

DATE

MRN/TREJ/SURVEY/BS

ADDRESS

Dear

Subject

Thank you for your recent instructions concerning the above property and I take this opportunity of confirming the extent of the Building Survey to be undertaken.

01. TIMING

The inspection on site will be carried out on **. Normally the Report will take four to five working days to produce following the inspection unless there are particular difficulties in obtaining further information. We may produce a preliminary Report and a follow up with the results of any further investigations carried out.

We recommend that no legal documents are exchanged prior to the Report having been received and discussed with us if discussion is necessary although we will endeavour to provide you with a brief verbal report with our initial findings should you wish.

02. FEES

Our fee for carrying out the Report will be £** plus VAT and any cost of messengers should they be required. Minor disbursements are not normally charged, however, if substantial copying, faxing and photographic reporting is carried out, these will form an additional cost.

Should you require any further inspections on site or follow up work arising out of the recommendations made in the Report, we may need to discuss additional fee arrangements at that time.

03. EXTENT OF INSPECTION

Inspections will be carried out in as much detail as is physically possible but will only cover those areas where access is available. A 3.6 metre collapsible ladder will be used as necessary provided that there is no unusual risk involved.

We will normally expect to be able to open up access hatches and ducts where this does not involve physical damage to the property or decorations, and where possible, we will attempt to establish the type of floor and ceiling construction depending upon their nature and the extent to which the premises are occupied at the time of inspection. Large or particularly fragile items are not usually moved.

We will be reporting on the following specific areas amongst others:

- (a) Roof construction and roof voids.
- (b) Ceilings and floors.
- (c) Structural walls and partitions.
- (d) Services (although we will not be carrying out services tests).
- (e) Damp (existing evidence and areas of concern).
- (f) Structural disrepair (evidence of existing disrepair and recommendations).

We will be considering the present and likely future condition of the property although our comments concerning the future will be statements of opinion based upon our general experience and will depend upon the level of ongoing maintenance and repair.

04. COMMON PARTS AND MANAGING AGENTS

As part of our inspection we will be examining the common parts that are accessible. This will usually mean that we gain access to the roof and in many cases the communal services plant such as lifts, boilers and tank rooms. This may only be possible in part but we shall be reporting on those aspects that are of concern and also making every endeavour to discuss the service charge expenditure with the management company or freeholder, whichever is appropriate.

The results of our discussions with the managing agents are not always conclusive and you should bear in mind that proposals for remedial works and annual maintenance can change from time to time depending upon the priorities of Residents.

05. CONDITIONS OF REPORTING

In accordance with the recommendations published by the Royal Institution of Chartered Surveyors we have listed below the conditions upon which we will be undertaking this Building Survey and should you wish to discuss any particular aspect in more detail, we will be pleased to advise prior to carrying out the inspection.

- i. We have not inspected the structure or other parts of the building which are inaccessible, covered or to which access was not granted at the time of inspection and we are therefore unable to report that any such part of the property is free from defect.
- ii. No specialist reports were undertaken by mechanical or electrical consultants. We will not be commissioning a structural engineer's report within the agreed fee.

- iii. All dimensions given are approximate.
- iv. We will not be carrying out an Environmental Assessment of the property or the site upon which it is built. We may recommend that such a Report is commissioned and where appropriate, we may draw your attention to evident potential hazards immediately adjoining the building. We will not be investigating the past history of the site.
- v. Liability for opinions expressed in this Report will be restricted to the instructing client, copyright reserved.
- vi. Where provided, all building cost estimates should be regarded as approximate and requiring verification by a contractor's estimate based upon a detailed specification of the work briefly described.
- vii. Where costs are given, it is intended that they provide a general appreciation of the relative scale of the defect involved.
- viii. Unless specifically informed otherwise at the time of instruction, we will not be inspecting garages or out buildings which do not immediately appear to form part of the property unless we are otherwise informed by the person granting us access.
- ix. It should be noted that Building Regulations and Byelaws change on a regular basis and this often implies that construction pre-dating those changes is acceptable but should be upgraded in the future. We hope to be able to report to you on evidence of recent extensions and significant alterations where these are apparent or known at the outset.

06. METHOD OF PAYMENT

We require payment prior to the written report being sent out to you although an email version will be made in the first instance. Payment can be made by the following methods:-

- a) Credit card/debit card.
- b) Cheque. Please allow four working days for clearance.
- c) Direct transfer to Adelaide Jones & Co bank account.
 - Barclays Bank
 - Sort code: 20-90-56
 - Account No: 30104574

We trust that this adequately confirms the extent of your instructions but please let us know if you have any queries. Meanwhile, thank you for your kind instructions and we would be grateful if you could confirm by way of returning a signed copy of this letter.

Yours faithfully

T R EDWYN-JONES FRICS

M R NIMBA MRICS

ADELAIDE JONES

tim@adelaidejones.co.uk

mo@adelaidejones.co.uk

Signed Date