Sutherland Surveyors

Building Survey Report

Property Address: 25 Anywhere Street
Anywhere
BH50 1AA

On behalf of: Jo Root

31 Anywhere Street
Anytown
BH50 1AA

Sutherland Surveyors
25 Kings Park Road
Bournemouth BH7 7AE

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Sutherland Surveyors

CONTENTS

1.0 INTRODUCTION

1.1 Description //

This Building Survey is produced by an RICS Chartered Building Surveyor. If you decide not to act on the advice in this report, you do so at your own risk.

This service is delivered in accordance with the Home Survey Standard (1st edition) RICS professional statement and is equivalent to level 3.

This Building Survey aims to help you:

- make a reasoned and informed decision on whether to go ahead with buying the property.
- understand what repairs or replacements the property needs.
- understand the most probable cause(s) of the defects, based on the inspection.
- consider what further advice you should take.
- where practicable and agreed, provide an estimate of costs for identified repairs and necessary work.
- where a market valuation is provided, make an informed decision on what is a reasonable price to pay for the property.

1.2 Instructions //

In accordance with your instructions, we have now carried out an inspection of the property in order to prepare this report. The ‘Description of Building Survey’ and ‘Terms of Business’ as agreed, are included in the appendix.

Directions “right" or "left" are always taken as if you are facing the property from the front.

1.3 Surveyor's name and qualifications //

Daniel Sutherland BA(Hons) PGDipSurv MRICS

1.4 Surveyor's RICS number //

1226619

1.5 Company name //

Sutherland Surveyors

25 Kings Park Road, Bournemouth, BH7 7AE

1.6 Date of inspection //

Date

1.7 Related party disclosure //

None

1.8 Weather conditions when the inspection took place //

The weather was sunny and dry.

1.9 Address of the property inspected //

25 Anywhere Street
Anytown
BH50 1AA

1.10 Client's name and address //

Jo Root

31 Anywhere Street
Anytown
BH50 1AA

1.11 Status of the property when the inspection took place //

The owner was present during my inspection.

The building was fully furnished, which restricted our inspection.

1.12 About the inspection //

I inspected the inside and outside of the main building and all permanent outbuildings, but I did not force or open up the fabric. I also visually inspected parts of the electricity, gas/oil, water, heating and drainage services that could be seen, but I did not test them, other than through their normal operation.

To help describe the condition of the property, I have given condition ratings to the main parts (the 'elements') of the building, garage and some parts outside. Some elements can be made up of several different parts.

In the element boxes I describe the part which has the worst condition rating first and then briefly outline the condition of the other parts. The condition ratings are described as follows:

Condition Rating 3	Condition Rating 2	Condition Rating 1	Not Inspected
Defects which are serious and/or need to be repaired, replaced or investigated urgently.	Defects that require repairs or replacement, but are not considered to be either serious or urgent.	No immediate action or repair is needed. The property must be maintained in the normal way.	Areas which could not be inspected but which we would normally be able to inspect more closely.

In addition to the condition ratings, we may make recommendations about ways to improve the property (Recommended Improvements), or advise you of matters of which you should be aware (Areas of Concern).

Recommended improvements	Areas of concern
Something which cannot accurately be described as a defect but which would nonetheless benefit from improvement or investigation to bring up to modern standards or to check its safety.	Something which you should be aware of, for example something which cannot be economically repaired (such as sloping floors), something about the site which cannot be changed, or a risk which the purchaser should consider.

1.13 Limitations //

The inspection did not include any parts of the structure which were covered, unexposed, inaccessible or below ground and we are, therefore, unable to report that such parts are free from defect.
All measurements and dimensions mentioned are approximate or nominal only and should not be relied upon where accuracy is required.

This report should be construed as a comment upon the overall condition of the property, the quality of its structure and not an inventory of every single defect, some of which would not significantly affect the value of the property.

In addition to the limitations explained in the 'Description of Building Survey', we could not inspect the following areas:

- parts of the roof void because of boarding / insulation / stored items.

- floors because of fitted floor coverings.

2.0 OVERALL OPINION AND SUMMARY OF CONDITION RATINGS

This section provides our overall opinion of the property, and summarises the condition ratings of the different elements of the property.

To make sure you get a balanced impression of the property, we strongly recommend that you read all sections of the report. Where we are aware of a matter that presents a safety risk to occupants this will be described in the report, and summarised in the appropriate section.

2.1 Overall opinion //

There are several items of repair, maintenance and further investigation which need to be carried out.

You should make a plan to prioritise the work.

2.2 Summary of condition ratings and Repairs //

Condition rating 3	Defects which are serious and/or need to be repaired, replaced or investigated urgently and a quote obtained before exchange of contracts.

6.1 Electrics: Have electrics checked by qualified person, if not checked in last 10 years.

6.2 Gas/oil: Have gas system checked by qualified person, if not checked in last 12 months.

6.6 Drainage: Replace manhole cover(s) and frames.

Condition rating 2	Defects that require repairs or replacement, but not considered either serious or urgent. Quotes need to be obtained before exchange of contracts.

4.1 Chimney stacks: Repoint chimney stack.

4.3 Rainwater pipes and gutters: Alter guttering so there is no gap.

4.4 Main walls:

i) Carry out isolated areas of repointing.

ii) Replace badly spalled bricks.

iii) Repair brickwork at high level next to chimney stack.

iv) Inspect and clear out cavities as necessary to rear-right bedroom, beside front-right chimney stack at low level, and to front-right bay, at low level, and also at high level around lintels.

v) To front bay, carry out further investigation and consider cavity trays, breathable sealant, and re-plastering.

5.1 Roof structure: Complete party wall fire barrier between properties.

5.1 Roof structure: Appoint pest control specialist to advise on rats.

5.1 Roof structure: Repair chimney stack in roof space where bricks are loose.

5.5 Fireplaces, etc: Remove damp plaster and re-plaster with a proprietary salt retardant render/plaster, or apply a cavity membrane before plastering with plasterboard.

6.3 Water: Provide internal water stop valve.

6.6 Drainage: Extend soil-vent pipe or provide external grade air-admittance valve ('Durgo' valve).

All other elements are Condition rating 1 unless noted under Condition rating 2 or 3.

Recommended improvements	Something which cannot accurately be described as a defect but which would nonetheless benefit from improvement or investigation to bring up to modern standards or to check its safety.

3.12 Energy efficiency: Consider energy efficiency improvements.

4.7 Conservatory / porches: Decorate / treat canopy timbers.

4.9 Other: Decorate previously painted external areas.

5.3 Walls and partitions: Further investigate slightly elevated damp readings including inspecting services and lifting floorboards.

6.3 Water: Flush and clean cold water storage tank.

6.5 Water heating: Consider upgrading hot water system.

6.7 Common services: Provide Carbon Monoxide detector near the gas-fired boiler.

Areas of concern	Something which you should be aware of, for example something which cannot be economically repaired (such as sloping floors), something about the site which cannot be changed, or a risk which the purchaser should consider.

3.0 ABOUT THE PROPERTY

3.1 Type of property //

We assume the property is freehold (see section 8).

The front faces approximately south-west.

3.2 Approximate year the property was built //

I think the home was built in about 1900.

3.3 Extensions and alterations //

As far as I am able to determine, the home has not been extended or significantly altered.

3.4 Conversion //

The home has not been converted.

3.5 Accommodation //

Floor	Living Rooms	Bedrooms	Bath or Shower	Separate WC	Kitchen	Utility Room	Conservatory	Other
Lower Ground								
Ground								
First								
Second								
Third								
Other								
Roof Space								

3.6 Construction //

The building is of conventional construction, with cavity walls under a pitched roof.

3.7 Mains services //

We believe that the property is served by the following mains services:

- Gas

- Electricity

- Water

- Drainage

3.8 Grounds //

The property has a garden to the rear.

The property has off road parking to the side.

3.9 Location //

3.10 Facilities //

There are reasonable facilities and amenities in the locality.

3.11 Local environment //

We are not aware of any adverse environmental issues in this location, but your legal adviser should carry out normal searches.

3.12 Energy efficiency and Ventilation //

The Energy Efficiency Rating (as taken from the Energy Performance Certificate (EPC)) of this property is **55 D**. See the EPC for more information.

I saw no defects or deficiencies caused by inappropriate energy efficiency measures.

I saw no obvious discrepancies between the EPC and this property.

Insulation

The roof space has a layer of thermal insulation on the top of the ceiling.

See the Energy Performance Certificate (EPC) for ways in which the energy efficiency of the building might be further improved, including the provision of cavity wall insulation, thermal insulation to the suspended timber floor, low energy lighting, Thermostatic Radiator Valves (TRV's), and solar panels.

Ventilation

Homes need ventilation in order to limit the accumulation of moisture and pollutants, which would otherwise become a hazard to the health of the people in the building; or more specifically to provide outside air for breathing, dilute/remove airborne pollutants including odours, control excess humidity (to prevent or reduce condensation), and to provide air for certain fuel burning appliances.

Ventilation in modern buildings is normally provided by background ventilators or infiltration (due to leakiness), openable windows to provide purge/rapid ventilation, and extraction fans for use in kitchens and bathrooms.

Trickle vents are provided to some of the windows. Otherwise, ventilation will have to be controlled by using the windows as appropriate.

3.12 Energy efficiency: Consider energy efficiency improvements.

3.13 Photos //





4.0 OUTSIDE OF PROPERTY

4.1 Chimney stacks //

Additional Image 1

Condition rating 2

The property has a chimney stack, made of brick.

The owner of the neighbouring property may have a number of legal rights over this shared chimney. You should check with your legal adviser about this (see section 8).

The building would originally have had further chimney stacks but these have been removed to below roof level.

The mortar between some of the bricks (pointing) to the chimney stack has eroded. There is no evidence that this is causing any dampness internally at the moment, but the chimney stack should be repointed when high level work is next carried out.

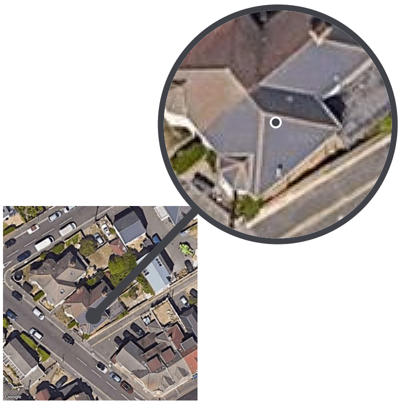
Section 8

4.1 Chimney stacks: Understand implications of shared chimney stack(s).

4.2 Roof coverings //

Additional Image 1

Additional Image 2



Condition rating 1

The roof is covered with man-made slate.

The roof covering has been replaced in the quite recent past.

The pitched roof coverings are in satisfactory condition.

There is a breathable secondary barrier (underlining) to prevent any water ingress which finds its way through the main covering (due to wind-driven, for example).

4.3 Rainwater pipes and gutters //

The rainwater pipes and gutters are made of plastic.

Additional Image 1

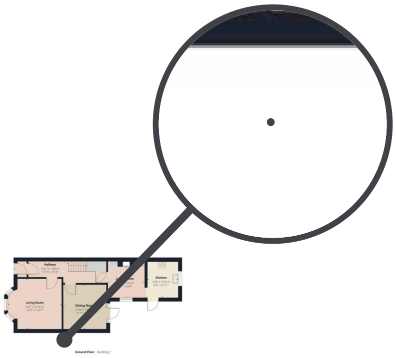
Condition rating 2

There is a gap between the gutters here, and this is allowing water to drip onto the wall below. You mentioned that it smelled damp in the kitchen cupboard here, and this may be the cause. The gutter design needs to be altered so that there is no gap.

4.4 Main walls //

The walls are of cavity construction with fair-face brickwork to the outside faces.

Additional Image 1



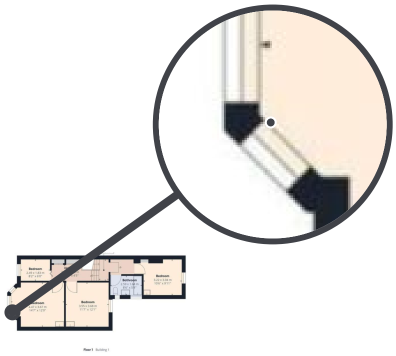
Condition rating 2

Some of the mortar between the bricks (pointing) has eroded, and this will need to be repointed.

Also, a number of the bricks have deteriorated (called spalling). The action of the weather has caused the surface of the bricks to break down and spall. This can allow dampness to get inside the building. The spalled bricks will need to be cut out and replaced.

The building shows signs of some past structural movement (and you advised that the building has been underpinned), and some minor cracking was found likely due to normal shrinkage and/or thermal movement (the expansion and contraction of building materials due to changes in temperature and humidity). However, these appear to be long-standing and no indication of a significant current structural problem was found. The movement is typical of a property of this type and age. A few minor repairs to brickwork are needed.

Additional Image 1

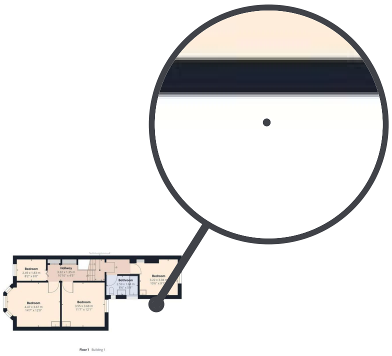


Condition rating 2

There are slightly elevated damp readings between the windows to this bay, and minor resultant damage to the decorations. You mentioned that you thought that there is a similar problem to the ground floor bay, but I found no elevated readings there.

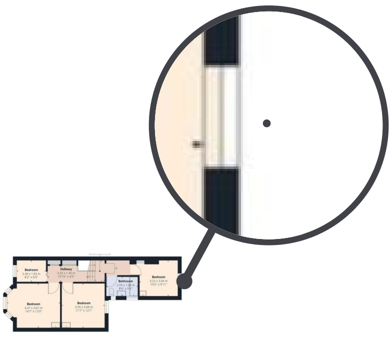
I was not able to diagnose the cause of the elevated readings, but possible causes are a lack of a cavity tray over the windows and / or a missing vertical damp-proof course to the windows allowing water to bridge the cavity to the inner leaf.

I recommend that the area is inspected more closely from high level and consideration given to the provision of cavity trays over the windows, and the application of a breathable sealant to the brickwork around here. Alternatively/additionally, the internal plaster could be hacked off and replastered with a proprietary water-proof plaster or cavity membrane system (see section 5.5).



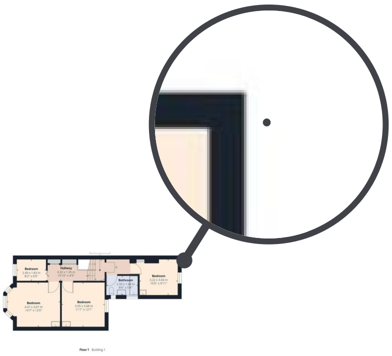
Further Information

Further example of small area of eroded pointing.



Further Information

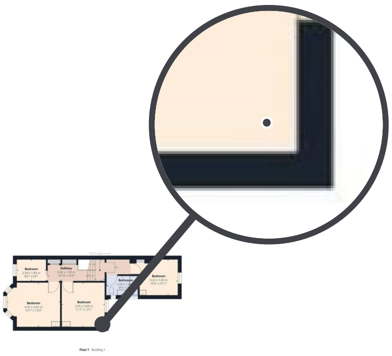
Small area of cracking through mortar joints.



Further Information

Short length of vertical cracking.

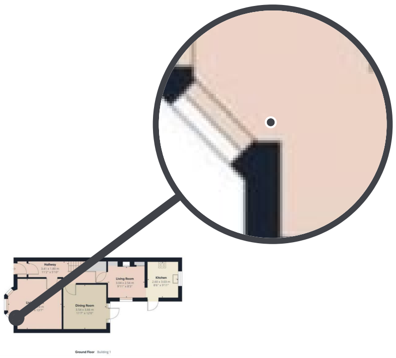
Additional Image 1



Further Information

There is some discolouration here, but there were no elevated damp readings. It is possible that there is occasional dampness here. When work is being carried out to the external walls, I recommend that a couple of bricks are removed, and the cavity checked and cleared out as necessary.

Additional Image 1



Further Information

I could not see the low level damp proof course. A damp proof course is required to prevent ground water from rising up the walls. We conclude that there is a damp proof course and that it is functional as there was no evidence of rising dampness inside the property.

Slightly elevated damp readings were obtained to the inside of external walls here, but there is no damage to the decorations. I was not able to diagnose the cause of the elevated readings, but a possible / likely cause is a bridged cavity (where mortar or detritus fills the cavity and allows moisture to pass into the inner leaf) and / or condensation due to the base of the external walls being colder.

When work is being carried out to the external walls, I recommend that a couple of bricks are removed, and the cavity checked and cleared out as necessary.

4.5 Windows //

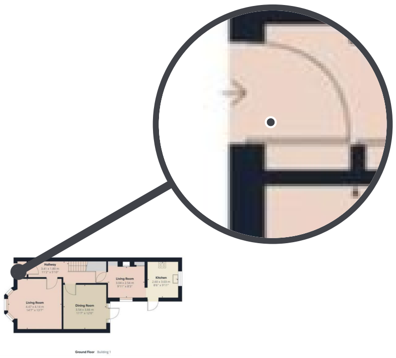
Condition rating 1

The windows are double glazed in PVC frames.

The windows are in satisfactory condition.

PVC windows do need regular servicing / maintenance.

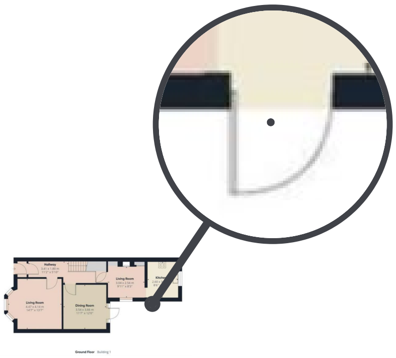
4.6 Outside doors (including patio doors) //



Condition rating 1

This door is made of PVC.

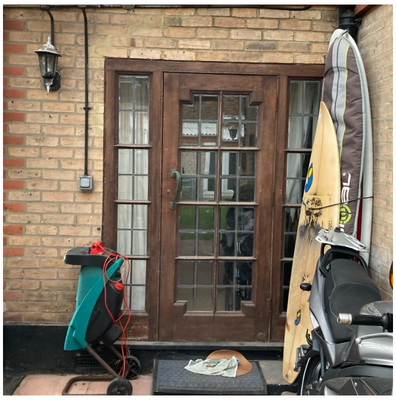
This is in satisfactory condition.



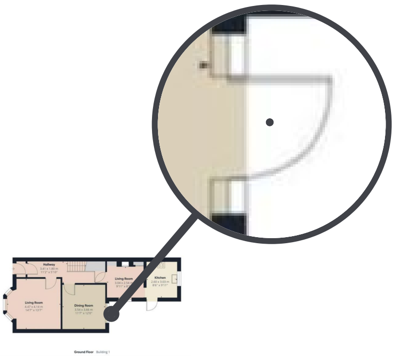
Condition rating 1

This door is made of PVC with double glazed panel(s).

This is in satisfactory condition.



Additional Image 1



Condition rating 1

This door is made of timber with glazed panels.

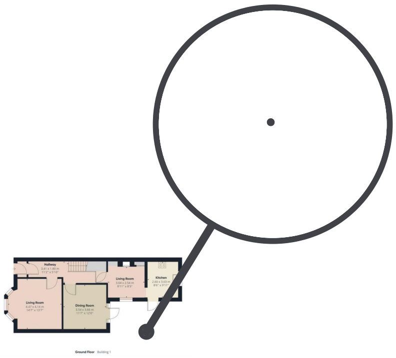
This is in satisfactory condition.

Regular redecoration will be needed as part of routine maintenance.

I couldn't see a lintel (to support the brickwork) over this door. The timber frame may be providing the structural support. I saw no movement to the brickwork over to give me concern, but if the door is replaced, the brickwork will need to be supported. If the door is replaced with a PVC frame, a lintel will likely need to be provided.

4.7 Conservatory and porches //

Additional Image 1



Recommended Improvement

There is a canopy of rudimentary construction. This is in fair condition, but with signs of decay to the timbers. Timber treatment / decoration may extend the life of the structure.

4.8 Other joinery and finishes //

Condition rating 1

The external joinery includes fascias and soffits.

The fascias are clad with PVC. The soffits are coved, made of lath-and-plaster, and painted.

The external joinery is in satisfactory condition.

4.9 Other //

Additional Image 1

Additional Image 2

Recommended Improvement

There is various detailing to the outside walls, including window sills, lintels, string courses, etc. These, along with the soffits, would benefit from redecoration soon, as part of routine maintenance.

5.0 INSIDE THE PROPERTY

5.1 Roof structure //

The roof is of traditional purlin and rafter construction. The purlins are supported by struts which transmit the roof loads down to the internal loadbearing walls.

Condition rating 2

The wall between this and the neighbouring dwelling (called the party wall) is made of brick. There are gaps in this wall which could allow fire to pass from one property to the other. To prevent the spread of fire from one dwelling to the other, you should build up the wall / seal any gaps to the underside of the roof covering.

Condition rating 2

I saw evidence of rats. Rats can cause damage, for example by gnawing wires. You should arrange for a pest control specialist to check the property.

Condition rating 2

This chimney stack, where is has been removed to below roof level, has loose bricks. I recommend that this is made safe.


Additional Image 1


Additional Image 2

Condition rating 1

Otherwise, the roof structure (where visible) is in satisfactory condition, with no evidence of significant movement, decay, or damp.

5.2 Ceilings //

Condition rating 1

Where ceilings could be inspected from above, these were of original lath-and-plaster.

Before the introduction of plasterboard, lath-and-plaster ceilings were formed by applying plaster over narrow wooden strips known as laths, fixed to the underside of the ceiling joists. The quality of the plaster was variable, and depending to some extent on the quality of original workmanship, these ceilings are vulnerable to cracking and loosening as they age. Due to the relatively fragile nature of this type of ceiling, failures can occur without warning. The risk of failure will increase with time, and you must anticipate the need for future repair and replacement work.

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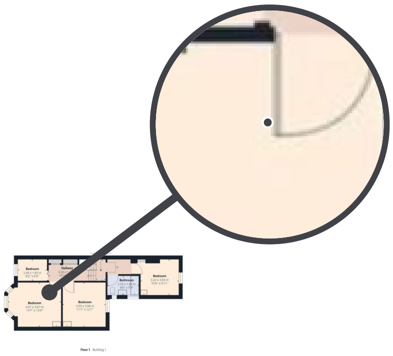
The ceilings are in generally satisfactory condition, although there is some hairline cracking, which can no doubt be made good when redecoration is next carried out.



Further Information

Example of hairline cracking.

Further Information

This ceiling has been lowered by a few inches. I couldn't see why, but it is possible that the original ceiling is in poor condition, or that there are services run within the void.

5.3 Walls and partitions //

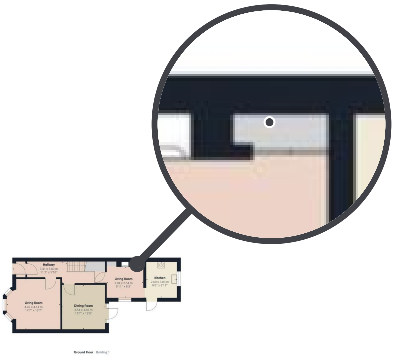
Condition rating 1

Internal partitions are partly of masonry, partly of timber construction and are finished with plaster, as are the inner face of outside walls.

Other than relatively minor items mentioned below, the internal walls are in satisfactory condition.


Additional Image 1


Additional Image 2

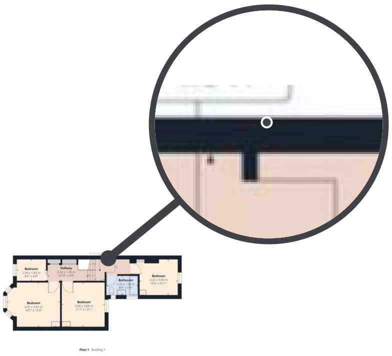


Recommended Improvement

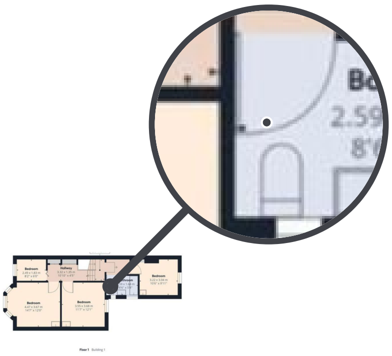
There is slight staining and slightly elevated damp readings here. I was not able to diagnose the cause of the elevated readings, but possible causes are sub-floor dampness or a current / old service leak. I recommend that the floorboards are lifted and the sub-floor timbers inspected, and all of the surrounding pipework is checked for a slight leak.

Further Information

There is an old (repaired) vertical crack to the party wall in the roof space. In my opinion, no action is needed.

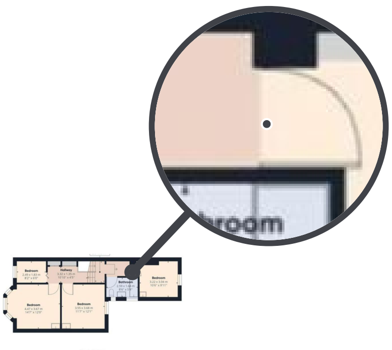


Additional Image 1



Further Information

The grout between the wall tiles has opened up slightly in places. In my opinion, this is not structurally significant.



Further Information

The door frame / wall can be seen to have dropped slightly here. There is no evidence of any ongoing movement, and in my opinion, no action is needed in this regard.

5.4 Floors //

Condition rating 1

The floors to the ground-floor are mostly of suspended timber construction, with joists spanning between supporting walls, and covered with floorboards or chipboard, but with the floor to the kitchen being of solid concrete construction.

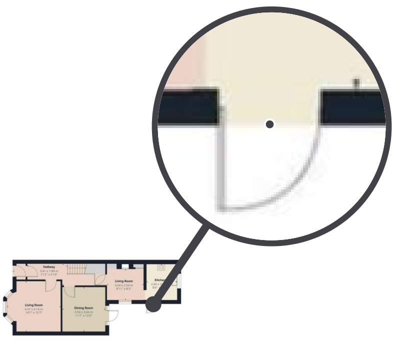
The floors to the upper floor(s) are of suspended timber construction.

The floors are in satisfactory condition.

Further Information

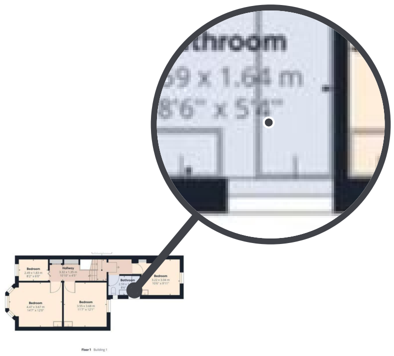
Ground-floor timber floors require sub-floor vents to allow air to circulate beneath the floor. This prevents the build-up of condensation which can lead to timber decay (by way of wood-boring insects, wet rot or dry rot). Sub-floor vents are provided. These should not be obstructed.

If you decide to provide retrospective cavity wall insulation, and / or when work is being carried out to the external brickwork, I recommend that you check that the vents are sleeved through the cavity to the sub-floor.



Further Information

It is good practice for ground levels to be at least 150mm (6”) below the internal floor level and damp-proof course (DPC), which helps to avoid dampness to the inside of external walls at low level. External ground levels are above this level outside the kitchen only, but this is common, and I found no evidence of any internal dampness as a result of this. Therefore, in my opinion, no action is needed in this regard, but if work is carried out to external hardlandscaping, I recommend that ground levels are lowered.



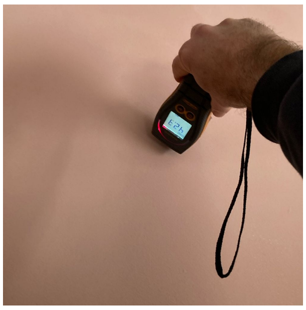
Further Information

The floor is sloping here, but this is not uncommon in buildings of this age. In my opinion, no action is required, but it should be possible to level the floor if / when the floor covering and bathroom suite is replaced.

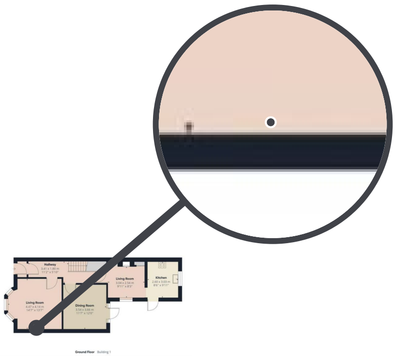
5.5 Fireplaces, chimney breasts and flues //

Additional Image 1

Additional Image 2



Additional Image 3



Condition rating 2

There is a flush chimney breast here, continuing up through the room above. The chimney stack has been removed to below roof level.

There is some slight dampness to the bottom of the chimney breast. This is quite common in older buildings and could be from dampness rising up from the ground through the hearth. It could also be due to a bridged cavity (as described in section 4.4) and / or water entering the cavity at high level (where the brickwork is in poor condition (see below)), and tracking down the cavity.

I recommend that you:

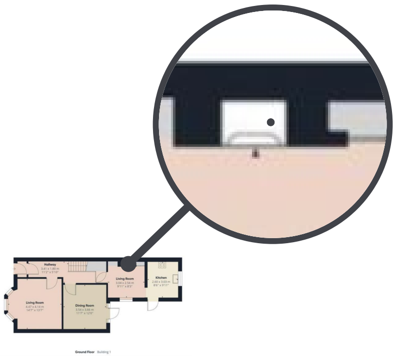
1. Carry out repairs to the brickwork as described elsewhere, and when this work is being carried out to the external walls, remove a couple of bricks, and check the cavity and clear out as necessary.
2. If the dampness persists, then the most cost effective solution might be to hack off the plaster and to replaster with a proprietary water-proof plaster or to line with a cavity membrane system.

There is also slight dampness at the top of the chimney breast in the bedroom. In my opinion, this is likely to be caused by hygroscopic salts remaining in the brickwork and plaster originating from flue gases (with hygroscopic salts, moisture is attracted from the air into the plaster). I recommend that you remove the damp plaster and re-plaster with a proprietary salt retardant render/plaster, or apply a cavity membrane before plastering with plasterboard.

Additional Image 1

Additional Image 2

Additional Image 3



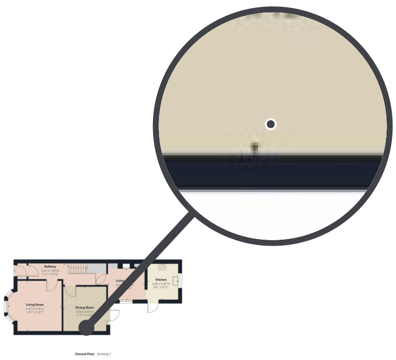
Condition rating 1

There is a chimney breast here, continuing up through the room above, then joining to form the chimney stack above roof level.

The chimney breast is in satisfactory condition with no evidence of any movement or damp.

Additional Image 1

Additional Image 2

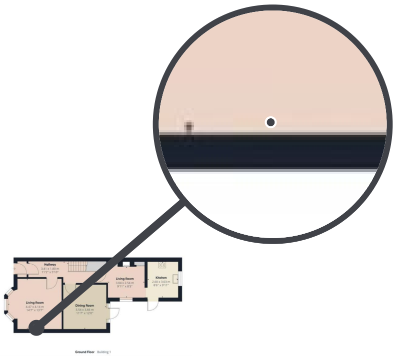


Condition rating 1

There is a flush chimney breast here, continuing up through the room above. The chimney stack has been removed to below roof level.

The chimney breast is in satisfactory condition with no evidence of any movement or damp.

Additional Image 1



Further Information

Corresponding area of dampness as seen at low level internally.

5.6 Built-in fittings (kitchen and other fittings, not including appliances) //

Additional Image 1

Condition rating 1

The built-in fittings comprise of:

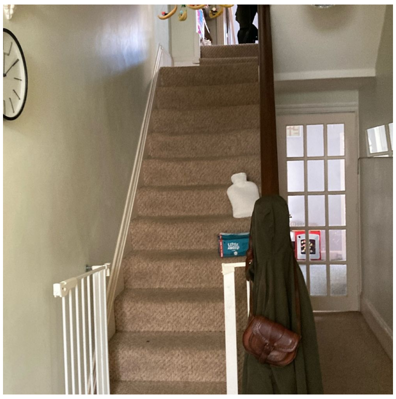
- kitchen cupboards

- built-in cupboards

The built-in fittings are in satisfactory condition.

5.7 Woodwork (for example, staircase and joinery) //

Additional Image 1



Additional Image 2

Condition rating 1

The internal joinery comprises of:

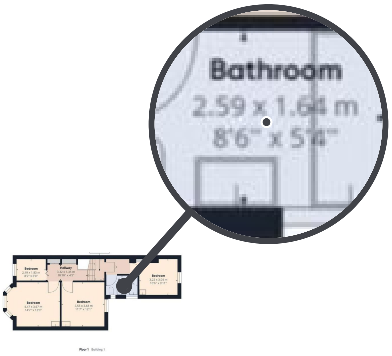
- doors, door frames and linings
- window boards and skirtings
- staircase, banister and handrails
- loft hatch(es)

The woodwork is in satisfactory condition.

5.8 Bathroom fittings //

Additional Image 1

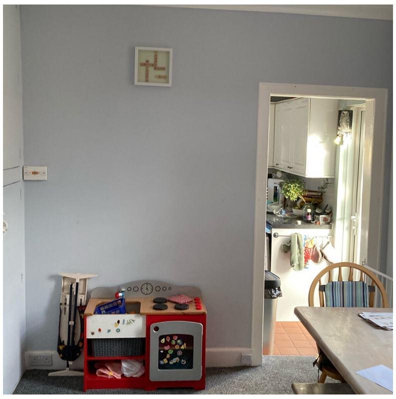
Additional Image 2

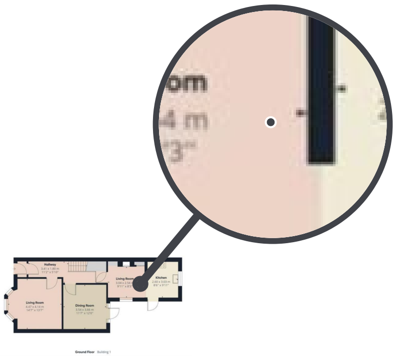


Condition rating 1

The bathroom fittings are in satisfactory condition.

5.9 Other //





Further Information

You mentioned that you are considering removing this internal wall to create a larger kitchen breakfast room. This wall is supporting the wall above, and possibly the floor joists above. As such, a beam will need to be provided to provide support. I saw nothing to give me concern about this, but a structural engineer will be needed to design the beam and detail, and building regulations approval will be needed.

It would be beneficial to raise the level of the kitchen floor at the same time, so that the floor level is continuous. I don't have any great concerns about this and it should be relatively straightforward. Note that the external door from the kitchen will need to be replaced and the resultant door height will be slightly lower unless the door head is also raised.

You also mentioned that you are considering carrying out a loft conversion. There is good 'head-room' to part of the roof space, and I saw no particular or obvious constraints to this.

As before, a structural engineer will be needed to design the necessary structural alterations, and building regulations approval will be needed.

We provide architectural design and building regulations application services, should this be of interest.

5.10 Means of escape //

Additional Image 1

Condition rating 1

The general principle of escaping in the event of a fire, is that the occupants will be alerted to the fire, and that they can escape safely.

In a modern two-storey dwelling, this is achieved by having a smoke alarm to each of the hall and landing, and having bedroom windows which have minimum opening sizes to allow escape in the event of a fire. Internal doors should be closed at night.

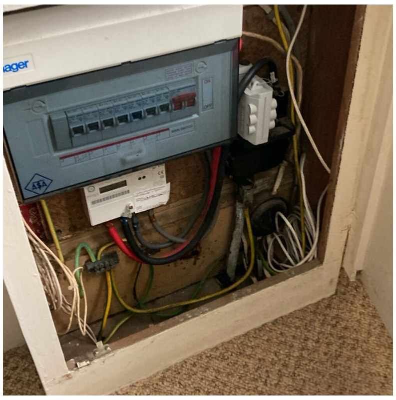
I saw nothing that concerned me.

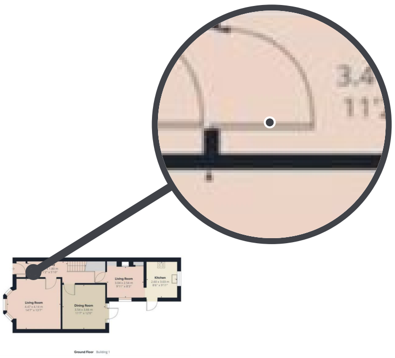
6.0 SERVICES

Services are generally hidden within the construction of the building. This means that we can only inspect the visible parts of the services, and we do not carry out specialist tests. The visual inspection cannot assess the services to make sure they work efficiently and safely and meet modern standards.

6.1 Electricity //

Safety warning: *Electrical Safety First recommends that you should get a registered electrician to check the property and its electrical fittings at least every ten years, or on change of occupancy, to protect the building from damage and to avoid putting your safety at risk. All electrical installation work undertaken after 1 January 2005 should have appropriate certification. For more advice, contact Electrical Safety First.*





Condition rating 3

There is a mains electricity supply.

The consumer unit is of the modern type with a Residual Circuit Device and Miniature Circuit Breakers to provide protection. I saw nothing that concerned me, but I saw no evidence that the electrical system has been checked in the last ten years. You should ask your legal adviser to check for this (see Section 8), and if no such evidence is available, you should ask an appropriately qualified person to test the installation now. **(Further investigation).**

Section 8

6.1 Electricity: Obtain electricity certificate from the last 10 years.

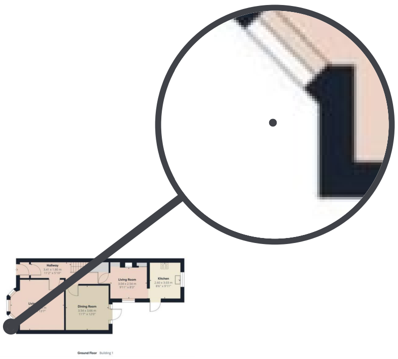
6.2 Gas / oil //

Safety warning: *All gas and oil appliances and equipment should regularly be inspected, tested, maintained and serviced by a registered 'competent person' and in line with the manufacturer's instructions. This is important to make sure that the equipment is working correctly, to limit the risk of fire and carbon monoxide poisoning, and to prevent carbon dioxide and other greenhouse gases from leaking into the air. For more advice contact the Gas Safe Register for gas installations, and OFTEC for oil installations.*

Condition rating 3

The property is connected to the mains gas.

I could see no features that concerned me. However, I saw no evidence that the gas installation has been inspected and tested in the last 12 months. You should ask your legal adviser to check for this (see Section 8), and if no such evidence is available, you should ask an appropriately qualified person to test the gas installation now.



Section 8

6.2 Gas/oil: Obtain gas safety certificate and/or servicing records from the last 12 months.

6.3 Water //

Additional Image 1

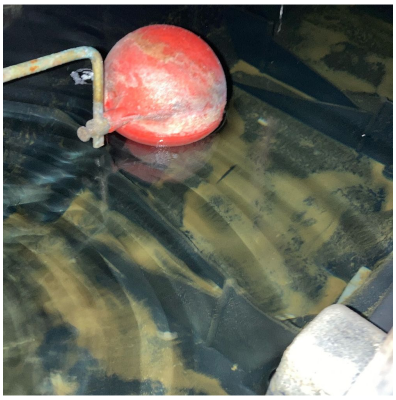
Additional Image 2

Condition rating 2

There is an independent mains water supply to the property. The external stop valve is located in the pavement to the front of the property.

The water supply appears to rise up from the ground-floor up into the roof space, from where it tees-off to various parts of the building.

I couldn’t find the internal stop valve (these are often under the kitchen sink, but I couldn't see it here). It is important that there is an internal stop valve and that this is freely working so that the water can be quickly turned off in the event of a leak, or when maintenance work needs to be carried out to the plumbing system. If there is no internal stop valve, then you should have one installed.



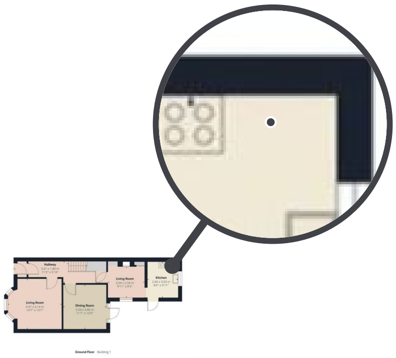
Additional Image 1

Recommended Improvement

There is a cold water storage tank.

Cold water storage tanks should be flushed and cleaned at regular intervals.

6.4 Heating //

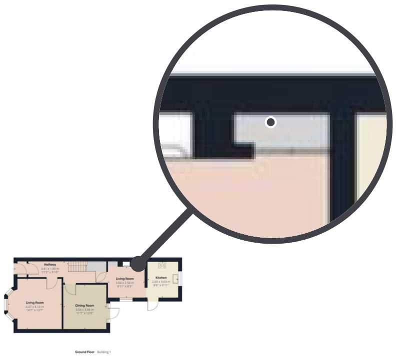


Condition rating 1

The property is heated by a fixed heating system consisting of a natural gas-fired boiler with radiators.

I saw nothing that concerned me about the main heating system.

6.5 Water heating //



Recommended Improvement

The hot water is provided by the main heating boiler and stored in a separate hot water storage cylinder or tank.

I saw nothing that concerned me, but the hot water cylinder might be considered on the small side for a property of this size. Some purchasers would choose to upgrade the hot water system, for example to a mains-pressured sealed hot water system. A cold water storage tank is not needed for this type of system.

6.6 Drainage //

We are only able to comment on areas accessible to us at the time of inspection. The hidden nature of drainage systems means that their true serviceability cannot be fully confirmed without a test being carried out. Nevertheless, our opinion is based on a visual inspection of the accessible areas and the Surveyors experience in systems of this type and age.

We assume the underground foul drains connect to the main sewer.

We assume the surface water drains connect to the main sewer or soakaways.

I lifted a manhole cover and flushed the system, and saw nothing that concerned me.

Additional Image 1

Condition rating 3

The manhole covers / frames are corroded and this could be a safety hazard. This / these should be replaced.

Condition rating 2

The soil-vent pipe terminates too close to an openable window. This can allow the smell from the drains to enter the building. The soil-vent pipe can be extended, or an external grade air-admittance valve ('Durgo' valve) fitted.

6.7 Common or other services //

Recommended Improvement

I couldn't see a Carbon Monoxide detector near the gas-fired boiler. I recommend that one is provided.

7.0 GROUNDS (including shared areas for flats)

7.1 Garage //

Condition rating 1

There is a detached garage.

The garage is in satisfactory condition.

7.2 Permanent outbuildings and other structures //

There are no permanent outbuildings.

7.3 Other //

The boundaries are indicated by walls and fences and you should ask your legal adviser to check and advise on the ownership and maintenance responsibilities of the boundary structures (see section 8).

Section 8

7.3 Other: Understand about ownership and maintenance responsibilities of boundary structures.

8.0 ISSUES FOR YOUR LEGAL ADVISER

We do not act as the 'legal adviser' and will not comment on any legal documents. However, if during the inspection we identify issues that your legal adviser may need to investigate further, we may refer to these in the report, and these are summarised below.

8.1 You should ask your legal adviser to check and advise on the following //

3.1 Type of property: We assume the property is freehold.

4.1 Chimney stacks: Understand implications of shared chimney stack(s).

6.1 Electricity: Obtain electricity certificate from the last 10 years.

6.2 Gas/oil: Obtain gas safety certificate and/or servicing records from the last 12 months.

7.3 Other: Understand about ownership and maintenance responsibilities of boundary structures.

9.0 ADDITIONAL SERVICES

9.1 Market valuation //

Not applicable.

9.2 Reinstatement cost //

Not applicable.

10.0 SURVEYOR'S DECLARATION

I confirm that I have inspected the property and prepared this report.

Date //	Date
Name //	Daniel Sutherland BA(Hons) PGDipSurv MRICS
RICS number //	1226619
E-mail //	info@sutherlandsurveyors.co.uk
For and on behalf of //	Dundass Ltd T/A Sutherland Surveyors 25 Kings Park Road Bournemouth BH7 7AE

11.0 APPENDIX

11.1 What to do now //

Getting quotations
The cost of repairs may influence the amount you are prepared to pay for the property. Before you make a legal commitment to buy the property, you should get reports and quotations for all the repairs and further investigations we have identified. You should get at least two quotations from experienced contractors who are properly insured. You should also:

- Ask them for references from people they have worked for;
- Describe in writing exactly what you will want them to do; and
- Get the contractors to put the quotations in writing.

Some repairs will need contractors with specialist skills and who are members of regulated organisations (for example, electricians, gas engineers, plumbers, and so on). Some work may also need you to get Building Regulations permission or planning permission from your local authority.

Further investigations
If we are concerned about the condition of a hidden part of the building, could only see part of the defect, or we do not have specialist knowledge to assess part of the property fully, we may recommend that further investigations should be carried out to discover the full extent of the problem.

Who you should use for these further investigations
You should ask an appropriately qualified person, though it is not possible to tell you which one. Specialists belonging to different types of organisations will be able to carry out further investigations. For example, qualified electricians can belong to one of five different government-approved schemes.

What the further investigations will involve
This will depend on the type of problem, but to do this properly, parts of the property may have to be disturbed and so you should discuss this matter with the current owner. In some cases, the cost of investigation may be high.

When to do the work

The condition ratings help describe the urgency of the repair and replacement work. The following summary may help you decide when to do the work.

- Condition rating 2 – repairs should be done soon. Exactly when will depend on the type of problem, but it usually does not have to be done right away. Many repairs could wait weeks or months, giving you time to organise suitable reports and quotations.
- Condition rating 3 – repairs should be done as soon as possible. The speed of your response will depend on the nature of the problem. For example, repairs to a badly leaking roof or a dangerous gas boiler need to be carried out within a matter of hours, while other less important critical repairs could wait for a few days.

Warning

Although repairs of elements with a condition rating 2 are not considered urgent, if they are not addressed they may develop into defects needing more serious repairs. Flat roofs and gutters are typical examples. These can quickly get worse without warning and result in serious leaks. As a result, you should regularly check elements with a condition rating 2 to make sure they are not getting worse.

11.2 Maintenance advice //

These notes are provided as a guide to enable you to inspect your property on a regular basis, to help keep it in good order. They must not be considered to be definitive or fully comprehensive. Regular maintenance inspections and prompt repair of any defects noticed will help keep your repair costs to a minimum. If neglected they may lead to more expensive repairs.

You should look at:

The roofs

1. Check that all the tiles and slates are in good order and replace any that are cracked, slipped or damaged. Ensure that the mortar pointing at the roof edges is kept in good condition.

Flat roofs

2. Make sure that the chippings remain evenly laid. If cracked or bubbled areas are noticed, have these repaired immediately.

Lead and mortar flashings

3. Lead flashing should lay properly; mortar fillets should be free from cracks. Mortar fillets are not fully satisfactory and are best replaced with lead.

Guttering

4. Should run to the downpipe heads at an even slope and be free from splits and cracks. Replace or repair missing or defective sections immediately to protect the property. Clean out the gutters regularly to remove weeds, leaves and granite chippings. Gutter joints do deteriorate with age and the need for resealing must be anticipated from time to time.

Downpipes

5. Check that the junctions of the gutters to the downpipes are in good order and also the joints between the downpipes and the underground piping at ground level. If any downpipes discharge over gulley grids, clear and maintain brick surrounds to stop debris blocking the gulleys.

6. Replace or repair missing or defective sections immediately.

Chimneys

7. Keep chimney pots in good order and ensure they are securely joined to the top of the chimney. Keep the brickwork mortar joints in good condition. If you notice any cracking of the brickwork have it repaired at once.

8. If television aerials have been fixed to the chimney ensure that they are properly secured.

External Joinery

9. Keep in good repair and well decorated.

Outside walls

10. Keep the brickwork, mortar joints in good order. Poor maintenance of brick pointing leads to damp penetration and damage to the brick surface.

11. Make sure the mortar joint protecting the damp proof course is kept in good condition.

12. Keep the joints between the window and door frames and the brickwork in good watertight condition with pliable mastic sealant.

13. Make sure that the mortar around the waste pipes is in good condition.

14. Keep soil and paths at least 150mm below the level of the floors inside to prevent penetrating dampness.

15. If there are air bricks, make sure they are in good order and free from blockage.

16. If the walls are mortar rendered, make sure it is not cracked or loose. Water will get behind poor rendering leading to dampness. All cracked or loose areas should be repaired or replaced.

17. Regularly redecorate any painted walls or timber boarded areas.

Windows and doors

18. Periodically inspect the frames and repair any timbers affected by wet rot. Regular painting helps avoid timber going rotten.

19. Replace cracked and broken panes of glass and renew loose or missing putties before redecoration to avoid wet rot in the frames.

20. Replace broken sash cords and window catches.

Inside the Loft

21. Make a regular inspection to check for signs of leaks which can lead to wet or dry rot taking hold. Carry out any necessary repairs immediately.

22. Check the chimney brickwork for heat cracks.

23. Make sure the roof timbers are not broken, split or affected by rot.

24. Clean out water tanks, maintain ball valves and keep tanks and pipes properly insulated and covered.

25. Insulate the loft if this has not been done. Do not insulate right up to the eaves or below the water tanks. Make sure the electrical cables are not covered by the insulation.

26. Look for wood-boring beetle flight holes and if in any doubt have a specialist firm make an inspection.

27. Check ceilings under flat roofs for any signs of leaks and repair affected areas immediately.

Plumbing, heating and electrics

28. Ensure that the external and internal stopcocks are readily available in an emergency.

29. Keep the plumbing pipework in good condition and periodically clean out the traps to baths, sinks and wash basins.

30. Have the central heating appliances annually serviced by a Gas Safe registered contractor.

31. Do not make any alterations to the electrical wiring without qualified advice. Amateur repairs and additions can lead to failure of the circuits, fire and risk of electric shock.

32. It is advised that the electrical installation is checked by a suitably qualified person at least every ten years as cables and fittings deteriorate with age.

Decorations

33. Internally, keep the ceilings, walls and woodwork in good decorative condition.

34. External paintwork should not be left more than four years without redecoration.

Drainage

35. Periodically lift the manhole covers and have the drains cleaned out if necessary. Keep manhole covers and surrounding mortar in good condition.

36. If you have a septic tank; have it pumped out at least once a year.

In the Garden

37. Keep the hedges, walls, fences, gates, paths and driveways in good order.

38. Keep soil, shrubs and trees away from outside walls. Shrubs and trees can break drainage pipes and potentially cause subsidence.

39. Cut back wall creepers regularly as they can destroy the mortar joints between brickwork, stonework, etc encourage dampness and insects and block gutters.

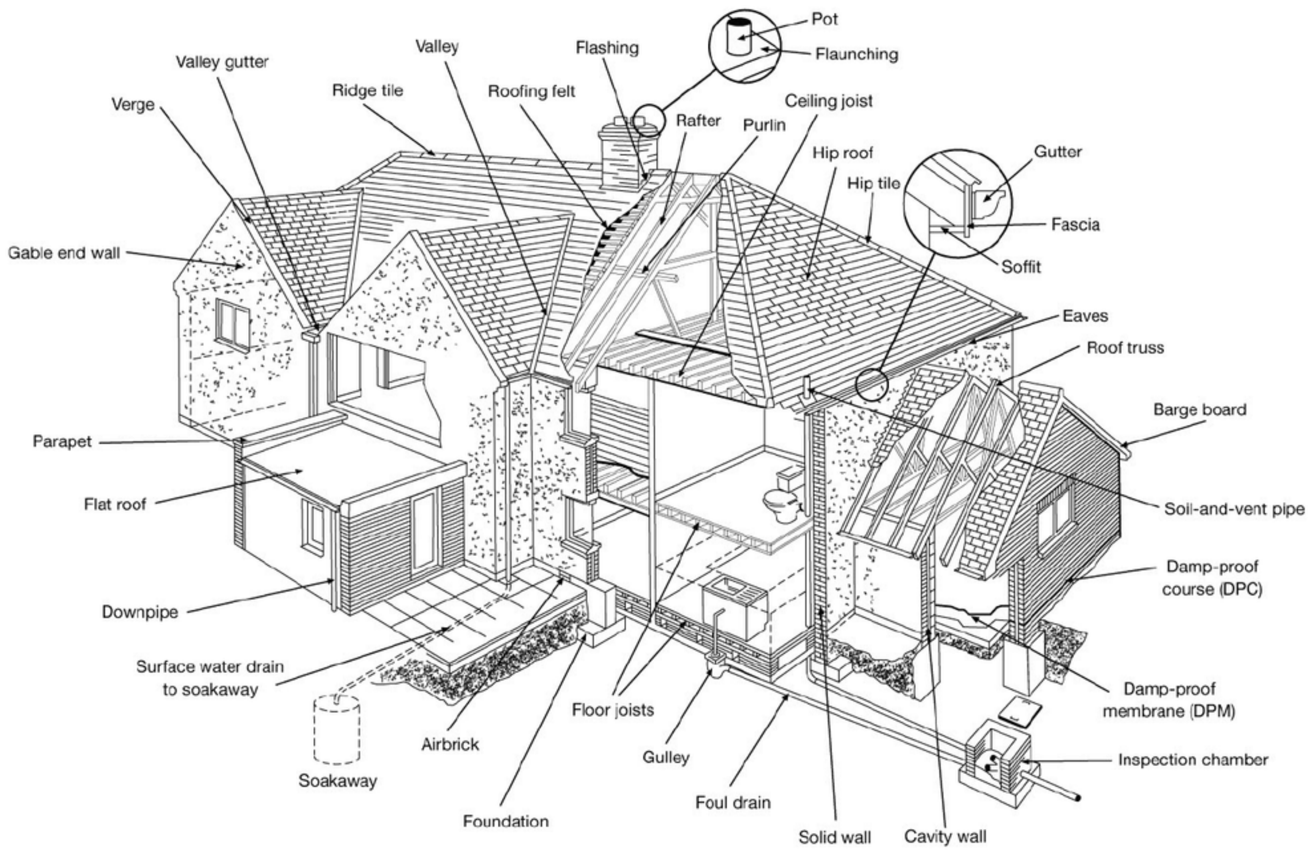
Outbuildings/Garages

40. Check the roofs, gutters, downpipes and walls as suggested for the house.

41. Regularly redecorate timber surfaces.

42. Keep door hinges and locks well oiled. Regularly clean out sliding door channels.

11.3 Typical house diagram //



11.4 Leasehold properties //

Not applicable.

DESCRIPTION OF LEVEL 3 BUILDING SURVEY

THE SERVICE

The Building Survey is delivered in accordance with the Home survey standard (1st edition) RICS professional statement and is equivalent to level 3, and includes:

- An inspection of the property (see 'The inspection');
- A report based on the inspection (see 'The report'); and
- A market valuation and reinstatement cost assessment, only where specified in the letter of engagement (see 'Market valuation' and 'Reinstatement cost').

The report aims to give you professional advice to help you to:

- Make an informed decision on whether to go ahead with buying the property;
- Understand what repairs or replacements the property needs.
- Understand the most probable cause(s) of the defects, based on the inspection.
- Consider what further advice you should take before committing to purchase the property.
- Where practicable and agreed, provide an estimate of costs for identified repairs and necessary work.
- Where a market valuation is provided, make an informed decision on what is a reasonable price to pay for the property.

The surveyor will be an MRICS member of the Royal Institution of Chartered Surveyors (RICS).

THE INSPECTION

We will not provide the service if, after arriving at the property, we decide that we lack enough specialist knowledge of the method of construction used to build the property.
We will inspect the inside and outside of the main building and all permanent outbuildings, but will not force or open up the fabric. This means that we will not take up carpets, floor coverings or floorboards, move furniture, remove the contents of cupboards, roof spaces, etc., remove secured panels and/or hatches or undo electrical fittings. If necessary, we will carry out part of the inspection when standing at ground level from public property next door where accessible.

We will enter the roof space where safe and reasonable to do so, and will visually inspect the roof structure, paying attention to those parts vulnerable to deterioration and damage. Although thermal insulation is not moved, small corners may be lifted so its thickness and type, and the nature of the underlying ceiling can be identified (if the surveyor considers it safe to do). The surveyor does not move stored goods or other contents.

We may use equipment such as a damp-meter, binoculars and torch, and may use a ladder for flat roofs and hatches no more than 3 metres above level ground or floor surfaces if it is safe to do so.

Services to the property

Services are generally hidden within the construction of the property. This means that only the visible parts of the available services can be inspected, and we will not test or operate the services other than through their normal operation in everyday use. The visual inspection cannot assess the efficiency or safety of electrical, gas or other energy sources; plumbing, heating or drainage installations (or whether they meet current regulations); or the inside condition of any chimney, boiler or other flue.

Outside the property

We will inspect the condition of boundary walls, fences, permanent outbuildings and areas in common (shared) use. To inspect these areas, we will walk around the grounds and any neighbouring public property where access can be obtained.

Buildings with swimming pools and sports facilities are also treated as permanent outbuildings, but we will not report on leisure facilities, such as the pool itself and its equipment, landscaping and other facilities (for example, tennis courts and temporary outbuildings).

Flats

When inspecting flats, we will assess the general condition of outside surfaces of the building, as well as its access area (for example, shared hallways and staircases that lead directly to the subject flat). We will inspect roof spaces only if they are accessible from within the property. We will not inspect drains, lifts, fire alarms and security systems. We will not make any enquiries in relation to the true legal effect of the lease,

External Wall Systems (cladding) are not inspected. If we have specific concerns about this, we recommend further investigation.

Dangerous materials, contamination and environmental issues
We will not make any enquiries about contamination or other environmental dangers. However, if we suspect a problem, we will recommend further investigation.

We will assume that no harmful or dangerous materials have been used in the construction, and we do not have a duty to justify the assumption. However, if the inspection shows that these materials have been used, we will report this.

We will not carry out an asbestos inspection and will not act as an asbestos inspector when inspecting properties that may fall within the Control of Asbestos Regulations 2012. With flats, we will assume that there is a 'dutyholder' (as defined in the regulations), and that in place are an asbestos register and an effective management plan which does not present a significant risk to health or need any immediate payment. We will not consult the dutyholder.

THE REPORT

We will produce a report of the inspection for you to use (unless you instruct us not to do so), but will not accept any liability if it is used by anyone else. If you decide not to act on the advice in the report, you do this at your own risk. The report is aimed at providing you with a detailed understanding of the condition of the property to allow you to make an informed decision on serious or urgent repairs, and on the maintenance of a wide range of reported issues.

The report includes the following sections:

1.0 Introduction
2.0 Overall opinion and summary of condition ratings
3.0 About the property
4.0 Outside the property
5.0 Inside the property
6.0 Services
7.0 Grounds
8.0 Matters for legal adviser's attention
9.0 Additional services
10.0 Surveyor's declaration
11.0 Appendix–
    What to do now
    Maintenance advice
    Typical House diagram
    Leasehold properties (if applicable)
        Description of Building Survey
    Terms of business

Condition ratings

We will give condition ratings to the main parts (the 'elements') of the main building, garage and some outside elements. The condition ratings are described as follows.

Condition rating 3 – defects that are serious and/or need to be repaired, replaced or investigated urgently.

Condition rating 2 – defects that need repairing or replacing but are not considered to be either serious or urgent. The property must be maintained in the normal way.

Condition rating 1 – no repair is currently needed. The property must be maintained in the normal way.

NI – not inspected.

In addition to the condition ratings, we may make recommendations about ways to improve the property (Recommended Improvements), especially in ways relating to safety. We will use the 'Recommended Improvements' section where something cannot accurately be described as a defect but which would nonetheless benefit from improvement or investigation to bring up to modern standards or to check it's safety.

We may also advise of areas where we have concerns (Areas of Concern). Areas of concern might include something which cannot be economically repaired (such as sloping floors), or something about the site which cannot be changed, but which the purchaser should carefully consider before legal commitment to purchase, or a risk which the purchaser should consider.

We will note in the report if it was not possible to check any parts of the property that the inspection would normally cover. If we are concerned about these parts, the report will tell you about any further investigations needed.

Energy

We will not prepare the Energy Performance Certificate (EPC). We will endeavour to obtain the most recent certificate from the appropriate central registry where practicable. If we see the current EPC, we will review and state the relevant energy efficiency and rating in this report. In addition, we will check for any obvious discrepancies between the EPC and the subject property, and will explain the implications.

Issues for legal adviser

We will not act as 'the legal adviser' and will not comment on any legal documents. If, during the inspection, we identify issues that your legal adviser may need to investigate further, we may refer to these in the report (for example, check whether there is a warranty covering replacement windows).

The report will be prepared by a Chartered Building Surveyor ('the employee') on behalf of the company ('the employer').

ASSUMPTIONS

The materials, construction, services, fixtures and fittings, and so on
We assume that:

- An inspection of those parts that have not yet been inspected would not identify significant defects (or cause us to alter the valuation where this is provided);
- No dangerous or damaging materials or building techniques have been used in the property;
- There is no contamination in or from the ground, and the ground has not been used as landfill;
- The property is connected to, and has the right to use, the mains services mentioned in the report; and
- Where a valuation is provided, the valuation does not take account of any furnishings, removable fittings and sales incentives of any description.

Legal matters

We assume that:

- The property is sold with 'vacant possession' (your legal adviser can give you more information on this term);
- The condition of the property, or the purpose that the property is or will be used for, does not break any laws;
- No particularly troublesome or unusual restrictions apply to the property, that the property is not affected by problems which would be revealed by the usual legal enquiries and that all necessary planning and building regulations permissions (including permission to make alterations) have been obtained and any works undertaken comply with such permissions; and
- The property has the right to use the mains services on normal terms, and that sewers, mains services and roads giving access to the property have been 'adopted' (that is, they are under local authority, not private, control.

We will report any more assumptions that have been made or found not to apply.

If the property is leasehold, the general advice referred to earlier explains what other assumptions we will make.

MARKET VALUATION

An opinion of market value will only be given if this is explicitly stated in the letter of engagement.

'Market value' is the estimated amount for which a property should exchange on the date of the valuation between a willing buyer and a willing seller, in an arm's length transaction after the property was properly marketed wherein the parties had each acted knowledgeably, prudently and without compulsion.

When deciding on the market value, we will make the assumptions as described in the previous section.

The purpose of the market valuation is for the client's own use, and is not for lending purposes.

REINSTATEMENT COST

A reinstatement cost will only be given if this is explicitly stated in the letter of engagement.

Reinstatement cost is the cost of rebuilding an average home of the type and style inspected to its existing standard using modern materials and techniques and in line with current building regulations and other legal requirements.

This includes the cost of rebuilding any garage, boundary or retaining walls and permanent outbuildings, and clearing the site. It also includes professional fees, but does not include VAT (except on fees). The reinstatement cost helps you decide on the amount of buildings insurance cover you will need for the property.

TERMS OF BUSINESS

GENERAL

In accordance with professional rules, we (Sutherland Surveyors) are required to provide you with our terms of business. The terms set out below shall apply to all business unless varied in writing. Agreement to these terms of business and to those set out in any letter of engagement will be assumed unless we hear from you in writing to the contrary.

We will only accept instructions for which we have the necessary skill, knowledge, experience and qualifications (as appropriate).

FEES

Our fees will usually be calculated on one of the following bases. They will be detailed in our letter of engagement to you, which will also set out the scope of the instructions on which the fee is based. A minimum fee of £360 will apply in all cases unless otherwise agreed.

Hourly: You will be charged per hour at an agreed rate which reflects the nature of the work.

Fixed fee: In some circumstances, it may be possible to agree a fixed fee. If the scope of the work increases, then additional work will be charged at the rate of £180 per hour. If the scope of the work decreases, then an agreement will be arrived at the earliest opportunity.

Percentage of contract value: Where construction work is being carried out, fees may be charged on the basis of a percentage of the final agreed construction costs (excluding VAT). If there are significant changes to the scheme, for example several design changes or a reduction in the scope of the work at a late stage, leading to either an increase in the amount of work or in a reduction of the fee that would have been payable had the scope of the work not been reduced, then fees will be payable on the basis of the agreed percentage for that stage of professional work.

An estimate may be provided although this will of course only apply to the work specified, and the actual sum will be determined as set out in the letter of engagement.

DISBURSEMENTS/EXPENSES

Unless otherwise agreed, expenses such as plans, photographs, ordnance survey data, etc and incidental expenses such as travelling, accommodation, postage, etc will be payable in addition to any fees, whether in an interim or final account regardless of the result of the work whereby the expenses have been incurred. Travel will be charged at 45p per mile. B/W drawings will be charged at £0.50,

£1.00, and £1.50 for paper sizes A4, A3 and A1 respectively. Colour drawings will be charged at £1.00, £2.00 and £5.00 for paper sizes A4, A3 and A1 respectively.

VALUE ADDED TAX

Where VAT is payable, this will be clearly stated in our letter of engagement.

CANCELLATION / WITHDRAWAL OF INSTRUCTIONS

In the event of instructions being withdrawn or discontinued for any reason, all outstanding work and expenses will be invoiced and payable immediately.

You should seek advice on your obligations under The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 ('the Regulations') and/or the Consumer Rights Act 2015. In particular, once we have started work, or you cancel your instructions after 1pm on the day before any scheduled appointment (whichever is earlier), you will lose your right to cancel during the 14-day 'cooling off' period provided by the Regulations, and a minimum fee of £360 will be payable..

PAYMENT OF FEES

All invoices are payable within 14 days of issue, unless otherwise expressly agreed. If you are likely to find it difficult to pay within this timescale, please let us know at the earliest opportunity. We reserve the right to levy interest on overdue accounts at 5% above Lloyds TSB base rate, to be charged on a daily basis.

CLIENTS' MONEY

Sutherland Surveyors will not hold clients' money.

COMPLAINTS

We obviously hope that nothing will go wrong in our dealings with you but, if you do have a complaint against us, we have a procedure for handling it which complies with RICS Regulations Rule 7. This sets out time limits for our response to you and ultimately allows for independent arbitration if required. A full copy of this procedure is available on request. In brief, if you cannot resolve the matter with the person responsible for your affairs please do not hesitate to write, in the first instance, to "The Secretary".

PROVISION OF SERVICE REGULATIONS 2009

A list of Directors' names may be inspected at our registered office. The firm is Regulated by RICS (the Royal Institution of Chartered Surveyors). Individuals may be members of this or other professional bodies as shown on the profile of each person.

Any contractual dealings with us are determined by letter of engagement between ourselves and our clients and by these Terms of Business and will be governed by English Law.

LIABILITY

Any report is provided for your use, and we cannot accept any responsibility if it is used, or relied upon, by anyone else.

Any statements of opinion expressed by a surveyor ('the Employee') are expressed on behalf of the company (Sutherland Surveyors) ('the Employer'), who accepts full responsibility for these. Without prejudice and separately to the above, the Employee will have no personal liability in respect to any statements and opinions expressed, which shall at all times remain the sole responsibility of the Employer to the exclusion of the Employee. To the extent that any part of this notification is a restriction of liability within the meaning of the Unfair Contract Terms Act 1977 it does not apply to death or personal injury resulting from negligence.

RICS recommends the use of liability caps to RICS-regulated firms as a way in which to manage the risk in professional work. Our aggregate liability arising out of, or in connection with, our provided services, whether arising from negligence, breach of contract, or any other cause whatsoever, shall in no event exceed £250,000. This clause shall not exclude or limit our liability for actual fraud and shall not limit our liability for death or personal injury caused by our negligence.

If you suffer loss as a result of our breach of contract or negligence, our liability shall be limited to a just and equitable proportion of your loss having regard to the extent of responsibility of any other party. Our liability shall not increase by reason of a shortfall in recovery from any other party, whether that shortfall arises from an agreement between you and them, your difficulty in enforcement, or any other cause.

Our contract with you for the provision of these services is subject to English law. Any dispute in relation to this contract, or any aspect of the services, shall be subject to the exclusive jurisdiction of the Courts of England and Wales, and shall be determined by the application of English law, regardless of who initiates proceedings in relation to the services.

The company carries Professional Indemnity Insurance in accordance with RICS Regulations.

REFERRAL FEES

We may pay a referral fee or equivalent to any party who may have recommended us.

RETENTION AND AUDIT OF DOCUMENTS AND FILES

We will retain all files and documents for a reasonable period, which will in any event be not less than 6 years after completion or termination of the service(s). These will be securely stored and available for future inspection, if required, for up to a maximum of 15 years.

As an RICS regulated firm, external organisations may conduct audit or quality assurance reviews on our practice. Your file may be subject to monitoring and review, and we will need to provide this to RICS on request in accordance with RICS Rules of Conduct for Members and/or RICS Rules of Conduct for Firms.