New Survey Instruction

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| Your full name, and how you like to be addressed (This will go on your completed report) | | Any other names or emails (Any second persons you wish me to keep updated throughout this process or send a report copy to) |
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| Your email (Where report will be sent unless specified otherwise) | | Your telephone number |
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| Your current home address (So that I can address your invoice formally) | | Property address to be surveyed (So we know where to go) |
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| Agents or Owners Details. If you are granting access, please add your name. (Contact Number Required) | | |
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| Type of house (Bungalow/Semi/Flat/Detached/Terrace) | Purchase price of the property | |
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| Number of bedrooms | What is the property tenue? Freehold or Leasehold. (If you do not know this, just leave blank.) | |
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| Is this a listed building? (If you do not know this, just leave blank.) | Age of the property (If you do not know this, just leave blank.) | |
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| Any concerns you may have with the property. | | |
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| Your survey type:  RICS (Level One) Condition Survey 🖵  RICS (Level Two) Homebuyer Survey 🖵  RICS (Level Two) Homebuyer with Valuation 🖵  RICS (Level Three) Building Survey 🖵  RICS (Level Three) Building Survey with valuation 🖵 | | For what reason are you having this survey? |
| Usual, pre-purchase or selling 🖵  Valuation shared ownership 🖵  Valuation Market Valuation 🖵  Survey at lenders request 🖵  Other 🖵 |
| Fee Quoted - | | |
| **Additional Services** | | |
| Digital Pole Camera to survey roofs, high spaces, guttering and facias for an additional £45 plus vat | | |
| Client to complete: Yes/No | | |
| Survey reports take **5 working days from the day after the appointment** (Val, Condition & Homebuyers reports) and 7 for Building Surveys. You’ll receive the report via **EMAIL**. You can add the fast fee and receive it back in 2 working days for £114 including VAT. | | Cost Estimates for repairs on all items over £400 in value for Homebuyers reports, £54 including VAT. |
| Client to complete: Yes/No | | Client to complete: Yes/No |
| CLIENT SIGNATURE (Typing in is fine)  DATE  By signing the above, you acknowledge the Terms of Engagement issued to you along with this booking form.  ☐ I have read, understand and accept the service, the terms set out above and the conditions below.  ✓ I authorise Navas Associates Ltd to immediately commence work on the report, and I accept that once the report has been provided to me I will lose my right to cancel during the 14-day ‘cooling off’ period (as provided by *The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations* 2013).  ✓ I accept that if I exercise my right to cancel after Navas Associates Ltd has commenced work on the report, but before the report has been completed, I may be entitled to a partial reduction or refund. I understand that no refund would be payable if the cancellation was received after 3pm on the day preceding the appointment to inspect (as provided by *The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations* 2013).  ✓ I accept that Navas Associates Ltd may, in some instances, pay or receive a referral fee from a third party in connection with this transaction.  ✓ I authorise Navas Associates Ltd to process my personal data in accordance with these terms and its privacy policy. | | AGENT NAME Nick Navas  DATE |

Please send your completed booking form to:

[surveyors@navasassociates.co.uk](mailto:surveyors@navasassociates.co.uk)

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| FOR OFFICE USE ONLY |

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| **CONFLICT CHECK (SURVEYOR)**  Have we as a company inspected this property before?  No  Is there a connection, financial or otherwise, between our company/surveyor and the client?  No  Have we inspected this property for another lender?  No  Are we being asked to act jointly between the clients?  No |  |
| **SURVEYOR NAME** | **ADMINISTRATOR NAME** |
| Nick Navas | Abbie McArthur |
| **SURVEY REFERNCE NUMBER** | |
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*Amended April 2021*