**New Client Instruction**

RICS Homebuyer | RICS Building | RICS Condition

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| --- | --- |
| Office reference |  |

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| --- | --- | --- | --- |
| Survey date | Day: Time : | Due date |  |

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| **Declaration/Client Signature**  *Please note -We are unable to proceed without this completed declaration.* | Indicate if booking completed by office staff on client’s behalf | |
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| “I would like to instruct Navas Associates to undertake a property survey for me as specified in this document. I confirm that I am happy with the service I have selected and feel I have been given adequate information appropriate to the survey type that I require. I have read the full Terms of Business relevant to my survey type and understand the scope and limitations that come with the survey type.”  **(E signature is fine, no need to print and scan)** | | |
| **Client Signature |** | | **Date|** |

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| **Details of Instructing Client and Property** | | | | | | | | | |
| Your name | MISS  MR ☐ MRS ☐ SIR ☐ DR ☐ MS **FIRST |**  **LAST |** | | | Home number|  Mobile number|  Email Address | | | | | | |
| Whose name would you like on the report? ☐ As above | | | | | | | | | |
| Home address | Post Code| | | | | | | | | Verified |
|  |
| Estate Agents | NAME |  BRANCH | | | | Named contact  **Contact Number** |  | | | | |
| Office use only – we will obtain these details on your behalf | | | | | | | | | |
| Agents branch address | Post Code|  Key collection? YES  NO  Distance from house | | | | | | | | Verified | |
|  | |
| Agents Email |  | | | | | | | | |
| Vendors name | MISS  MR ☐ MRS ☐ SIR ☐ DR ☐ MS FIRST |  LAST | | | Home number|  Mobile number|  Email Address | | | | | | | |
| **Details about the property** | | | | | | | | | |
| Address of property to be surveyed | Post Code | | | | | | Verified | | |
|  | | |
| Please list any concerns you have here for your Surveyor to acknowledge \*If applicable to this survey type | | | | | | | | | |
| How many bedrooms does it have? | |  | | What is the Purchase price? | |  | | | |
| Is the property a HMO? | |  | | Is this a listed building? | | Yes  No | | | |
| Detached  semi-detached  bungalow  flat  Terraced | | | | Condition of the property  Poor  Average  Good | | | | | |
| Standard construction  non-standard □  Age of property if known: | | | | Has the property been extended?  Yes  No  Unknown | | | | | |
| If this is a lease property, how long remains? | | | | Was the property build pre 1850? No  Yes | | | | | |
| Please state if the property has outbuildings: | | | | Swimming pools or paddocks? Yes  No | | | | | |

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| **Fees and services** | | | | |
| Please indicate your preferred timescale for the survey to take place | | ASAP  Within 3 days  No rush | | |
| What type of survey do you require? | | Condition  Homebuyer  Building | | |
| Important! | If your lender has requested you obtain this survey, please state if the following has been requested:  MRICS Chartered Building Surveyor  OR MICE Chartered Engineer | | | |
| **\*\*\* Optional Extras \*\*\* These additional items are available to enhance your Survey for your convenience** | | | | |
| **Pole camera** to be used on Roofs & Guttering (5-10 images) | | Add £28 plus vat to your total fee | *Delete as appropriate* | |
| Yes | No |
| Selection of **Images** to be inserted within the report (Subject to surveyor discretion) | | Add £14 plus vat to your total fee | *Delete as appropriate* | |
| Yes | No |
| **Budget Cost Estimates** for repairs on ALL items noted - *Items over £400 are included as standard with all reports* | | Add £45 plus vat to your total fee | *Delete as appropriate* | |
| Yes | No |
| **Fast Turnaround** Have your report back in 24 hours - *From the day after the inspection, excluding weekends & holidays* | | Add £95 plus vat to your total fee | *Delete as appropriate* | |
| Yes | No |

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| How did you hear about us? | RICS site ☐ Yell.com ☐ A friend ☐ A surveyor referral ☐  Local Survey Direct ☐ Local Building Surveyor ☐ Estate Agent ☐  Other ☐ (Please state) | |
| Post survey support | We provide a range of services that may be of interest to our residential and commercial clients such as help with planning applications, architectural plans, health & safety advice, project management and surveys such as damp & timber and asbestos. If you would like a post survey call or free consultation, please indicate this below. | Yes  No  Ask me later |

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| * *Once your survey has been booked you may cancel the service up to 24 hours prior to the date of the survey and receive a full refund. If you cancel within 24 hours of the survey, it may be possible to issue a full refund if your surveyor is able to book another survey in your allocated time slot.* * *If the survey is underway or has been completed you cannot cancel the service, nor will you be entitled to a refund. Your payment in respect of the service detailed on this quote is deemed to be acceptance of these terms of engagement.* * *We cannot authorise your attendance during the survey appointment slot for legal reasons. The survey must be carried out independent of the client. We are happy to call you pre and post survey if required to discuss the survey.* * *Survey turnaround times are as follows: RICS Valuation, Condition Reports & Homebuyers Reports are 3-5 working days. Building Survey lead times are set on a case by case basis due to the nature of the report* * *\*PLEASE NOTE DELIVERY TIMES MAY VARY DUE TO FINDINGS* |