

# **CONFIRMATION OF INSTRUCTIONS – TERMS AND CONDITIONS OF ENGAGEMENT FOR A BUILDING/STRUCTURAL SURVEY**

## **Particulars**

1. The Client:
  
2. The Surveyor: M D Rackham FRICS  
Rackhams Surveyors Ltd  
28 The Bramblings  
RUSTINGTON  
West Sussex  
BN16 2DA  
  
Telephone: 01903-859966  
  
E-mail: [mdr@rackhams.uk.net](mailto:mdr@rackhams.uk.net)
  
3. Address of Property to be Inspected
  
4. Purpose of the Report: purchase
  
5. Likely Inspection Date: week commencing
  
6. Likely Report Delivery Date: 2 days following survey
  
7. Agreed Fee £
  
8. Additional Fees (inclusive of VAT) for Testing of Services;
  
9. Access Arrangements:
  
10. Is the Property Vacant or Occupied
  
11. Name and telephone number of Selling Agent

## **Enquiry**

1. General description of property :
  
2. Price being paid for the property:
  
3. Tenure Freehold
  
4. Are there any areas of the Building which you wish to be excluded from the inspection?.
  
5. Are you aware of any remedial works or significant repairs completed to the property?

6. Are you aware of any guarantees?
7. Are there any specific concerns or requirements?

### **Services**

Unless specifically instructed no engineers inspection will be made of the service installations, ie. electrical, plumbing, gas, heating and drainage. A gas soundness test will not be completed nor will electrical and gas domestic appliances be inspected or tested.

As an additional service we can arrange for the following inspections and tests:

1. an inspection and test by a qualified Electrician of the electrical wiring installation excluding domestic appliances.
2. an inspection and test of the plumbing and heating installation by a Gas Safe Registered Engineer.
3. A CCTV survey of the under ground foul drains.

The cost of these inspections will be advised.

### **General Terms**

#### 1. Introduction

- a. This document sets out contractual terms upon which the Surveyor will advise the Client by means of a written report as to his opinion of the visible condition and state of repair of the Property.
- b. The individual carrying out the inspection and providing advice will be a chartered surveyor.
- c. 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:-

- a. the main aspects of the Property including assessing the site/location, the design structural framework and fabric;

- b. the grounds, boundaries and environmental aspects considered to affect the Property.
- c. any requirements for further investigation arising from the inspection.

### 3. Delivery of the Report

- a. The Report is to be delivered by the date agreed or at such later date as is reasonable in the circumstances.
- b. 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 reply 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 disbursement by the Payment Date.
- b. The Client will be liable for interest on any late payment at the rate of 3% p.a. above the Bank of England base rate current at the date of the relevant fee account.

### 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 of 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 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 it not required to undertake any action which would risk damage to the Property or injury to him.
- iii. 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 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 floorboards and trap doors, if any, which are not covered by heavy furniture, ply or hardboard, fitted carpeting 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 of 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 can not be seen.

F. 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.

G. Services

The Surveyor will not be under an obligation to carry out an inspection of the service installations except that drainage inspection covers will be lifted where they are accessible and it is safe and practical to do so.

Otherwise an inspection and test of electrical wiring, plumbing, heating and drainage services can be arranged at additional cost.

H. Areas Not Inspected

The Surveyor will identify any areas which would normally be inspected but which he was unable to inspect.

I. 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 has seen a copy of the lease and, if not, the assumptions as to repairing obligations on which he is working.

J. 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.

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 materials have been used in the construction and specific enquiries should be made or tests 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 of 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. Insurance Rebuilding Cost Assessment

The Surveyor will provide an insurance rebuilding cost assessment only if this is agreed at the time of taking instructions. Building insurance cost assessments will be calculated using the current edition of the *BCIS Guide to House Rebuilding Costs*.

11. 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.

12. 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 of 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.

1/We confirm our instructions and agree to these Terms and Conditions of Engagement.

Signed: .....

Name: .....

Date: .....