New Valuation Instruction

|  |  |
| --- | --- |
| 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) |
|  |  |
| Your email (So I can keep you updated and send your report off) | Your telephone number |
|  |  |
| Your current home address (So that I can address your invoice formally) | Property address to be surveyed if different to Home |
|  |  |
| Access details (Agent, Yourself, Other Contact) | |
|  | |
| Type of house (Bungalow/Semi/Flat/Detached/Terrace) | Purchase price of the property |
|  |  |
| Number of bedrooms | What is the property tenue? Freehold or Leasehold. (Do not worry if you do not know this, just leave blank.) |
|  |  |
| Is this a listed building? (Do not worry if you do not know this, just leave blank.) | Age of the property ((Do not worry if you do not know this, just leave blank.) |
|  |  |
|  | For what reason are you having this Valuation? |
| * Help to Buy * Independent Open Market- * Other – Please State ……………………………. |
| Survey reports take a maximum of 5 working days (Val, Condition & Homebuyers reports) and 7 days (Building). You can add the fast fee and receive it back in 48 hours for £114 including VAT.  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 | AGENT NAME Nick Navas  DATE |

Please send your completed booking form to:

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

|  |
| --- |
| FOR OFFICE USE ONLY |

|  |  |
| --- | --- |
| **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** | |
|  | |