



RICS Home Surveys

Survey level two: HomeBuyer report - Survey and Valuation

Property address

Sample.

Sample.

Sample.

Sample.

Sample.

Client's name

Sample.

Date of inspection

01/12/16.

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A

Introduction to the report

This HomeBuyer Report is produced by an RICS surveyor who is a member of the RICS Valuer Registration Scheme. The surveyor has written this report for you to use. If you decide not to act on the advice in this report, you do this at your own risk.

The HomeBuyer Report (Survey & Valuation) aims to help you:

- make a reasoned and informed decision on whether to go ahead with buying the property
- make an informed decision on what is a reasonable price to pay for the property
- take account of any repairs or replacements the property needs; and
- consider what further advice you should take before committing to purchase the property.

Any extra services we provide that are not covered by the terms and conditions of this report must be covered by a separate contract.

If you want to complain about the service, please refer to the complaints handling procedure in the 'Description of the RICS HomeBuyer (Survey & Valuation) Service' at the back of this report.

Property address

Sample.

B

About the inspection

Surveyor's name

Sample.

Surveyor's RICS number

Sample.

Company name

Marshalls Chartered Surveyors

Date of the inspection

Sample.

Report reference number

Sample..

Related party disclosure

We confirm that there is no material conflict of interest or any current or previous material involvement with any related third parties.

Full address and postcode of the property

Sample.

Weather conditions when the inspection took place

It was dry at the time of the inspection. This followed a period of generally wet weather.

The status of the property when the inspection took place

The property was occupied and fully furnished with floor coverings and finishes in the rooms.

The vendors, Mr & Mrs Sample, were present at the time of our visit.

Property address

Sample.

B

About the inspection (continued)

We inspect the inside and outside of the main building and all permanent outbuildings, but we do not force or open up the fabric. We also inspect the parts of the electricity, gas/oil, water, heating and drainage services that can be seen, but we do not test them.

To help describe the condition of the home, we give 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 in parts E, F, G and H, we describe the part that has the worst condition rating first and then briefly outline the condition of the other parts. The condition ratings are described as follows.

3

Defects that are serious and/or need to be repaired, replaced or investigated urgently.

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.

1

No repair is currently needed. The property must be maintained in the normal way.

NI

Not inspected (see 'Important note' below).

The report covers matters that, in the surveyor's opinion, need to be dealt with or may affect the value of the property.

Important note: We carry out only a visual inspection. This means that we do not take up carpets, floor coverings or floorboards, move furniture or remove the contents of cupboards. Also, we do not remove secured panels or undo electrical fittings.

We inspect roofs, chimneys and other surfaces on the outside of the building from ground level and, if necessary, from neighbouring public property and with the help of binoculars.

We inspect the roof structure from inside the roof space if there is access (although we do not move or lift insulation material, stored goods or other contents). We examine floor surfaces and under-floor spaces so far as there is safe access to these (although we do not move or lift furniture, floor coverings or other contents). We are not able to assess the condition of the inside of any chimney, boiler or other flues.

We note in our report if we are not able 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 that are needed.

We do not report on the cost of any work to put right defects or make recommendations on how these repairs should be carried out. Some maintenance and repairs we suggest may be expensive.



Please read the 'Description of the RICS HomeBuyer Report Service' (at the back of this report) for details of what is, and is not, inspected.

Property address

Sample.

C

Overall opinion and summary of the condition ratings

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

If an element is made up of a number of different parts (for example, a pitched roof to the main building and a flat roof to an extension), only the part in the worst condition is shown here.

To make sure you get a balanced impression of the property, we strongly recommend that you read all sections of the report, in particular the 'What to do now' section.

Our overall opinion of the property

There is usually good demand for property of this type under normal market conditions and there are no significant problems or any special difficulties that should adversely affect resale. However, whilst the property is considered a reasonable proposition for purchase at a price of £300,000, you must be prepared to accept the cost and inconvenience of dealing with the various repair and improvement works outlined in the report. These items are common in properties of this age and type and provided that the necessary works are carried out to a satisfactory standard, there should be no special difficulty on resale in normal market conditions. Nevertheless, it is essential that the property is kept in good repair in order to maintain its value in relation to the market. Whilst transaction volumes have remained historically low, there is currently a shortage of supply in the market and a good level of demand. Because of this, values are generally increasing.

Property address

Sample.

C

Overall opinion and summary of the condition ratings (continued)

3

Section of the report	Element number	Element name
E: Outside the property	N/A	There are no elements with this condition rating.
F: Inside the property	N/A	There are no elements with this condition rating.
G: Services	G1 G2 G4	Electricity. Gas/oil. Heating.
H: Grounds (part)	N/A	There are no elements with this condition rating.

2

Section of the report	Element number	Element name
E: Outside the property	E2 E3 E4	Roof coverings. Rainwater pipes and gutters. Main walls.
F: Inside the property	F9	Other.
G: Services	N/A	There are no elements with this condition rating.
H: Grounds (part)	H1	Garage.

Property address

Sample.

1

Section of the report	Element number	Element name
E: Outside the property	E1	Chimney stacks
	E5	Windows.
	E6	Outside doors (including patio doors).
	E8	Other joinery and finishes.
F: Inside the property	F1	Roof structure.
	F2	Ceilings.
	F3	Walls and partitions.
	F4	Floors.
	F5	Fireplaces, chimney breasts and flues.
	F6	Built-in fittings.
	F7	Woodwork.
	F8	Bathroom Fittings.
G: Services	G3	Water.
	G5	Water heating.
	G6	Drainage.
H: Grounds (part)	N/A	There are no elements with this condition rating.

Property address

Sample.

D

About the property

Type of property

The property comprises a semi-detached bungalow, which faces approximately south. All directions given in the report assume the reader is outside looking towards the front elevation of the property.

Approximate year the property was built

1985.

Approximate year the property was extended

Not applicable.

Approximate year the property was converted

Not applicable.

Information relevant to flats and maisonettes

Not applicable.

Accommodation

Floor	Living rooms	Bed rooms	Bath or shower	Separate toilet	Kitchen	Utility room	Conser-vatory	Other	Name of other
Lower ground									
Ground	1	2	1		1				
First									
Second									
Third									
Other									
Roof space									

Construction

The main and porch roofs are pitched and covered with concrete tiles.
The walls are constructed of cavity brick and blockwork.
The floors are of concrete construction.

Property address

Sample.

D

About the property (continued)

Energy

We have not prepared the Energy Performance Certificate (EPC). If we have seen the EPC, then we will present the ratings here. We have not checked these ratings and so cannot comment on their accuracy.

We are advised that the property's current energy performance, as recorded in the EPC, is:

Energy Efficiency Rating

Sample.

Environmental impact rating

Sample.

Mains services

The marked boxes show that the mains services are present.

Gas



Electric



Water



Drainage



Central heating

Gas



Electric



Solid fuel



Oil



None



Other services or energy sources (including feed-in tariffs)

None.

Grounds

The property occupies a regular and fairly level plot with enclosed rear gardens. The front garden is open plan. The plot is of a typical size for properties in the vicinity. There is a single sized attached garage, but no other permanent outbuildings.

Location

The property is situated on a modern residential development on the northern outskirts of Sample.

Property address

Sample.

Facilities

There is good access to all local facilities and amenities, mainly to be found in the town centre.

Local environment

There are no significant adverse factors regarding the location of the property, to our knowledge. However, there will be some noise from the nearby road and you should ensure that this will not significantly affect your enjoyment of the property.

Property address

Sample.



Outside the property

Limitations to inspection

1 **2** **3** **NI**

E1 Chimney stacks

<p>There is a single brick built chimney stack, which is sealed to the roof coverings with lead flashings.</p> <p>The chimney has a single flue, which serves the fireplace in the sitting room. The top of the flue is fitted with a concrete pot bedded in mortar.</p> <p>Notes:</p> <ul style="list-style-type: none"> - The material cost of repairs to chimneys is usually minimal, but scaffold will be required for safe access and this can be expensive. Repair works are best carried out by a competent roofing contractor or builder. - Any works on shared chimney stacks are best undertaken in co-operation with neighbouring owners. - The lead flashings are satisfactory with no signs of any internal water penetration. However, lead tends to work loose over time due to thermal movement and occasional re-fixing may be needed to minimise the risks of dampness and timber deterioration. Repairs are best undertaken with a flexible sealer, rather than mortar, as it will allow for movement of the lead and will not corrode or stain the metal. 	<div style="background-color: #28a745; color: white; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div>
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E2 Roof coverings

<p>The main and porch roofs are pitched and covered with interlocking concrete tiles finished with half-round hip and ridge tiles bedded in mortar.</p> <p>The exposed roof edges (verges) are finished with mortar pointing set on cement board undercloaks. The inner edges of the porch roof are sealed to the walls with lead flashings.</p> <p>The valley gutter is constructed with pre-formed tiling.</p> <p>The roof slopes are lined internally with felt, which provides secondary protection against water and snow penetration.</p>	<div style="background-color: #ffc107; color: white; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">2</div>
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Property address

Sample.

<p>There are a few broken tiles to the front slope, apparently from 'foot' damage where the satellite dish has been fitted. Condition Rating 2. Whilst there are no signs of any internal water penetration, repairs will be needed, preferably before the winter.</p> <p>The mortar below a number of the tiles finishing the ridges has cracked and weathered over the years. Condition Rating 1. No urgent repairs are required at this stage, as none of the tiles appear to be working loose. However, these tiles are often dislodged by high winds and for safety they should be periodically checked and re-fixed, as found necessary.</p> <p>The bedding mortar to the verges has suffered from some slight cracking. Condition Rating 1. This is not serious and no repairs are required at this stage. In the longer term, some patch re-pointing may be needed.</p> <p>There is some light moss and lichen growth to the roof slopes, but this is not serious, although occasional removal may be needed. Condition Rating 1. When any works are undertaken, care should be taken as some damage to the coverings may occur.</p> <p>Notes:</p> <ul style="list-style-type: none"> - It is essential that the roof coverings are kept in good order to minimise the risks of water penetration and timber deterioration. Roofs are often damaged during maintenance and aerial installation. Care should be taken. For safe access, scaffolding is required for most roof repairs and this can be expensive. Repair works involving over 25% of the area of a roof will need Building Regulation permission unless undertaken by a member of the 'Competent Person Scheme', such as a Competent Roofer. - Valley gutters are often a source of leakage due to blockages and regular inspection/cleaning should be undertaken. - As already mentioned under 'E1 Chimney Stacks', lead flashings tend to work loose over time due to thermal movement and occasional re-fixing may be needed. 	
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E3 Rainwater pipes and gutters

<p>Stormwater from the main roof discharges into plastic rainwater fittings.</p> <p>The fittings are serviceable and in need of a general overhaul, principally cleaning and some re-alignment. Condition Rating 2.</p> <p>There are no gutters fitted to the porch roof. However, this is not serious as significant problems with splashing and damp are unlikely. Condition Rating 1.</p> <p>Notes:</p> <ul style="list-style-type: none"> - For safe access, scaffolding or access equipment will be needed for most repairs and maintenance works to the rainwater fittings, which can be expensive. Repair works are best carried out by a competent roofing contractor or builder. - Leaking rainwater fittings are one of the principal causes of dampness and decay. In view of this, it is essential that regular inspection and maintenance should be undertaken. 	<div style="background-color: #f4a460; width: 40px; height: 40px; border-radius: 50%; display: flex; align-items: center; justify-content: center; margin: 0 auto;">2</div>
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Property address

Sample.

E4 Main walls

The walls are constructed of cavity brick and blockwork and generally measure around 300mm in thickness. The walls incorporate plastic damp-proof courses and are likely to have been insulated during construction. Openings in the walls are supported by steel lintels. The window openings are fitted with tiled sills.

The external ground levels around the property are too high in areas and whilst there are no signs of internal dampness at present, the risk of future problems is increased (See section J1 – Risks to the Building). Condition Rating 2. It is good practice to maintain a 150mm (two bricks) clearance between external levels and the damp courses to prevent possible bridging and damp penetration. High ground levels also increase the possibility of surface water ingress, particularly to vulnerable areas such as door openings. Therefore, the levels should be lowered. If any new areas of hardstanding are laid around the property, they should be set at an appropriate level and the surfaces should also fall away from the walls, to ensure the efficient removal of surface water. The use of free draining materials, such as gravel, is good practice as this allows easy evaporation of moisture and helps to minimise the risks of dampness.

The pointing to the walls has weathered slightly, notably below the damp course. Condition Rating 1. Whilst not yet serious, patch pointing will be needed in due course.

The tiled window sills have cracked in places, but this is very typical and not serious. Condition Rating 1.

Notes:

- For safe access, scaffolding or access equipment will be needed for most repairs at height to the walls and this can be expensive. Repair works are best carried out by a competent building contractor.
- In order to minimise the risks of damp penetration and decay, it is essential to maintain the exterior of the property in good order at all times.

2

E5 Windows

The windows are PVC-u framed replacement units with double glazing and draught proofing. The opening windows have locking handles.

Notes:

- The seals around the edges of double glazed sealed units can fail allowing moisture to penetrate between the panes of glass, which results in misting and condensation. Whilst unsightly, this is not serious, although complete replacement of affected units is the only possible repair.
- Damp can easily penetrate around the edges of window (and door) frames. To minimise problems, it is essential that the frames are kept in repair and carefully sealed to the walls.

1

Property address

Sample.

<ul style="list-style-type: none"> - Windows can suffer from high levels of condensation, particularly during cold weather. This can be difficult to manage, but is often minimised by good heating and ventilation. Any mould growth is best cleaned with dilute bleach. - Any new or replacement window (and door) frames that were fitted after April 2002 should have either building regulation approval or have been installed by a member of a 'competent person scheme', such as FENSA, CERTASS etc. These are government approved trade associations whose members can self-certify that their installations meet the standards of the building regulations. You should ask your Legal Adviser to check whether these frames comply and whether there is a guarantee available (see section I2 – Guarantees). - The window lock keys should be kept readily available to allow for emergency escape. 	
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E6 Outside doors (including patio doors)

<p>The front door to the bungalow is a PVC-u and glazed unit with multi-point locking and a chain.</p> <p>The rear French doors are also PVC-u framed and have multi-point locking.</p> <p>Notes:</p> <ul style="list-style-type: none"> - When taking up occupation, it is advisable to change the locks. - The keys should be kept readily available to allow for emergency escape. 	<div style="background-color: #2e8b57; color: white; padding: 5px; width: 30px; margin: 0 auto;">1</div>
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E7 Conservatory and porches

None.	NI
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E8 Other joinery and finishes

<p>The other areas of external joinery are formed with PVC-u boarding covering the original timber and ply boards.</p> <p>Notes:</p> <ul style="list-style-type: none"> - Due to the extensive use of PVC-u, little external decoration will be needed, but the plastic would benefit from occasional washing. Proprietary cleaners are available, which will give a better finish. 	<div style="background-color: #2e8b57; color: white; padding: 5px; width: 30px; margin: 0 auto;">1</div>
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E9 Other

<p>Access may be needed onto adjoining land in order to undertake maintenance. Reciprocal access may also be needed by the neighbouring owners.</p> <p>There are no other external matters affecting the main property.</p>	NI
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Property address

Sample.

F

Inside the property

Limitations to inspection

1 2 3 NI

F1 Roof structure

Access to the main roof space is gained via a hatch in the hall ceiling. There is no loft ladder or any lighting.
 The roof is constructed of timber pre-formed trusses.
 There is a brick firewall between the roof void and adjoining property.

1

Notes:

- The loft provides useful storage, but it should never be overloaded as this can cause sagging of the joists and damage to the ceiling finishes. All stored items should be well protected. You should formally confirm with the vendor that the items currently remaining in the roof void will be removed, prior to sale.
- Upgrading of the insulation (currently around 100mm of fibreglass quilt) should be considered to reduce heat losses and also minimise the risks of frost damage and plumbing leaks.
- Mice and other vermin are common in lofts and often enter buildings during autumn as the colder weather approaches. As electrical cabling and insulation could be harmed, poison should be carefully laid in covered bait boxes or traps set.

F2 Ceilings

The ceilings are constructed of plasterboard. All areas are finished with textured paint (often called Artex).
 There is reasonable head height throughout the property.

1

The decorations are worn in areas and would benefit from renewal. Condition Rating 1.

Property address

Sample.

<p>Notes:</p> <ul style="list-style-type: none"> - The shrinkage and differential movement cracks that are visible, mainly at the corners and joints, are not serious and only minor filling and decoration will be required. - Some older textured finishes contain a small amount of asbestos (although this cannot be definitely confirmed without laboratory testing). This material is considered safe under normal circumstances, providing it remains undisturbed. Therefore, the finishes should not be worked or sanded, as this may cause the release of fibres. If a smooth finish is required, re-plastering is advised. However, if future removal is required, sensible precautions should be taken (see further information at www.hse.gov.uk). At present, there is no requirement for this work to be undertaken by a licensed asbestos removal contractor (See section J3 – Risks to People). 	
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F3 Walls and partitions

<p>The internal walls and partitions are constructed of masonry and studwork with plastered and boarded finishes.</p> <p>There is tiling to the 'wet' areas.</p> <p>The decorations are wearing and would benefit from renewal. Condition Rating 1.</p> <p>Notes:</p> <ul style="list-style-type: none"> - No serious condensation problems were noted. However, condensation is present to a degree in all properties due to relatively warm, moist air from day to day activities, such as cooking and bathing coming into contact with cold surfaces, such as walls and glazing. The warmer air then cools and it is unable to hold as much moisture, resulting in the formation of water on the surface and subsequent dampness. Condensation can be a difficult problem to manage, but good insulation and sensible use of heating and ventilation will help. Care should be taken when storing perishable articles, such as books and clothes, as these may deteriorate. - The general shrinkage and differential movement cracks, mainly visible at the corners and openings, are not of a structural nature and only minor filling will be required, prior to redecoration. - The edge seals to tiled areas, particularly around sanitary fittings, are often a source of water leakage and potential rot. Periodic inspections should be undertaken. 	<div style="background-color: #008000; color: white; padding: 5px; width: 30px; margin: 0 auto;">1</div>
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Property address

Sample.

F4 Floors

The floors are of concrete construction with tiled and laminate finishes.

1

The laminate is slightly scuffed in areas. Condition Rating 1.

Notes:

- Furniture, finishes and floor coverings prevented a detailed inspection.
- The floor is unlikely to incorporate any insulation.

F5 Fireplaces, chimney breasts and flues

There is an open fireplace in the sitting room. This is fitted with a tiled surround and a gas fire, which should be tested, prior to use (see Section G2 Gas/oil).

1

Notes:

- Older flue linings inevitably deteriorate over the years and re-lining may be needed. This is always a requirement if high performance appliances are to be installed.

F6 Built-in fittings (e.g. built-in kitchen and other fittings, not including appliances)

There is a good range of older style units in the kitchen. There are also some useful fitted cupboards and wardrobes, although storage space in the bungalow is fairly limited.

1

The units show some general wear and light water damage. A number of the drawers and doors to the units would also benefit from some adjustment to close correctly. Condition Rating 1.

Notes:

- It is advisable to fit an extracting cooker hood, rather than the filter currently installed Condition Rating 1. This will help to minimise condensation and smells.
- As the fittings are dated, many purchasers are likely to consider replacement.
- Your Legal Adviser should confirm what appliances (if any) are to be included in the sale.

Property address

Sample.

F7 Woodwork (e.g. staircase and joinery)

The property is fitted with moulded panelled doors. The skirting boards, door linings and other areas of joinery are constructed of timber, ply and MDF.

1

The decorations are worn and would benefit from renewal. Condition Rating 1.

F8 Bathroom fittings

There are older style sanitary fittings in the bathroom.

1

There is no extractor fan fitted. Condition Rating 1. Improvements should be considered as this will help minimise condensation and smells.

Notes:

- Sanitary fittings, particularly showers, are often a source of water leakage and periodic attention, particularly to the edge seals, is likely to be needed to prevent possible problems. Repairs can be very disruptive.
- As the sanitary fittings are dated, many purchasers are likely to consider replacement.

F9 Other

Detectors

Basic battery powered smoke detectors have been installed. Condition Rating NI. Ideally, these should be upgraded with mains powered, inter-linked units.

2

A heat detector should be installed in the kitchen and carbon monoxide detectors should also be fitted near the boiler and the gas fire (See section J3 – Risks to People). Condition Rating 2.

Sound Transmission

The property may suffer from some noise transmission from adjoining occupiers. Although no problems were noted, if this proves to be a serious problem, you may need to consider further sound insulation. Condition Rating NI.

Security Alarm

There is no burglar alarm and you may wish to consider having one installed to improve security. Condition Rating 1.

Property address

Sample.

Asbestos

As mentioned elsewhere in the report, the property has been constructed using some materials, which may contain asbestos (although this can only be definitely ascertained with laboratory testing). Bearing in mind the type and age of the property, it is possible that there may be other asbestos containing materials, currently hidden. According to the Institute for Environment and Health, the presence of asbestos would not normally constitute a health hazard unless the material, which contains the asbestos, is disturbed, drilled or substantially damaged. Any materials are usually best left undisturbed. However, when maintenance work, building improvements or other alterations are undertaken, you should be mindful of the possibility of asbestos. If found, certain materials may need to be removed by a licensed contractor, which could be costly (see further information at www.hse.gov.uk).

Property address

Sample.

G

Services

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

Limitations to inspection

G1 Electricity *Safety warning: The Electrical Safety Council recommends that you should get a registered electrician to check the property and its electrical fittings and that a periodic inspection and testing is carried out at the following times: for tenanted properties every 5 years or at each change of occupancy, whichever is sooner; at least every 10 years for an owner-occupied home. All electrical installation work undertaken after 1 January 2005 should have appropriate certification. For more advice contact the Electrical Safety Council.*



Mains electricity is connected via an underground supply with the meter situated in an outside box. The consumer unit is located at high level in the hall with short circuit protection provided by circuit breakers. There are also RCD's (residual current devices providing additional protection).

3

The installation has been upgraded and appears to be generally satisfactory, although your Legal Adviser should ensure that there is adequate certification provided by a registered electrical contractor covering the entire installation (See section J3 – Risks to People). In any event, as the occupancy of the property is changing, it is recommended that an Electrical Installation Condition Report should be undertaken by a registered electrical contractor (<http://electricalcompetentperson.co.uk/>). Condition Rating 3 (further inspection). The contractor should also provide appropriate certification upon the completion of any necessary works.

You should also carefully consider your own needs with regard to the installation, as improvement or alteration works can be disruptive and are best undertaken prior to redecoration. A registered electrical contractor should carry out any larger repair and alteration works, or they now require building regulation approval.

Notes:

- Electrical faults are a major cause of fires and it is essential that periodic safety inspections are undertaken by a registered electrician.

Property address

Sample.

G2 Gas/oil *Safety warning: All gas and oil appliances and equipment should regularly be inspected, tested, maintained and serviced by an appropriately qualified Gas Safe Engineer or Registered Heating Engineer and in line with the manufacturer's instructions. For tenanted properties by law a 12 monthly gas safety check must be carried out on every gas appliance/flue. A gas safety check will make sure gas fittings and appliances are safe to use. 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.*

<p>Mains gas is connected with the meter located in an outside box.</p> <p>The gas installation and all appliances should be inspected for safety annually by a member of a 'competent person scheme' such as a Gas Safe Registered engineer (See section J3 – Risks to People). Condition Rating 3 (further inspection). This is best undertaken when the central heating system is serviced.</p>	3
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G3 Water

<p>Mains water is connected to the property with the external stop tap located in the pavement. There is a meter fitted.</p> <p>The internal stop tap is located under the kitchen sink with the incoming service pipe run in plastic.</p> <p>The original water tank has been disconnected and the supply to all fittings is directly fed from the water main and there is no cold water storage tank.</p> <p>The service pipework is plumbed in copper and plastic.</p> <p>Notes:</p> <ul style="list-style-type: none">- You should familiarise yourself with the location of the water stop taps, which should also be kept readily accessible to allow for emergency operation.- The supply to all fittings is directly fed from the water main and whilst this gives good pressure to the outlets, no water will be available if the mains supply is interrupted.- To prevent possible freezing and leakage, it is essential to maintain good insulation to all vulnerable areas of plumbing.	1
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G4 Heating

<p>Central heating is provided by a relatively new Potterton gas-fired condensing combination boiler situated in the kitchen. This heats older radiators in the principal rooms. The radiators are mainly fitted with thermostatic valves.</p> <p>The system is pressurised and therefore there is no expansion tank.</p> <p>There is also an old gas fire fitted in the sitting room.</p> <p>The system was operating at the time of our visit and it appeared to be effective in heating the property. However, the bungalow is not highly insulated and because of this, the system may be found wanting in very cold weather.</p>	3
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Property address

Sample.

<p>The heating installation, including the gas fire, should be inspected annually for safety by a member of a 'competent person scheme' (See section J3 – Risks to People). Condition Rating 3 (further inspection).</p> <p>Notes:</p> <ul style="list-style-type: none"> - For safety, all gas appliances need annual maintenance by a member of a 'competent person scheme' such as a Gas Safe Registered engineer. If possible, service records should be obtained from the vendor. - Whilst the boiler is relatively modern, the remainder of the installation is of some age and accordingly, it is likely to require increased maintenance. Central heating boilers have a useful life of around 15 years from new, but sudden failure can occur, particularly in this relatively hard water area. Regular maintenance is essential to ensure safe operation and that maximum boiler life is obtained. - Pipes have been run within the structure and are not readily accessible. This is very common, but can be disruptive if leakages occur. Care should be taken when undertaking maintenance and repair as the pipes will be vulnerable to damage from nails and screws etc. - It is essential to obtain a Landlord's Gas Safety Certificate if the property is to be let. - Where possible, exposed pipes should be lagged to minimise heat losses. 	
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G5 Water heating

<p>Hot water is provided directly on demand by the combination boiler and there is no stored supply.</p> <p>The hot water service pipework is plumbed in copper.</p> <p>Notes:</p> <ul style="list-style-type: none"> - As the hot water is provided directly on demand by the combination boiler, there is no stored capacity. Whilst economical, the supply of water may be limited if a number of outlets are in use simultaneously. - Where possible, exposed hot water pipes should be lagged to minimise heat losses. 	<div style="background-color: #008000; color: white; padding: 5px; width: 30px; margin: 0 auto;">1</div>
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G6 Drainage

<p><u>Surface Water Drainage</u></p> <p>Surface water from the downpipes is likely to drain to soakaways (usually pits filled with rubble) or a separate drainage system. Without excavation, the layout of the system cannot be confirmed, but there are no signs of flooding or blockages. Condition Rating 1.</p>	<div style="background-color: #008000; color: white; padding: 5px; width: 30px; margin: 0 auto;">1</div>
--	--

Property address

Sample.

<p><u>Foul Drainage</u></p> <p>It is assumed that the property is connected to the main sewer, which has been adopted and is maintained at the public expense. However, your Legal Advisers should formally confirm this (See section I3 – Other Matters). The drains are shared.</p> <p>There is a single inspection chamber visible in the driveway. The cover was lifted to enable a visual inspection and the drainage channels were found to be reasonably clear with no blockages. Condition Rating 1.</p> <p>Notes:</p> <ul style="list-style-type: none"> - The rainwater downpipes discharge directly into the ground and there are no rodding eyes. Whilst this method of construction is typical, the clearance of blockages can be difficult and usually requires some excavation. However, to alter this arrangement would be disruptive and is not essential at this stage. 	
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G7 Common services

<p>Not applicable.</p>	<p>NI</p>
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Property address

<p>Sample.</p>



Grounds (including shared areas for flats)

Limitations to inspection

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1 **2** **3** **NI**

H1 Garage

<p>There is a single sized attached garage constructed of brick and block with a tiled roof. The garage has a fairly new fibreglass up and over door with an older timber door to the garden.</p> <p>The garage is in now in need of a general overhaul. Condition Rating 2. Repairs are needed to the rotten joinery along with early re-decoration. Attention is also required to the leaking gutters.</p> <p>Notes:</p> <ul style="list-style-type: none"> - The building is not completely watertight, secure or vermin proof and therefore, will only be suitable for limited storage. - The garage is likely to be too small for many vehicles. 	2
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H2 Other

<p>There are no permanent outbuildings.</p>	NI
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H3 General

<p>The plot is bounded by timber fences, which are generally in serviceable condition. However, ongoing maintenance will be needed.</p> <p>Most areas of hardstanding are laid with concrete pavings and tarmacadam, which are cracked and uneven in places, but serviceable.</p> <p>The gravelled areas will need periodic re-dressing and weed treatment.</p> <p>As already mentioned under 'E4 Main Walls', it is important to maintain the external ground levels at the correct height in order to minimise the risks of dampness and decay. If any new areas of hardstanding are laid around the property, they should be set at an appropriate level and fall away from the walls, to ensure the efficient removal of surface water. The use of free draining materials is also advised.</p>	
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Property address

Sample.

Notes:

- If possible, your Legal Advisers should confirm the extent and ownership of the boundaries (See section I3 – Other Matters). This is important as repairs can be costly. Doubts over the position of the boundaries can also cause neighbour disputes that can be unpleasant and expensive to resolve.
- The greenhouse is not fitted with safety glass and is potentially unsafe for smaller children. Protection should be provided (See section J3 – Risks to People).
- There are no trees or large shrubs in and around the plot that are considered to be a significant threat to the property.
- There are low cables crossing the plot and great care should be taken during maintenance, particularly when using ladders.

Property address

Sample.

Issues for your legal advisers

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 advisers may need to investigate further, we may refer to these in the report (for example, check whether there is a warranty covering replacement windows).

I1 Regulation

There are no regulatory matters affecting the property to our knowledge, although your Legal Adviser should confirm this.

I2 Guarantees

Your Legal Advisers should check for the existence, validity and transferability of any guarantees, certificates, warranties and service records. These should be made available to you before completion.

Likely items include:

- Installation of the replacement windows and doors.
- The gas fire.
- The electrical installation.
- The central heating installation.

I3 Other matters

The property is assumed to be freehold.

Your Legal Adviser should also check the following:

- That the road is adopted (maintained at public expense) by The Local Authority.
- That the main sewer is adopted (maintained at public expense) by The Local Authority.
- Your rights and responsibilities to maintain the shared private drains (the parts of the system between the property and the main sewer).
- The ownership and extent of the boundaries.

Property address

Sample.

J

Risks

This section summarises defects and issues that present a risk to the building or grounds, or a safety risk to people. These may have been reported and condition rated against more than one part of the property or may be of a more general nature, having existed for some time and which cannot be reasonably changed.

J1 Risks to the building

The high external ground levels (E4 – Main Walls).

J2 Risks to the grounds

There are no significant risks to the grounds.

J3 Risks to people

The presence of materials that may contain asbestos (E2 – Roof coverings).

The presence of materials that may contain asbestos (F2 – Ceilings).

Inadequate detectors (F9 – Other).

The electrical installation (G1 – Electricity).

The gas installation (G2 – Gas/Oil).

The heating installation (G4 – Heating).

The unprotected greenhouse (H3 – General).

J4 Other

There are no other significant risks.

Property address

Sample.

K

Valuation

In my opinion the market value on

01/12/16.

as inspected was:

£300,000

Three hundred thousand pounds.

(amount in words)

Tenure Freehold.

Area of property (sq m)

85m (Gross internal).

The valuation has been undertaken in accordance with the RICS Valuation Professional Standards (Red Book) 2014 - including the International Valuation Standards.

In my opinion the current reinstatement cost of the property (see note below) is:

£175,000.

One hundred and seventy five thousand pounds.

(amount in words)

In arriving at my valuation, I made the following assumptions.

With regard to the materials, construction, services, fixtures and fittings, and so on I have assumed that:

- an inspection of those parts that I could not inspect would not identify significant defects or a cause to alter the valuation
- 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
- the valuation does not take account of any furnishings, removable fittings or sales incentives.

With regard to legal matters I have assumed that:

- the property is sold with 'vacant possession' (your legal advisers can give you more information on this term)
- the condition of the property, or the purpose 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 inquiries and that all necessary planning permissions and Building Regulations consents (including consents for alterations) have been obtained and complied with; and
- the property has the right to use the mains services on normal terms, and that the sewers, mains services and roads giving access to the property have been 'adopted' (that is, they are under local-authority, not private, control).

Any additional assumptions relating to the valuation

None.

Your legal advisers, and other people who carry out property conveyancing, should be familiar with these assumptions and are responsible for checking those concerning legal matters.

My opinion of the Market Value shown here could be affected by the outcome of the enquiries by your legal advisers (section I) and/or any further investigations and quotations for repairs or replacements. The valuation assumes that your legal advisers will receive satisfactory replies to their enquiries about any assumptions in the report.

Other considerations affecting value

None.

Note: You can find information about the assumptions I have made in calculating this reinstatement cost in the 'Description of the RICS HomeBuyer Service (Survey & Valuation)' provided. The 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 by acting in line with current Building Regulations and other legal requirements. This will help you decide on the amount of buildings insurance cover you will need for the property.

Surveyor's declaration

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

Signature

Sample.

Surveyor's RICS number

Sample.

Qualifications

Sample.

For and on behalf of

Company

Marshalls Chartered Surveyors

Address

Sample.

Town

Sample.

County

Sample.

Postcode

Sample.

Phone number

Sample.

Website

www.marshallsgroup.com

Fax number

Sample.

Email

Sample.

Property address

Sample.

Client's name

Sample.

Date this report was produced

Sample.

RICS Disclaimers

1 This report has been prepared by a surveyor ('the Individual Surveyor') merely in his or her capacity as an employee or agent of a firm or company or other business entity ('the Company'). The report is the product of the Company, not of the Individual Surveyor. All of the statements and opinions contained in this report are expressed entirely on behalf of the Company, which accepts sole responsibility for these. For his or her part, the Individual Surveyor assumes no personal financial responsibility or liability in respect of the report and no reliance or inference to the contrary should be drawn.

In the case of sole practitioners, the surveyor may sign the report in his or her own name unless the surveyor operates as a sole trader limited liability company.

Nothing in this report excludes or limits liability for

death or personal injury (including disease and impairment of mental condition) resulting from negligence.

2. This document is issued in blank form by the Royal Institution of Chartered Surveyors (RICS) and is available only to parties who have signed a licence agreement with RICS.

RICS gives no representations or warranties, express or implied, and no responsibility or liability is accepted for the accuracy or completeness of the information inserted in the document or any other written or oral information given to any interested party or its advisers. Any such liability is expressly disclaimed.

! Please read the 'Description of the RICS HomeBuyer Report Service' (at the back of this report) for details of what is, and is not, inspected.

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 the surveyor may 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 the surveyor is concerned about the condition of a hidden part of the building, could only see part of a defect or does not have the specialist knowledge to assess part of the property fully, the surveyor may have recommended that further investigations should be carried out to discover the true 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 do this. For example, qualified electricians can belong to five different government-approved schemes. If you want further advice, please contact the surveyor.

What the further investigations will involve

This will depend on the type of problem, but to do this properly, parts of the home 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.

Description of the RICS HomeBuyer (Survey & Valuation) Service

The service

The RICS HomeBuyer (Survey & Valuation) Service includes:

- an **inspection** of the property (see 'The inspection')
- a **report** based on the inspection (see 'The report'); and
- a **valuation**, which is part of the report (see 'The Valuation')

The surveyor who provides the RICS HomeBuyer (Survey & Valuation) Service aims to give you professional advice to help you to:

- make an informed decision on whether to go ahead with buying the property
- make an informed decision on what is a reasonable price to pay for the property
- take account of any repairs or replacements the property needs; and
- consider what further advice you should take before committing to purchase the property.

The inspection

The surveyor inspects the inside and outside of the main building and all permanent outbuildings, but does not force or open up the fabric. This means that the surveyor does 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, the surveyor carries out parts of the inspection when standing at ground level from public property next door where accessible.

The surveyor may use equipment such as a damp-meter, binoculars and torch, and may use a ladder for flat roofs and for hatches no more than 3 metres above level ground (outside) or floor surfaces (inside) 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 the surveyor does not carry out specialist tests. 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

The surveyor inspects the condition of boundary walls, fences, permanent outbuildings and areas in common (shared) use. To inspect these areas, the surveyor walks 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 the surveyor does not report on the 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, the surveyor assesses the general condition of outside surfaces of the building, as well as its access areas (for example, shared hallways and staircases). The surveyor inspects roof spaces only if they are accessible from within the property. The surveyor does not inspect drains, lifts, fire alarms and security systems.

Dangerous materials, contamination and environmental issues

The surveyor does not make any enquiries about contamination or other environmental dangers. However, if the surveyor suspects a problem, he or she should recommend a further investigation.

The surveyor may assume that no harmful or dangerous materials have been used in the construction, and does not have a duty to justify making this assumption. However, if the inspection shows that these materials have been used, the surveyor must report this and ask for further instructions.

The surveyor does not carry out an asbestos inspection and does not act as an asbestos inspector when inspecting properties that may fall within the Control of Asbestos Regulations 2012. With flats, the surveyor assumes 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. The surveyor does not consult the dutyholder.

The report

The surveyor produces a report of the inspection for you to use, but cannot 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 focuses on matters that, in the surveyor's opinion, may affect the value of the property if they are not addressed.

The report is in a standard format and includes the following sections.

- A Introduction to the report
- B About the inspection
- C Overall opinion and summary of the condition ratings
- D About the property
- E Outside the property
- F Inside the property
- G Services
- H Grounds (including shared areas for flats)
- I Issues for your legal advisers
- J Risks
- K Valuation
- L Surveyor's declaration
 - What to do now
 - Description of the RICS HomeBuyer (Survey & Valuation) Service
 - Typical house diagram

Condition ratings

The surveyor gives 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.

The surveyor notes in the report if it was not possible to check any parts of the property that the inspection would normally cover. If the surveyor is concerned about these parts, the report tells you about any further investigations that are needed.

The surveyor does not report on the cost of any work to put right defects or make recommendations on how these repairs should be carried out. However, there is general advice in the 'What to do now' section at the end of the report.

Energy

The surveyor has not prepared the Energy Performance Certificate (EPC) as part of the RICS HomeBuyer Service for the property. If the surveyor has seen the current EPC, he or she will present the energy-efficiency and environmental impact ratings in this report. The surveyor does not check the ratings and cannot comment on their accuracy.

Issues for legal advisers

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

This report has been prepared by a surveyor ('the Individual Surveyor') merely in his or her capacity as an employee or agent of a firm or company or other business entity ('the Company'). The report is the product of the Company, not of the Individual Surveyor. All of the statements and opinions contained in this report are expressed entirely on behalf of the Company, which accepts sole responsibility for these. For his or her part, the Individual Surveyor assumes no personal financial responsibility or liability in respect of the report and no reliance or inference to the contrary should be drawn.

Description (continued)

In the case of sole practitioners, the surveyor may sign the report in his or her own name unless the surveyor operates as a sole trader limited liability company.

Nothing in this report excludes or limits liability for death or personal injury (including disease and impairment of mental condition) resulting from negligence.

Risks

This section summarises defects and issues that present a risk to the building or grounds, or a safety risk to people. These may have been reported and condition rated against more than one part of the property or may be of a more general nature, having existed for some time and which cannot reasonably be changed.

If the property is leasehold, the surveyor gives you general advice and details of questions you should ask your legal advisers.

The valuation

The surveyor gives an opinion on both the market value of the property and the reinstatement cost at the time of the inspection (see the 'Reinstatement cost' section).

Market value

'Market value' is the estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion'

When deciding on the Market Value, the surveyor also makes the following assumptions.

The materials, construction, services, fixtures and fittings, and so on

The surveyor assumes that:

- an inspection of those parts that have not yet been inspected would not
- identify significant defects
- 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
- the valuation does not take account of any furnishings, removable fittings and sales incentives of any description.

Legal matters

The surveyor assumes that:

- the property is sold with 'vacant possession' (your legal advisers 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 the sewers, mains services and roads giving access to the property have been 'adopted' (that is, they are under local-authority, not private, control).

Standard terms of engagement

- 1 The service** – the surveyor provides the standard RICS HomeBuyer (Survey & Valuation) Service ('the service') described in the 'Description of the RICS HomeBuyer (Survey & Valuation) Service', unless you and the surveyor agree in writing before the inspection that the surveyor will provide extra services. Any extra service will require separate terms of engagement to be entered into with the surveyor. Examples of extra services include:
 - costing of repairs;
 - schedules of works;
 - supervision of works;
 - re-inspection;
 - detailed specific issue reports; and
 - market valuation (after repairs).
- 2 The surveyor** – the service is to be provided by an AssocRICS, MRICS or FRICS member of the Royal Institution of Chartered Surveyors, who has the skills, knowledge and experience to survey, value and report on the property and is a member of the RICS Valuer Registration Scheme.
- 3 Before the inspection** – you tell the surveyor if there is already an agreed or proposed price for the property, and if you have any particular concerns (such as plans for extension) about the property.
- 4 Terms of payment** – you agree to pay the surveyor's fees and any other charges agreed in writing.
- 5 Before the inspection** – nothing in this clause 5 shall operate to exclude, limit or otherwise affect your rights to cancel under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 or the Consumer Rights Act 2015, or under any such other legislation as may from time to time be applicable. Entirely without prejudice to any other rights that you may have under any applicable legislation, you are entitled to cancel this contract in writing by giving notice to the surveyor's office at any time before the day of the inspection, and in any event within fourteen days of entering into this contract. Please note that where you have specifically requested that the surveyor provides services to you within fourteen days of entering into the contract, you will be responsible for fees and charges incurred by the surveyor up until the date of cancellation.
- 6 Liability** – the report is provided for your use, and the surveyor cannot accept responsibility if it is used, or relied upon, by anyone else.

Complaints handling procedure

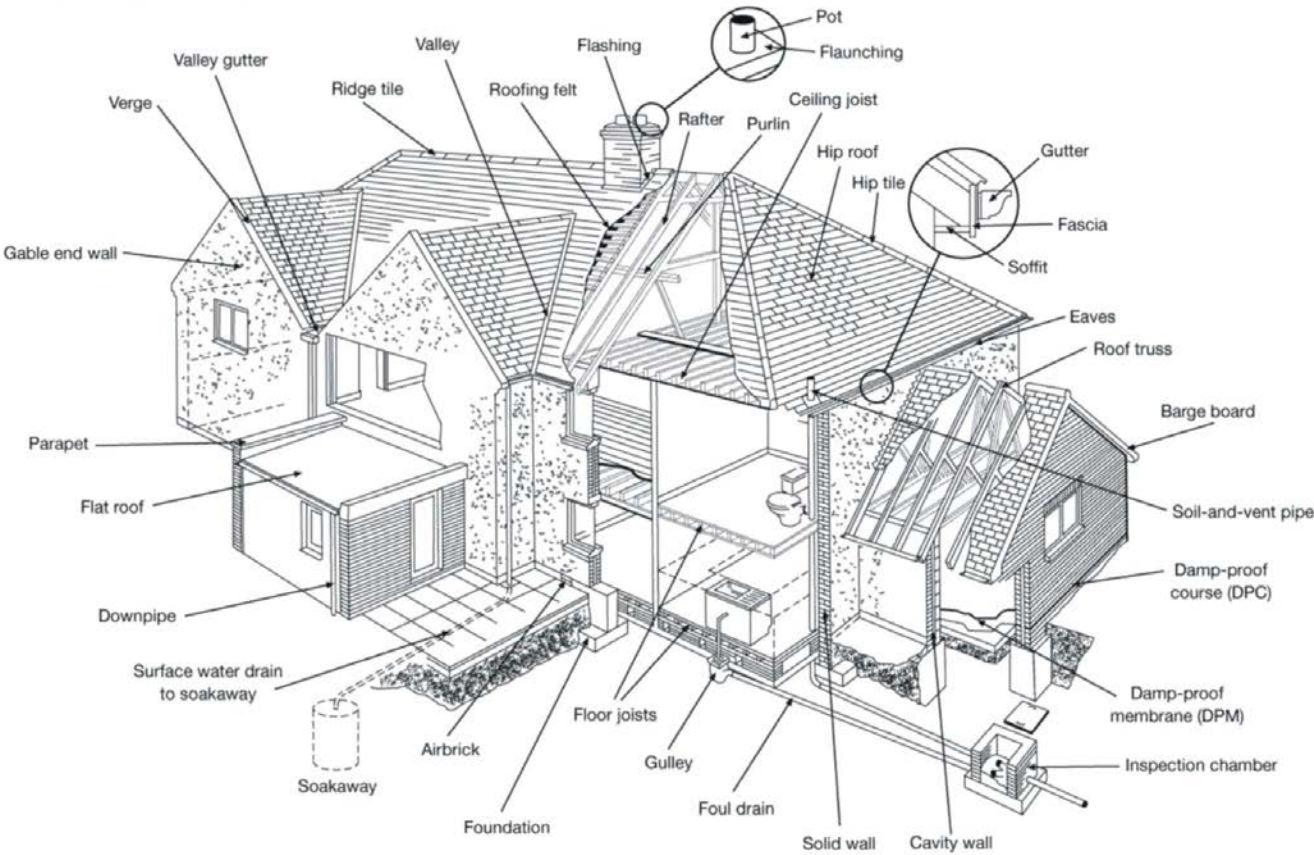
The surveyor will have a complaints handling procedure and will give you a copy if you ask. The surveyor is required to provide you with contact details, in writing, for their complaints department or the person responsible for dealing with client complaints. Where the surveyor is party to a redress scheme, those details should also be provided. If any of this information is not provided, please notify the surveyor and ask that it be supplied.

Note: These terms form part of the contract between you and the surveyor.

This report is for use in England, Wales, Northern Ireland, Channel Islands and Isle of Man.

Typical house diagram

This diagram illustrates where you may find some of the building elements referred to in the report.



Maintenance tips

Your home needs maintaining in the normal way, and this general advice may be useful when read together with your report. It is not specific to this property and does not include comprehensive details. Problems in construction may develop slowly over time. If you are concerned contact an RICS qualified surveyor for further advice.

Outside the property

You should check the condition of your property at least once a year and after unusual storms. Your routine redecoration of the outside of the property will also give you an opportunity to closely examine the building.

- **Chimney stacks:** Check these occasionally for signs of cracked cement, split or broken pots, or loose and gaping joints in the brickwork or render. Storms may loosen aerials or other fixings, including the materials used to form the joints with the roof coverings.
- **Roof coverings:** Check these occasionally for slipped, broken and missing tiles or slates, particularly after storms. Flat roofing has a limited life, and is at risk of cracking and blistering. You should not walk on a flat roof. Where possible keep it free from debris. If it is covered with spar chippings, make sure the coverage is even, and replace chippings where necessary.
- **Rainwater pipes and gutters:** Clear any debris at least once a year, and check for leaks when it is raining. You should also check for any loose downpipe connectors and broken fixings.
- **Main walls:** Check main walls for cracks and any uneven bulging. Maintain the joints in brickwork and repair loose or broken rendering. Re-paint decorated walls regularly. Cut back or remove any plants that are harmful to mortar and render. Keep the soil level well below the level of any damp proof course (150mm minimum recommended) and make sure any ventilation bricks are kept clear. Check over cladding for broken, rotted or damaged areas that need repairing.
- **Windows and doors:** Once a year check all frames for signs of rot in wood frames, for any splits in plastic or metal frames and for rusting to latches and hinges in metal frames. Maintain all decorated frames by repairing or redecorating at the first sign of any deterioration. In autumn check double glazing for condensation between the glazing, as this is a sign of a faulty unit. Have broken or cracked glass replaced by a qualified specialist. Check for broken sash cords on sliding sash windows, and sills and window boards for any damage.
- **Conservatories and porches:** Keep all glass surfaces clean, and clear all rainwater gutters and down pipes. Look for broken glazing and for any leaks when it's raining. Arrange for repairs by a qualified specialist.
- **Other joinery and finishes:** Regularly redecorate all joinery, and check for rot and decay which you should repair at the same time.

Inside the property

You can check the inside of your property regularly when cleaning, decorating and replacing carpets or floor coverings. You should also check the roof area occasionally.

- **Roof structure:** When you access the roof area, check for signs of any leaks and the presence of vermin, rot or decay to timbers. Also look for tears to the under-felting of the roof, and check pipes, lagging and insulated areas.
- **Ceilings:** If you have a leak in the roof the first sign is often damp on the ceiling beneath the roof. Be aware if your ceiling begins to look uneven as this may indicate a serious problem, particularly for older ceilings.
- **Walls and partitions:** Check these when you are cleaning or redecorating. Look for cracking and impact damage, or damp areas which may be caused by plumbing faults or defects on the outside of the property.
- **Floors:** Be alert for signs of unevenness when you are cleaning or moving furniture, particularly with timber floors.
- **Fireplaces, chimney breasts and flues:** You should arrange for a qualified specialist to regularly sweep all used open chimneys. Also, make sure that bricked-up flues are ventilated. Flues to gas appliances should be checked annually by a qualified gas technician.
- **Built-in fittings, woodwork and joinery:** Check for broken fittings.

Services

- Ensure all meters and control valves are easy to access and not hidden or covered over.
- Arrange for an appropriately qualified Gas Safe Engineer or Registered Heating Engineer to check and test all gas and oil services, boilers, heating systems and connected devices once a year.
- Electrical installations should only be replaced or modified by a suitably qualified electrician and that a periodic inspection and testing is carried out at the following times: for tenanted properties every 5 years or at each change of occupancy, whichever is sooner; at least every 10 years for an owner-occupied home.
- Monitor plumbing regularly during use and when you are cleaning. Look out for leakage and breakages, and check insulation is adequate particularly as winter approaches.
- Lift drain covers annually to check for blockages and clean these as necessary or seek advice from a Certified Drainage Contractor. Check any private drainage systems annually, and arrange for a qualified contractor to clear these as necessary. Keep gullies free from debris.

Grounds

Garages and outbuildings: Follow the maintenance advice given for the main building.

- **Japanese knotweed or other non-native species:** seek advice from an 'appropriately qualified person or company' such as an accredited member of an industry recognised trade association.
- **Other:** Regularly prune trees, shrubs and hedges as necessary. Look out for any overhanging and unsafe branches, loose walls, fences and ornaments, particularly after storms. Clear leaves and other debris, moss and algae growth. Make sure all hard surfaces are stable and level, and not slippery or a trip hazard.