**New Client Instruction**

**RICS Commercial Valuation**

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| **Declaration/Client Signature***Please note -We are unable to proceed without this completed declaration.* This booking form should be read in conjunction with our **general Terms of Business for the Valuation service**. A copy of which will be supplied to you upon enquiry.  |
| “**We accept these terms of engagement in conjunction with the terms of business as an accurate summary of the instructions to provide a valuation”.**.” **Client Name: \_\_\_\_\_\_\_\_\_\_\_ Client Signature ­­­­­­­­­: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_** |
| Declaration of independence and objectivity**Please state any previous involvement with the named Surveyor or sign the declaration.** ***Nick Navas MRICS MCIOB*** ***RICS Registered Valuer VRS*** | **Client Name:** **Client Signature ­­­­­­­­­:** **Date:**  |
| Please state the purpose of this Valuation  | Help to Buy [ ] Independent Market [ ] Other – please state [ ]  |

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| **Details of Instructing Client and Property** |
| Your name |  | Your contact number | Home:Mobile: |
| Email Address |  |
| Home address |  |
| How did you hear about us? RICS site [ ]  Yell.com [ ]  A friend [ ]  A surveyor referral [ ]  Estate Agent [ ]  Local Survey Direct [ ]  Local Building Surveyor [ ] Other [ ] : Please state |
| Access arrangements  |  |
| Name of the person arranging access/meeting on site |  | contact numberPreferred visit day & time |  |
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| **Details about the property** |
| Address of property to be valued (If same as above please tick) [ ]  |
| How many bedrooms does it have? |  | What is/was the property’s purchase price (if known) |  |
| Is the property Multi occupied or tenanted? |  | Is this a listed building?Yes [ ]  No [ ]  |
| Detached [ ]  semi-detached [ ]  bungalow [ ]  flat [ ]  Terraced [ ]  | Condition of the property Poor [ ]  Average [ ]  Good [ ]  |
| Standard construction [ ] non-standard [ ]  | Has the property been extended?Yes [ ]  No [ ]  |

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| **Fees and services**  |
| **\*\*\* 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 £12 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 and holidays.* | Add £95 plus vat to your total fee  | *Delete as appropriate* |
| Yes | No |

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| **Useful Information** |
| * *Your surveyor will carry out the survey in accordance with RICS guidelines, and with reference to any specific requests and information you have provided. If any of this information is inaccurate or incomplete, please contact us at least 48 hours prior to the survey booking with any amendments.*
* *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.*
* *Should any specific requests or concerns fall outside the RICS service standards, your surveyor will advise you accordingly. For instance, if you require a structural engineer, electrician, plumber of a damp and timber expert to give a specialist report for you.*
* *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 are 5-7 working days. From the day after inspection.*
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**Valuation Terms of Engagement**

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| **Basis of Value** | The following definitions of Basis of Value will be used. They are derived from the International Valuation Standards Council.**Market Value**.The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm’s length transaction after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.  |
| **Valuation date** | *The valuation date will be the date of the report and will valid for a period of three months.* |
| **Special Assumptions** | *The valuer will check and make the necessary investigations and enquiries to check the facts and details relating to the property and comment on any points that are /are not valid.**Special Assumptions are those things which are not true but will be assumed to be true e.g. vacant possession when the property is in fact occupied, or that planning consent has been obtained, or that building works are completed.*  |
| **Assumptions****And extent of investigations** | *In reporting the Valuer will make the following assumptions, which he/she will be under no duty to verify:*1. *that no harmful or hazardous material has been used in the construction of the property or has since been incorporated, and that there is no contamination in or from the ground, and it is not landfilled ground;*
2. *that good title can be shown and that the property is not subject to any unusual or especially onerous restrictions, encumbrances or outgoings;*
3. *that the property and its value are unaffected by any matters which would be revealed by a local search and replies to the usual enquiries or by any statutory notice, and that neither the property, nor its condition, nor its use, nor its intended use, is or will be unlawful;*
4. *that inspection of those parts which have not been inspected would neither reveal material defects nor cause the Valuer to alter the valuation materially;*
5. *that no radon gas is present at the property;*
6. *no allowance will be made for any liability as to taxation and associated costs of acquisition or realisation;*
7. *that the property has all necessary statutory consents (planning, building regulation etc.) for the confirmed or assumed use;*
8. *compliance with all relevant codes of practice, by-laws, statutes and the like;*
9. *Review of the general condition of the property noting only major defects and does not include the carrying out of a building survey.*
10. *No allowance is made to inspect or identify services which may or may not be mains maintained. It will be assumed that all services to the property will be mains provided.*
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| **Source of information** | *The valuer will advise in his report the main sources to of information to support or otherwise confirm assumptions made where information is available.* |
| **Restrictions on publication** | *The Report will be provided for the stated purpose(s) and for the sole use of the named Client only. It will be confidential to the Client and the Client's professional advisers. The Valuer accepts responsibility to the Client alone that the report will be prepared with the skill, care and diligence reasonably to be expected of a competent Valuer but accepts no responsibility whatsoever to any parties other than the Client. Any such parties rely upon the Report at their own risk. Neither the whole nor any part of the Report nor any reference to it may be included in any published document, circular or statement nor published in any way without the Valuer's written approval of the form and context in which it may appear.* |
| **Third party liability** | *The Valuation Report is provided for the use only of the party to whom it is addressed and no responsibility is accepted to any third party for the whole or any part of its content. The basis of valuation may not be appropriate for other purposes and should not be so used without prior consultation with us.* |
| **RICS Valuation Standards (and departures from those standards)** | *The Valuation and Report has been prepared in accordance with the RICS Valuation –Professional Standards 2014.* |
| **Description of report** | *The report will be made available in hard copy form / pdf / drop box / email / (confirm the detail as appropriate).* |
| **Fee** | The fee provided at the time of instruction is a lump sum fee or time charge fee (where agreed ) and payable via the issue of an invoice to the client. Navas Associates terms of business is noted within the terms and conditions stated within the booking form on instruction.. |
| **Complaints** | The firm operates a Complaints Handling Procedure in accordance with RICS guidelines. A copy is available upon request. |
| **RICS Monitoring.** | The firm and valuer are registered with RICS Valuer Registration. Please note that our files may be subject to monitoring under the institution’s conduct and disciplinary regulations. |
| **Terms of Business** | Please refer to the terms and conditions noted within the booking form provided on instruction. This must be read, acknowledged and signed by the client in conjunction with this terms of engagement document.  |