**New Client Instruction**

Boundary/Plans

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

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| --- | --- | --- | --- |
| Inspection 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 |
| ☐ |
| “I would like to instruct Navas Associates to undertake the inspection 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 service type that I require. I have read the full Terms of Business relevant to my service 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** | | |
| Your name | MISS  MR ☐ MRS ☐ SIR ☐ DR ☐ MS FIRST |  LAST | | Home number|  Mobile number|  Email Address | |
| Home address | | |
| **Whose name would you like on the report?**  **As above**  Name:    **Third party correspondence** – Do you need us to send a copy of your completed survey to a third party?  If so please provide details below:  No thank you.  Relationship to the client? i.e. (Solicitor, Relative or Broker). | | |
| **Invoice To whom should we send our invoice?**  Use Instructing clients details, A1.  Name Email  Address | | |
| **Details about the property** | | |
| Address of property/Land to be surveyed | Post Code | | |
| **Details of your requirements** | | |
| **Supporting documentation**  Please attach or include any plans, agreements or paperwork that is useful to your surveyor before the visit to enable them to make the most of the time on site.  Contracts or agreed proposals between each party are useful where disputes have arisen. | | |
| **Do you require this document for court purposes?** Yes  No | | |

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| **Access arrangements** | Please provide us with the contact details for the person providing access:  NAME  CONTACT NUMBER  EMAIL  RELATIONSHIP TO THIS PROJECT/SURVEY |

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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 |