

**New Client Instruction**

BUILDING SURVEY

Office reference number

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| **Declaration/Client Signature**  *Please note -We are unable to proceed without this completed declaration.* | |
| “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.” Office signed on behalf of client?  Date:    Client Signature: | |
| You do not need to print and scan this form. You can simply type your name in the area above and email back to us. | |
| Please confirm your survey type  Important advisory | Building Survey  Has your lender advised you have an **Engineers Report**? If so you may need a different type of report and this type may or may not be suitable. Please call the office to discuss and we can advise you accordingly if this is the case. |

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| **Details of Instructing Client and Property** | | | | | | |
| **Name of instructing client** *This name will appear on the survey report* |  | | Your contact number | Home:  Mobile: | | |
| Email Address |  | | | | | |
| **Home address**  *This address will appear on the survey report & Invoice\** |  | | | | | |
| How did you hear about us? RICS site  Yell.com  A friend  A surveyor referral  Local Survey Direct  Local Building Surveyor  Other (Please state which) :  Estate Agent  (Please state which) | | | | | | |
| Person responsible for granting access: CLIENT | AGENT |TENNANT Other (please give details)  Name: Contact number: | | | | | | |
| Estate Agents Name  (If applicable) |  | | Named contact  **Contact Number** | |  | |
| Agents branch address |  | | | | | |
| Agents Email (if known) |  | | | | | |
| Vendors name  *We usually obtain this from the agents on your behalf* |  | | contact number | |  | |
| **Office use only** Agents address and branch verified?  Distance from agents to subject property:  Applicable  Not applicable | | | | | | |
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| **SUBJECT PROPERTY ADDRESS TO BE SURVEYED** | | | | | | |
|  | | | | | | |
| Please list any concerns you have here for your Surveyor to acknowledge \*If applicable to this survey type | | | | | | |
| Approximate square footage | |  | What is the Purchase price? | | |  |
| Is the property Multi occupied or tenanted? | |  | Is this a listed building?  Yes  No  Unsure | | | |
| Detached  semi-detached  bungalow  flat  Terraced  Warehouse | | | Condition of the property  Poor  Average  Good | | | |
| Standard construction  non-standard □ Unsure | | | Has the property been extended?  Yes  No  Unsure | | | |
| Current use: | | | Intended future use: | | | |
| **Office use only**  **Has the client purchased any optional extras?**  **Pole Camera Images Cost Estimates 24 Hours** | | | | | | |

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| **SUPPORTING DOCUMENTATION Planning required**  **Change of use required**  **Building plans Asbestos Survey Lease agreement Lenders Survey Other** |
| **WHAT HAPPENS NEXT**  Please send your completed booking form to surveys@navasassociates.co.uk or call us if you wish to make the booking vie telephone. The signature can by typed in, no need to print and scan.  We will acknowledge your booking form and raise your invoice for payment, once payment is made we can contact the estate agent or vendor and provide you with an update. We will contact you on the day of your survey with an update and then gain once your survey has been sent to you to make sure you have everything you need. |

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| **Useful Information – Please read the full terms of business provided** |
| * *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.* * *Your booking will be removed if full payment is not received within 24 hours of the survey date* * *Survey turnaround times are between 5-10 days for commercial surveys.* |