

# New Survey Instruction

Your full name, and how you like to be addressed (This will go on your completed report)
Client to complete:
Your email (So I can keep you updated and send your report off)
Client to complete:
Your telephone number
Client to complete:
Any other names or emails (Any second persons you wish me to keep updated throughout this process or send a report copy to)
Client to complete:
Your current home address (So that I can address your invoice formally)
Client to complete:
Property address to be surveyed (So we know where to go)
Client to complete:
Agents details (So that I can arrange access for you)
Client to complete:
Type of house (Bungalow/Semi/Flat/Detached/Terrace)
Client to complete:
Purchase price of the property
Client to complete:
Number of bedrooms
Client to complete:
What is the property tenure? Freehold or Leasehold. (Do not worry if you do not know this, just leave blank.)
Client to complete:
Is this a listed building? (Do not worry if you do not know this, just leave blank.)

Client to complete:

Any concerns you may have (I can chat through these with you, but you may have seen something at the property that worries you. Jot it down for me and I can make sure we **elaborate** on this for you).

Client to complete:

Your survey type: (RICS Valuation/RICS Condition/RICS Homebuyer or RICS Building survey)

Client to complete:

**Optional extras:** We offer several optional extras to enhance your survey if required. **These do carry an additional charge** as they fall outside of the RICS survey format and take more time to prepare.

If you require these please indicate this below and I can calculate this within your survey fee.

Item	Description	Cost	Yes	No
Digital Pole Camera	The use of a digital pole camera to reach high roofs, facias and hard to reach spaces.  This will produce either a video or images that you may review and keep for your reference.	£38		
Cost Estimates for repairs	Cost estimates are included within the RICS Building Survey on items over £400 in value as standard, however for all other survey types these are not included as standard.  Add them to assist you with your pre-purchase costings.	£55		
Larger selection of images	A drop box link to all images taken during inspection.	£15		
48-hour report turn-around	Receive your report back within 48 hours from the day after the inspection	£95		
Hard Copy Report	A printed and bound hard copy of your survey report posted to your home address.	£9		

**Please acknowledge the Terms of Engagement for your chosen survey type**

“I acknowledge the Terms of Engagement appropriate to my survey type”.

**CLIENT SIGNATURE | \***

**DATE | \***

*We are unable to proceed without the above declaration in place*

**Reminder of our lead times |** RICS Valuation, RICS Condition & RICS Homebuyers reports – 5 working days. RICS Building survey – 7 working days. *\*From the day following the inspection & Excl Bank Holidays*

Payment is taken at the point of booking confirmation and your survey feedback is issued within 24 hours of inspection via email.

**Keeping in touch |**

I will update you throughout the process, however you can contact me via the following mediums:

email | [clair@westwoodsurveyors.co.uk](mailto:clair@westwoodsurveyors.co.uk) , Phone 01530 483008 or Text 07724 178 226

In person | Unit 1, Rushtons Yard, Ashby, LE651AL



Company Registration: 08031703

Nick Navas MRICS MCIQB

<b>CONFLICT CHECK (SURVEYOR)</b>	<b>GENERAL (ADMINISTRATOR)</b>
<p>Have we as a company inspected this property before?</p> <p>NO If yes, describe:</p> <p>Is there a connection, financial or otherwise, between our company/surveyor and the client?</p> <p>NO If yes, describe:</p> <p>Have we inspected this property for another lender?</p> <p>NO If yes, describe:</p> <p>Are we being asked to act jointly between the clients?</p> <p>NO If yes, describe:</p>	<p>Are the Terms of Engagement agreed &amp; signed?</p> <p>YES</p> <p>Has the client been provided with sufficient pre-booking information?</p> <p>YES</p> <p>Has the client been made aware of the post survey lead times?</p> <p>YES</p> <p>Does the client have access to all RICS Terms of Business?</p> <p>YES</p> <p>Has the client been aware of the company's post survey support, to include queries, grievances and complaints procedure?</p> <p>YES</p>
<p><b>SURVEYOR NAME</b></p>	<p><b>ADMINISTRATOR NAME</b></p>
<p>NICK NAVAS MRICS MCIOB</p>	<p>CLAIR WESTWOOD</p>
<p><b>SURVEY REFERENCE NUMBER</b></p>	
<p>INV-045b 017 1 Example Street HBR NN CW</p>	