

MID SUSSEX HOME INSPECTORS LTD ENERGY & HOME CONDITION REPORTS & SURVEYS



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Standard Conditions of Engagement

Introduction and terms on which report is prepared

The Energy Performance Certificate for this dwelling will be produced following an energy assessment undertaken by a qualified assessor, accredited by the NHER Accreditation Scheme, to a scheme authorised by the Government. This certificate will be produced using the RdSAP 2005 assessment methodology and has been produced under the Energy Performance of Buildings (Certificates and Inspections)(England and Wales) Regulations 2007. A copy of the certificate will be lodged at www.hcrregister.com.

The ratings on the certificate provide a measure of the building's overall energy efficiency and its environmental impact, calculated in accordance with a national methodology that takes into account factors such as insulation, heating and hot water systems, ventilation and fuels used. The average energy efficiency rating for a dwelling in England and Wales is band E (rating 46).

Not all buildings are used in the same way, so energy ratings use 'standard occupancy' assumptions which may be different from the specific way you use your building. Different methods of calculation are used for homes and for other buildings. Details can be found at www.communities.gov.uk/epbd

Buildings that are more energy efficient use less energy, save money and help protect the environment. A building with a rating of 100 would cost almost nothing to heat and light and would cause almost no carbon emissions. The potential ratings in the certificate will describe how close the building could get to 100 if all the cost effective recommended improvements were implemented.

Date of the Inspection

We will carry out the inspection on **xx/xx/xx** between the hours of **xx and xx**

Specific Arrangements

We will be a maximum of **1 hour** at the property to carry out the inspection.

The arrangements for access to the property are as follows:

Name of person meeting at the property **xx**

This person is owner/relative/neighbour **xx**

If there is no one available for the inspection a key will have to be available. Please list the details of the location of the key, the person it will be obtained from and any time restrictions on the availability of the key. Any alarms or security features will not be disarmed so arrangements for those will need to be made.

The key is available from

Name of the person.....

Time restrictions on key.....

Any items of value must be put away in a safe place and not left in full view.

The Assessor will need access to the property to carry out the visual inspection. The Assessor will not be lifting carpets or emptying cupboards. Additional fees may be charged for work over and above the criteria (see fees below) The Assessor will be taking photographs of boilers, hot water tanks and other energy efficient items.

Assessor's right of Withdrawal

The Assessor has the right to withdraw from a property on the following conditions:

-The property is unsafe or poses a threat to health and safety beyond normal domestic use reasonable for a property in a current residential use.

- If the Assessor can not access all parts of the property for the visual inspection as this can affect the result and accuracy of the Energy Certificate.
- No part of the property (or where you must travel to visit the property) is a building site, or building works are in progress, unless a competent contractor or health and safety official is present during the inspection ensuring compliance of the site safely rules.
- The property is on the list of exclusions/limitations sheet enclosed.
- If any potential or actual conflict of interest arises when carrying out the inspection.

If the Assessor has to withdraw for one of the above reasons a fee will still be applicable.

Cancellation by Client

If you need to cancel or re-arrange the inspection please let us know as soon as possible so we can make another appointment for you. We will need at least 2 working days notice or a fee will still be applicable.

Statutory Limitations

A list of properties that do NOT require an Energy Performance Certificate.

Properties with a floor space of 1000m².
Properties with Passive Solar Heating
Seasonal use properties such as mobile homes.

A list of properties that do NOT require a Home Inspection Pack (HIP):

No Vacant Possession

Any property that is to be sold without vacant possession is exempt from a HIP pack. If there is a sitting tenant or a freeholder who has an outstanding lease on the property.

Short term interests

If the unexpired period on the lease is less than 21 years, then no HIP is required.

Non-Residential Premises

Properties that are not primarily residential in their use are exempt from a HIP pack. To determine what is classed as non-residential the main factors are time, space and are the value of the property affected by the non-residential use.

There will be situations where a property is subject to Home Working and this type of property will need a HIP.

Is there one room used as a study or is the majority of the property rented out for business use?

If the majority of the property is used as a business then no HIP is required.

Properties in Dual Use

A property which is being used as both residential and non-residential is exempt from the HIP. For example an old rural sub-post-office or local small shop. The non-residential part of the property needs constructional changes to convert it into living accommodation. Another example is a Guest House or B+B.

Conversions to non-residential use

Properties currently being used as residential and to be sold as non-residential do not require a HIP. To validate a claim there must be an application and acceptance of a Change of Use Class Order (UCO)

Mixed Sales

The term mixed sale refers to a sale where one residential property is marketed for sale with one or more buildings, areas of land, used for non-residential purposes. For example a house next to a petrol station to be sold together, a shop on one floor and living accommodation on another.

Seasonal and Holiday Accommodation

A HIP is not needed for property where the occupancy of the property is 11 months or less in any 12 month period or is used as holiday accommodation. The marketing of the property must state the restriction.

Portfolios of properties

A seller wishing to sell two or more residential properties in one go does not require a HIP, providing the intention and the marketing states the sale is for the portfolio and not individual properties. If the seller is approached from a buyer wishing to purchase one of the properties then that will also be exempt from a HIP as it is not the seller's intention to sell the individual property.

Unsafe properties

If a property is vacant and unfit for occupation and the condition is a real risk to the health and safety to potential occupants and visitors then a HIP is not required. It has to be marketed as a property in that condition. However, if the seller makes improvements to the property making it safe before marketing a HIP will be required.

Properties to be demolished

A property for demolition does not require a HIP. Copies of the relevant plans and statutory permissions have to be in place.

Data Protection

We will be obtaining the minimum of personal information in order to conduct the inspection. (e.g. items such as address and telephone number). We will not use or allow the use of your information for any other purpose other than to carry out the inspection. You may view your own personal data we have on file during working hours as long as we have at least 2 working days notice from you in writing.

Complaints

If you have any reason for complaint about the service that we have provided then please refer to the complaints procedure enclosed with this documentation.

Contacting Certification Scheme

If you wish to contact the certification scheme please refer to the enclosed complaints procedure.

Fees

Payment is required within 10 working days from receipt of the report.

The report will be available online at www.hcrregister.com within 5 working days. Fees will also be applicable if the property does not conform within the criteria already set out within the contract.

The fee payable is £ **xx** (no other fees applicable)

After reading the above contract and terms of business would you please complete the relevant sections, sign both copies and retain one copy for your records and we will collect the other copy at the appointment. Signing this contract means you agree to the term and conditions of this contract.

..... Clients signatureprint name

.....Date

.....Energy Assessor's signatureprint name

.....Date