

“TERMS OF ENGAGEMENT”

SAMPLE

Dear ,

RE:

Further to our telephone conversation and your payment. Arrangements have been made with the Owner Estate Agents to pick up the keys to undertake the survey on between . As per your instructions, we will be inspecting:

- The readily accessible structural timbers surfaces of the roof and floors for evidence of wood-boring beetle infestation and fungal decay.
- The readily accessible ground floor walls for evidence of rising dampness, lateral penetrating damp and condensation.
- The readily accessible internal below ground walls for evidence of penetrating damp.

All of the above statements apply only to the living accommodation.

Our survey will incorporate a visual inspection of the exterior of the building from ground level, but will not, unless by prior arrangement, include the use of ladders or scaffolds supplied by others, unless the surveyor deems it safe to do so. Outbuildings, garages, fences, gates and furniture will not be inspected.

The report may contain comments on external joinery (which is subject to natural weathering) only if this is causing an obvious source of rain penetration into the structure.

Internally, when instructed, our surveyor will inspect visible surfaces of fixed joinery timbers and exposed accessible surfaces of the structural timbers. Timber floors will be inspected, where possible, by lifting loose floorboards or trapdoors. To avoid damage fixed floorboards and any wood block, strip, laminate or other decorative flooring, including fitted carpets, will not be lifted. Roof timbers are inspected only if a suitable access trap is available and the Surveyor feels it safe to do so.

The Surveyor is under no obligation to move furniture or floor coverings, raise fixed floorboards or to inspect those areas of the property that are covered, unexposed or are not readily accessible.

If a sub floor inspection is specifically required, the Client must arrange in advance for furniture to be moved, carpets to be lifted and access to the sub-floor (floorboards lifted, access traps formed) prior to the Surveyor's attendance and shall so advise the company in advance. Any costs of such works will be the Client's responsibility.

Areas of potential major defect, which cannot be inspected, will be listed with recommendations for further investigations or suggested courses of action. Minor defects may not be listed.

The Surveyor will/may use a moisture meter on internal wall surfaces to assess rising or penetrating dampness. Panelled, tiled or dry lined areas cannot be inspected.

If areas are not accessible at our first visit, we will be pleased to re-inspect when arrangements have been made by our client for the areas to be cleared of all restrictions. Additional costs may be incurred and passed to the Client, if further visits are required.

On receipt of any fees and after inspection, the Surveyor will produce a report detailing the observations and other points of relevance noted at the time of the inspection. Budget costings can only be supplied in relation to any Damp Proofing or Timber Treatments works recommended in our report. Recommendations including advice, proposed repairs, any treatments and associated works by others/builders may be included in the report but budget costing/specification cannot be supplied. The Report is provided for the sole use of our named Client and is confidential to the Client and his professional advisers. The company accepts responsibility to the Client alone for the stated purpose that the report will be prepared with the skill, care and diligence reasonably to be expected of a competent Surveyor, but accepts no responsibility whatsoever to any person other than the Client himself. Any such person relies upon the report at his own risk. The report expressly excludes the provisions of the Contracts (Rights of Third Parties) Act 1999.

Cancelled Survey Charges.

The survey can be cancelled by you up to 48 hours prior to the arranged date. All monies paid to us except for a fee of £20.00 which will be deducted from your payment to cover administration charges relating to the processing of any payment/refunds.

Cancelled surveys within 48-24 hour period will attract a cancellation charge of 25% plus £20.00 (as detailed above) of the survey fee paid.

Cancelled surveys within a 24 hour period or if the survey cannot be undertaken due to access problems as previously arranged and confirmed by others will be charged in full.

Cancellation days and times are normal office business, Monday –Friday 9.00 A.M.-5.00 P.M.