

## CENTRAL ADMINISTRATION

Building 2, Riverside Court  
Bowling Hill  
Chipping Sodbury  
Bristol  
BS37 6JX  
Tel: 0333 666 7777



Dear Customer

Re: RICS Building Survey

Thank you for your preliminary instructions for Allied Surveyors and Valuers to carry out a RICS Building Survey on the above property and we are pleased to provide you with details of this service.

We confirm that our fee inclusive of VAT will be £ (as per fee quoted online)

Our survey will be dated as the date of the inspection which will be arranged as soon as possible after receipt of the survey fee (please see payment options at the end of this letter).

The fee is based on information given to us as to the type and size of the property. If, on arrival at the property, the survey is considerably more complicated, or the premises substantially larger than that which has been described to us, we reserve the right to make an increased charge. We would, of course, contact you before proceeding so that we can agree alternative terms.

A Building Survey is designed for large or older properties, or those that are unusual or have been altered, or if you are planning major works. To ensure that this is the right type of survey for your requirements, we enclose the [RICS helping you choose the right survey](#) which gives a comparison between the different levels of survey available.

We can confirm that the Surveyor undertaking this work is experienced in the area where the property is located and has the appropriate expertise for this type of property. We have also undertaken a conflict check and can find no reason why we would be unable to undertake the report on your behalf. If you have provided us with additional information or advised us to contact a third party for further information, it is implicit that we can safely rely on that information. There is a requirement on RICS members and regulated firms to be transparent and open with their clients or potential clients by acknowledging whether they have offered or received a referral fee or other inducement prior and relating to taking the instruction. Accordingly, we can confirm that there may be certain limited circumstances where a payment may have or be made, either individually or part of a third-party commercial relationship.

This service is delivered in accordance with the Home Survey Standard (1st edition) RICS professional statement and is equivalent to "level three".

Our Surveyor will be pleased to discuss any queries with you and will discuss his/her findings with you after you have received the report. **By signing these instructions, you acknowledge that you have had the opportunity to discuss the level of service with our office and are satisfied that this RICS product meets your requirements.**

Please advise us as soon as possible (certainly before the inspection date) whether you require any additional information within the scope of our reporting format, for example, if any aspect of the construction gives you particular concern, or if you propose to make any alteration or improvement to the property, in order that we can pay special attention to this in the report.



Allied Surveyors and Valuers Ltd  
Regulated by RICS

Registered office: Building 2, Riverside Court, Bowling Hill, Chipping Sodbury, Bristol BS37 6JX  
Registered in England no: 6936426 A list of directors is available on request



[www.alliedsurveyors.com](http://www.alliedsurveyors.com)

If you require any additional services, a separate contract might be required as these will incur an extra charge. Therefore, it is important to clarify such matters with your Surveyor as soon as possible.

If you require us to undertake a Valuation as one of these additional services, then we will need to send you the relevant Terms & Conditions. If this is required, please enter the agreed purchase price of the property at the end of this letter. The valuation will be dated for the day we undertake the inspection and will comply with the current RICS Red Book specification. We must also advise that if a valuation is included, the RICS may, as part of its Regulatory function, check the report for compliance with the Red Book.

We enclose the [Description of the RICS home survey level 3](#) which includes the standard Terms of Engagement. Please read these carefully as they, along with this letter, form the basis of our contract with you and it is vital that you understand the scope of work to be undertaken. We draw your attention in particular to RICS Clause 6 on Liability.

The Company's entire financial liability (including that of its employees etc, as set out in the terms and conditions) is hereby limited to the Valuation for the Property contained in the Report, if requested, or £500,000 (Five hundred thousand Pounds), whichever is the lower and in as far as such limitation is lawful.

If you suffer loss as a result of our breach of contract or negligence, our liability shall be limited to a just and equitable proportion of your loss having regard to the extent of responsibility of any other party. Our liability shall not increase by reason of a shortfall in recovery from any other party, whether that shortfall arises from an agreement between you and them, your difficulty in enforcement, or any other cause.

**Please note the following should be read in conjunction with our standard terms and conditions:**

**Properties which have been subject to substantial alteration/significant extension in the last ten years.**

The surveyor assumes that:

- no particularly troublesome or unusual restrictions apply to the property, nor is it affected by problems which would be revealed by the usual or appropriate legal enquiries.
- all necessary Planning and Building Regulations permissions (including permission to make alterations) have been obtained and that all works which have been undertaken fully comply with those permissions. Furthermore, in the case of a newly built, extended or converted property the surveyor will assume that a valid and satisfactory 10-year warranty or professional consultants certificate exists.

The surveyor will report any further or additional assumptions that have been made, but it is of critical importance that your solicitor asks for the Professional Consultant's Certificate (PCC) to be supplied, as we will almost certainly be unable to see some of the important components which could cause damage if missing or incorrectly installed. You should not proceed with your purchase if this is unavailable.

**Boundaries, grounds and outbuildings relating to normal domestic gardens:** please refer to the Description of the RICS Building Survey paragraph 'Outside the Property'.

The inspection will include the immediate gardens that belong to the property, but the inspection specifically excludes any additional land such as pasture or amenity land. The client is recommended to seek separate advice in respect of this additional land to ascertain (among other things) the extent and condition of boundaries, the presence of any invasive species, quality of the land, possible land contamination, flood risk or any other liabilities in respect of river bank maintenance, culverts and ditches and any other specific concerns, to the client's satisfaction.

For the avoidance of doubt, if a valuation is requested, the valuation figure will include the full extent of the property's title, however for areas that have not been included within the inspection, the report and valuation will assume that no material issues exist.

**Data Protection:** The Firm takes its responsibility under the General Data Protection Regulation very seriously. Please refer to our [Privacy Policy](#) on our website (or available upon request) for information on how we collect, use, maintain and disclose personal data.

**Please note the 'Right to Cancel' Regulations mean that we should delay undertaking the survey by at least 14 days unless you elect otherwise. You may avoid this delay if you give us your written confirmation that you waive your 'cooling off' period rights. On receipt of this, the inspection will be arranged as quickly as possible.**

Allied Surveyors and Valuers Ltd is regulated by the RICS and we advise that the RICS may, as part of its Regulatory function, check the report for compliance with the current RICS Red Book. We also operate a complaints-handling procedure, details of which are available on request.

Please contact us if you have any queries but if not, we await return of your signed instructions to proceed (below) and will arrange the inspection upon their receipt at the earliest date available. We will email the completed report as soon as possible after the inspection and can also post you a hard copy if required.

Yours sincerely  
For and on behalf of Allied Surveyors and Valuers Ltd

---

#### **NOT APPLICABLE TO BUSINESS CLIENTS**

**Consumer Right to Cancel Regulations ('Cooling-off' period)** (see also RICS Standard Terms of Engagement, Clause 5)

- a) Consumers have the right to cancel a contract for services within 14 days of receiving the agreement, without giving any reason. Cancellation must be received in writing, or by email.
- b) This means that we shall not undertake the inspection of the property before the expiration of 14 days from the day after the date of this letter. **If you would like to avoid this delay then you must confirm this by ticking the box on the order page, before confirming acceptance of the Terms and Conditions.** This confirms that if you subsequently wish to terminate the contract, you will not be eligible for a refund of the fees and charges incurred by the Surveyor, up to and including the date the cancellation is received. This does not affect any of your normal consumer rights.