property or injury to him or herself.
- iii. The Surveyor will follow the guidance given in Surveying Safely: A Commitment To Personal Safety issued by the RICS in February 2002 (as amended).
- iv. The Surveyor will not undertake any structural or other calculations.

b. Accessibility

- i. The Surveyor will inspect as much of the internal and external surface area of the building as is practicable but will not inspect those areas which are covered, unexposed (such as concealed timber or steel, foundations or footings and wall ties), or not reasonably accessible from within the site or adjacent public areas.
- ii. The Surveyor is not required to move any obstruction to inspection including, but not limited to, furniture and floor coverings.

c. Floors

The Surveyor will lift accessible sample loose floorboards and trap doors, if any, which are not covered by heavy furniture, ply or hardboard, fitted carpets or other fixed floor coverings. The Surveyor will not attempt to cut or lift fixed floorboards without express permission of the owner.

d. Fixed Covers or Housings

The Surveyor will not attempt to remove securely fixed covers or housings without the express permission of the owner.

e. Roofs

The Surveyor will inspect the roof spaces if there are available hatches which are not more than three metres above the adjacent floor or ground. Where no reasonable access is available, the roof spaces will not be inspected. Similarly, outer surfaces of the roof or adjacent areas will be inspected, using binoculars, but will be excluded if they cannot be seen.

f. Dampness and Condensation

The Surveyor will take dampness readings throughout the building, where accessible and considered appropriate, with an electrical conductor damp meter. Where the Surveyor makes comments in his Report in respect of condensation, they are based on a visual assessment only as at the date of the inspection and not on the very complex test and investigations necessary to assess the precise risk of a future problem developing.

g. Boundaries, Grounds and Outbuildings

The inspection will include boundaries, grounds and permanent outbuildings but will not include constructions or equipment with a specific leisure purpose including, without limit, swimming pools or tennis courts.

h. Services

The Surveyor will carry out a visual inspection of the service installations where accessible. Drainage inspection covers will be lifted where they are accessible and it is safe and practicable to do so. No tests of the service installations will be carried out unless previously agreed, although general overall comments will be made where possible and practicable. The Surveyor will report if it is considered that tests are advisable.

i. Areas Not Inspected

The Surveyor will identify any areas which would normally be inspected but which he was unable to reasonably inspect and indicate where he considers that access should be obtained or formed and, furthermore, he will advise on possible or probable defects based on evidence from what he has been able to see.

j. Flats or Maisonettes

Unless otherwise agreed, the Surveyor will inspect only the subject flat and garage (if any), the related internal and external common parts and the structure of the building or particular block in which the subject flat is situated. Other flats will not be inspected. The Surveyor will state in the Report the limits of access and/or visibility in relation to the common parts and structure. The Surveyor will state whether he or she has seen a copy of the Lease and, if not, the assumptions as to repairing obligations on which he or she is working.

k. Environmental and Other Issues

- i. Particular noise and disturbance affecting the Property will only be noted if it is significant at the time of the inspection or if specific investigation has been agreed between the Surveyor and the Client and confirmed in writing.
- ii. The Surveyor will report on any obvious health and safety hazards to the extent that they are apparent from elements of the Property considered as part of the inspection.

l. Technical Equipment

The Surveyor will not cover in his Report any assessment of the building materials or their condition requiring the use of technical equipment other than the electrical conductor meter referred to at Clause f. above.

7. Hazardous Materials

- a. Unless otherwise expressly stated in the Report, the Surveyor will assume that no deleterious or hazardous materials or techniques have been used in the construction of the Property. However, the Surveyor will advise in the Report if, in his or her view, there is a likelihood that deleterious material has been used in the construction and specific enquiries should be made or tests should be carried out by a Specialist.
- b. Subject to clause 6b the Surveyor, based upon a limited visual inspection, will note and advise upon the presence of lead water supply pipes and asbestos.
- c. The Surveyor will advise in the Report if the property is in an area where, based on information published by the National Radiological Protection Board, there is a risk of radon. In such cases the Surveyor will advise that tests should be carried out to establish the radon level.
- d. The Surveyor will advise if there are transformer stations or overhead power lines which might give rise to an electro-magnetic field, either over the subject Property or visible immediately adjacent to the

Property. The Surveyor is not required to assess any possible effect on health or to report on any underground cables.

8. Ground Conditions

The Surveyor will not be required to comment upon the possible existence of noxious substances, landfill or mineral extraction, or other forms of contamination.

9. Consents, Approvals and Searches

- a. The Surveyor will be entitled to assume that the Property is not subject to any unusual or onerous restrictions, obligations or covenants which apply to the Property or affect the reasonable enjoyment of the Property.
- b. The Surveyor will be entitled to assume that all planning Building Regulations and other consents required in relation to the Property have been obtained. The Surveyor will not verify whether such consents have been obtained. Any enquiries should be made by the Client or the Client's legal advisers. Drawings and specifications will not be inspected by the Surveyor unless otherwise previously agreed.
- c. The Surveyor will be entitled to assume that the Property is unaffected by any matters which would be revealed by a Local Search and replies to the usual enquiries, or by a Statutory Notice, and that neither the Property nor its condition, its use or its intended use, is or will be unlawful.

10. Market Valuation

The Surveyor will provide a Market Valuation only if this is agreed at the time of taking instructions. The Valuation will be carried out, where appropriate, in accordance with the RICS Valuation – Global Standards 2020 (The Red Book) prepared by the Royal Institution of Chartered Surveyors. The Market Value is defined in these Valuation Standards as *'The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arms lengths' transaction after proper marketing where the parties had acted knowledgeably, prudently and without compulsion.'* The Valuation will be of the Freehold Interest with Vacant Possession assuming there are no onerous restrictions or covenants and that there is no contamination.

11. Insurance Rebuilding Cost Assessment

The Surveyor will provide an insurance Rebuilding Cost Assessment only if this is agreed at the time of taking instructions. Buildings insurance cost assessments will be calculated using the current edition of the RICS BCIS *Guide to House Rebuilding Costs* assuming a modern materials replacement basis.

12. Additional Services

The Surveyor will provide, for an additional fee, such additional services as may be specified in the Specific Terms or are agreed between the Surveyor and the Client and confirmed by the Surveyor in writing.

13. Miscellaneous

- a. In the event of a conflict between these General Terms and the Specific Terms, the Specific Terms prevail.
- b. Unless expressly provided, no term in the agreement between the Surveyor and the Client is enforceable under the *Contracts (Rights of Third Parties) Act 1999* by any person other than the Surveyor or the Client.
- c. Where the Client has instructed the Surveyor to make investigations which cause damage to the Property on the basis that the Client has obtained the owner's consent, the Client will indemnify the Surveyor against any loss or cost arising.
- d. **Dispute Resolution** – In the event that the Client has a complaint regarding the standard of service he or she has received, a formal complaints handling procedure will be followed. A copy of the Surveyor's complaints handling procedure is available upon request. Using the Surveyor's complaints handling procedure will not affect the Client's legal rights.
- e. The Client may only rely upon the Surveyor's advice and Report for purposes described in the Particulars or communicated to the Surveyor in writing prior to the agreement of the Fee and if the Client wishes to rely upon such advice and Report for any other purpose he or she may only do so with the written consent of the Surveyor.

- f. Where the Client has instructed a Market Valuation this may be subject to monitoring under the RICS Conduct & Disciplinary Regulations.

Harcourt-Powell

Chartered Surveyors

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