



Preparing for your BER Assessment V2

Homeowners Checklist

A Building Energy Rating, or BER, is an energy label that indicates the energy performance of your home.

Before your BER Assessor visits your home, you will need to prepare for your BER assessment. This includes gathering documentary evidence for works done on your home, to ensure you are receiving the most accurate BER rating.

Having all your documents and paperwork prepared prior to your assessment will significantly reduce the time it takes to receive your BER Certificate and Advisory Report.

In the absence of relevant documents, your BER Assessor will be required to use 'default values'¹, which are conservative estimates of the performance of certain aspects of your home. This may result in your home receiving a lower BER rating. Using this checklist will help minimise the use of default values to calculate your BER.

What should I expect when a BER Assessor calls to my home?

Your BER is calculated based on the amount of energy your home requires for space heating, hot water heating, ventilation, the building fabric and lighting. In order to complete this calculation, your BER Assessor will need to collect information on various aspects of your home.

To collect this information, your BER Assessor will need access to all areas of your home including the attic, lighting systems, ventilation, meter cupboards, heating systems and controls, hot press and all doors and windows.

During the BER assessment, your BER Assessor will collect information which will include a number of calculations, measurements and photographic evidence of each of these aspects of your home.

How long does a BER assessment take?

This will depend on the complexity and size of your home. Your BER assessor will visit the dwelling and capture the necessary data. They will then enter all the information collected into software, which is used to calculate and generate your BER and advisory report. Your assessor will be able to advise you on the time required to complete both the assessment and calculations of your home.

1.0	Step 1 – Obtaining quotations Use this checklist to obtain a quotation for your BER assessment	✓
1.1	Consult the BER Assessor Register for a full list of registered assessors. BER Assessor Register	
1.2	Discuss any home energy upgrades in your home. <i>These will improve your BER so it is important to discuss all upgrades carried out.</i>	
1.3	Discuss if there was a previous BER carried out on your home. <i>You can check this here by entering your MPRN.</i>	
1.4	Discuss the reason why you need the BER.	
1.5	Request a quotation and timeline for the completion of your BER.	

2	Step 2 – Engaging your assessor Use this checklist to engage your chosen BER assessment	✓
2.1	Request a written agreement or contract from your chosen assessor. <i>You can find an example here.</i>	
2.2	Confirm your postal address and Eircode. <i>These will appear on your BER certificate.</i>	
2.3	Confirm your MPRN. <i>You will find your Meter Point Reference Number (MPRN) on a household electricity bill.</i>	
2.4	Discuss checklist 3 (below) in advance with your assessor <i>Your assessor can address any queries you may have on the documentation.</i>	
2.5	Ensure all home improvements are complete before scheduling your survey. <i>Request all documentation of completed works from your contractor.</i>	
2.6	Let your assessor know if you wish to discuss the BER result before publication.	

3	Step 3 – Prepare the relevant paperwork for your BER assessment Use this checklist to ensure you have all the required documents (if applicable to you) which will ensure a more accurate BER rating.	✓
3.1	Age of Construction <i>Proof of the year the house was built and proof of the age of any extensions added to the house (if applicable) for example:</i> <ul style="list-style-type: none"> • Legal documents such as planning notice/commencement notice or • OSI maps for maps from 2005, 2000, 1995 or • Homeowner confirmation in writing 	
3.2	Plans or specifications of the house (if available)	
3.3	Details of any insulation upgrade works installed (if applicable) <ul style="list-style-type: none"> • As-built drawings/specifications (signed off by the architect, engineer or assigned certifier stating the type & thickness of insulation installed or • Copies of invoices with detailed description of materials (e.g. insulation type, thickness and quantity) or • Report of works signed off by a contractor showing the area of surface insulated, insulation thickness and type or • Photographs showing insulation type and thickness 	
3.5	Details of any window upgrade works (if applicable) <ul style="list-style-type: none"> • Photographs (e.g., showing frame/glazing), • Confirmation of window type/glazing specification installed through As-Built Drawings/ Specifications or Invoices • Certification of the U-value and solar transmittance in the form of the Declaration of Performance or other appropriate accredited certification such as NSAI WEP (Window Energy Performance) scheme or BFRC. 	
3.6	Details of any door upgrade works (if applicable) <ul style="list-style-type: none"> • Documentary evidence of door type installed, and • Certification of the U-value in the form of the Declaration of Performance or other appropriate accredited certification. 	
3.7	Results of any air tightness tests completed (if applicable) <i>Ensure that the test was carried out by a registered air tightness tester, an individual or organisation competent to do so (NSAI or INAB accreditation for example).</i>	
3.8	Information on the heat pump installed (if applicable) <ul style="list-style-type: none"> • Information used to support non-default efficiency (e.g. Ecodesign data, EN 16147 data and designer/installer sign-off sheet for heat pumps, accredited test certificates, etc.); 	

	<ul style="list-style-type: none"> • Where Ecodesign documentation is used, an additional declaration from the manufacturer is needed for the use of parameters not required to be included in Ecodesign Product Information. • For non-default flow temperatures for heat pumps, heating design sheets & radiator technical data sheets 	
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4	Step 4 – Prepare your home for your assessment	✓
	Use this checklist to ensure your assessor can obtain all the information needed while in your home	
4.1	Ensure all areas in your house are unlocked and accessible including attic and garage.	
4.2	Ensure any outdoor buildings containing heating appliances are unlocked and accessible.	
4.3	Identify the areas in your home that have been extended or upgraded	
4.4	Identify the heating system and heating controls	
4.5	Ask your assessor if the documentation you have provided is sufficient to fully take account of all of your upgrades.	
	<i>It may be the case that the documentation did not meet the requirements. This may provide you with an opportunity to source further documentation.</i>	

5	Step 5 – Post BER	✓
	Use this checklist to ensure your following the completion of your BER	
5.1	Retain a copy of all documentation supporting the inputs in your BER	
	<i>This is a record of all upgrades in your home and is important documentation. You may need this evidence for future BERs.</i>	
5.2	Check your published BER	
	<i>You can check your published BER and download a copy of your BER certificate and advisory report here.</i>	
5.3	Contact your BER assessor if you have any questions regarding your published BER or advisory report	