

ProEnergis
Chartered Surveyors



Address of Property:
Xxxxxxx

Name of Client:
XXXXX

Housesellers Report.

Survey and Valuation



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INTRODUCTION

Making the most of your report

This report format has been designed in line with comments from our clients. Our aim is to provide advice and information on your home, its construction, the materials used its condition and its value in a format that is clear and easy to understand.

A plain English style

We try wherever possible to use a plain English style and avoid jargon, but we do need sometimes to use technical terms to describe parts of the building. Before you start to read the report, take a look at the "House Diagram". This will help you understand some of the technical terms in the report. We would of course be pleased to discuss any aspect of the report with you further.

Advice on repairs and faults

The construction style of the building and the defects found are shown in the report and given repair categories. The summary section easily shows you which parts of the property are in need of repair or further investigation. The report will identify what we consider to be any significant issues that would concern a normal purchaser. We do not attempt to catalogue every small defect or comment on items that would not affect someone's decision to buy the property.

Extra construction facts

In the APPENDIX we incorporate general advice and useful general maintenance notes. Please read your report carefully and feel free to contact us to discuss any matters.

Repairs and Further Investigations

Remember this is just a guide but it should help you prioritise the repairs listed. Take special note of items with a **Category 3** rating as a Surveyor acting for a purchaser would recommend that further investigations are undertaken by a specialist contractor before they proceeded further with their purchase.

Any **Category 2** ratings mean that a Surveyor would normally recommend that a quote was obtained by a purchaser for these items before they are legally obliged to purchase the property.

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1A. INFORMATION AND SCOPE OF SURVEY

Surveyor's name: Robert Green BSc MRICS DEA NDEA

Surveyor's RICS no: 1126269

Company Name: Proenergis Chartered Surveyors
95 Lenton Boulevard
Lenton
Nottingham
NG7 2FQ

Date of Inspection: 4th May 2011

Report ref no: PR1264

Related party disclosure:

None

Weather conditions when inspection took place:

Dry and sunny.

The status of the property when the inspection took place:

Unoccupied, unfurnished and floors covered.

1B. SCOPE OF THE SURVEY

This report is prepared in accordance with the **Terms of Business** provided to you and agreed before the survey. A brief overview of the terms and description of service are provided here for you.

References are made to 'visual inspection', this refers to inspection and subsequent comment on items of the property which are observed from ground level within the boundaries of the subject property or adjoining public land. References within the report, to left & right are given assuming facing the front of the property.

The Inspection is only carried out with the owners permission, no damage shall be caused to the building or its contents. The surveyor will not endanger either themselves or the occupiers. We can only comment on items that are accessible to us. Heavy furniture, manholes inset with heavy pavings, and stored items are not moved, loft insulation or carpets are not rolled back. Unless identified within the report, it will be assumed that no hazardous or harmful materials have been used in the construction of the property. The presence, and or consequence of any site contamination will not be researched.

Items such as TV aerials, cable TV and internet connections, together with fire alarms, and smoke detection units are not inspected. Leisure facilities such as swimming pools, hot tubs etc are also excluded from the report.

Scope of Inspection

Part of the Property	This is our standard inspection.
Chimney stacks	Visually inspected from ground height only, with the use of binoculars.
Roof including roof space	Pitched / sloping roof coverings will only be visually inspected from ground height, with the use of binoculars. Flat roofs will only be inspected by the use of a 3m ladder or from vantage points with the subject property. Roof/loft spaces will be visually inspected from the hatch area, unless it is safe to enter. The hatch will only be accessed if it is accessible by a 3m ladder.
Rainwater fittings	Visually inspected from ground height, with the use of binoculars.
Main walls	Visually inspected from ground height with the use of binoculars. Foundations and concealed parts of the structure of the property will not be inspected.
Windows, external doors & joinery	All windows and doors will be opened when possible, and keys are available. Doors and windows will not be forced open and / or damaged. Visually inspected from ground height, with the use of binoculars.
External decorations	Visually inspected from ground height, with the use of binoculars.
Conservatories	Visual inspection.
Garages & permanent outbuildings	Visual inspection
Outside areas & boundaries	Visual inspection.
Drainage	Inspection chambers will be lifted where possible (unless inset with pavings) and visible pipework will be visually inspected. Private drainage systems will not be inspected.

Property Address: *example report.*

Ceilings	Visual inspection.
Internal walls & decorations	Visual inspection, and inspected for dampness using a meter.
Floors including sub floors	No floor coverings or carpets will be lifted. Surfaces of exposed floors will have a visual inspection. Spaces between floors will only be inspected from easily accessible inspection hatches. Floorboards are not lifted.
Internal joinery & kitchen fittings	Built in units and cupboards will be inspected, however no stored items will be removed. Kitchen fittings will be inspected, but no inspection or comment can be made on appliances.
Chimney breasts & fireplaces	Visual inspection of the exterior. No testing of flues or flue fittings will be carried out. None of the internal aspects of the chimney breast or flue will be inspected.
Cellars	Where there is safe access, a visual inspection will be carried out.
Electricity	No tests whatsoever will be carried out to the system or appliances. Visual inspection of the exposed aspects will take place, however no fittings will be removed.
Gas	No tests whatsoever will be carried out to either the installation or appliances. A visual inspection of exposed aspects will take place.
Water, plumbing & bathroom fittings	A visual inspection of the accessible pipe work, water tanks, cylinders and fittings – without the removal of insulation. Taps will be operated individually, however stopcocks and control valves will not be tested. W/C's will be flushed.
Heating & hot water	No tests whatsoever will be carried out to the system or appliances. Accessible parts of the system will be visually inspected.
Flats	Roof spaces will not be entered unless the access is from within the subject flat. Flats and communal areas providing access to the subject flat will be inspected as outlined above. Communal drainage will not be inspected. Flats roofs on blocks of flats will not be inspected. The block which the subject property is found will be inspected, including external communal areas, to the extent that an opinion can be given on its overall condition and the general standard of repairs & maintenance.

It is sometimes not possible to inspect a property as specified above. If this is the case then the Surveyor shall make specific comment to this within the report.

What this report tells you.

This report tells you:

- ❖ About the construction, condition and value of the property.
- ❖ What a Surveyor acting for a purchaser would recommend to their client regarding obtaining quotes, making further enquiries or what investigations are needed.

Property Address: *example report.*

- ❖ The Reinstatement Cost for insurance purposes derived from data supplied by the Building Cost Information Service (BCIS).

The report's main aim is to tell you about any defects that need urgent attention or are serious. It also tells you about things that need further investigation to prevent damage to the structure of the building. Minor items are generally not reported.

The report applies '**condition ratings**' to the major parts of the main building. The property is broken down into separate elements, and each element will be given a condition rating:

Category 3	Category 2	Category 1
Defects which are serious and/or need to be repaired, replaced or investigated urgently.	Defects that would be identified by a purchasers survey. Quotes would need to be obtained before exchange of contracts.	No immediate action or repair is needed. The property must be repaired and maintained in the normal way.

What this report does not tell you:

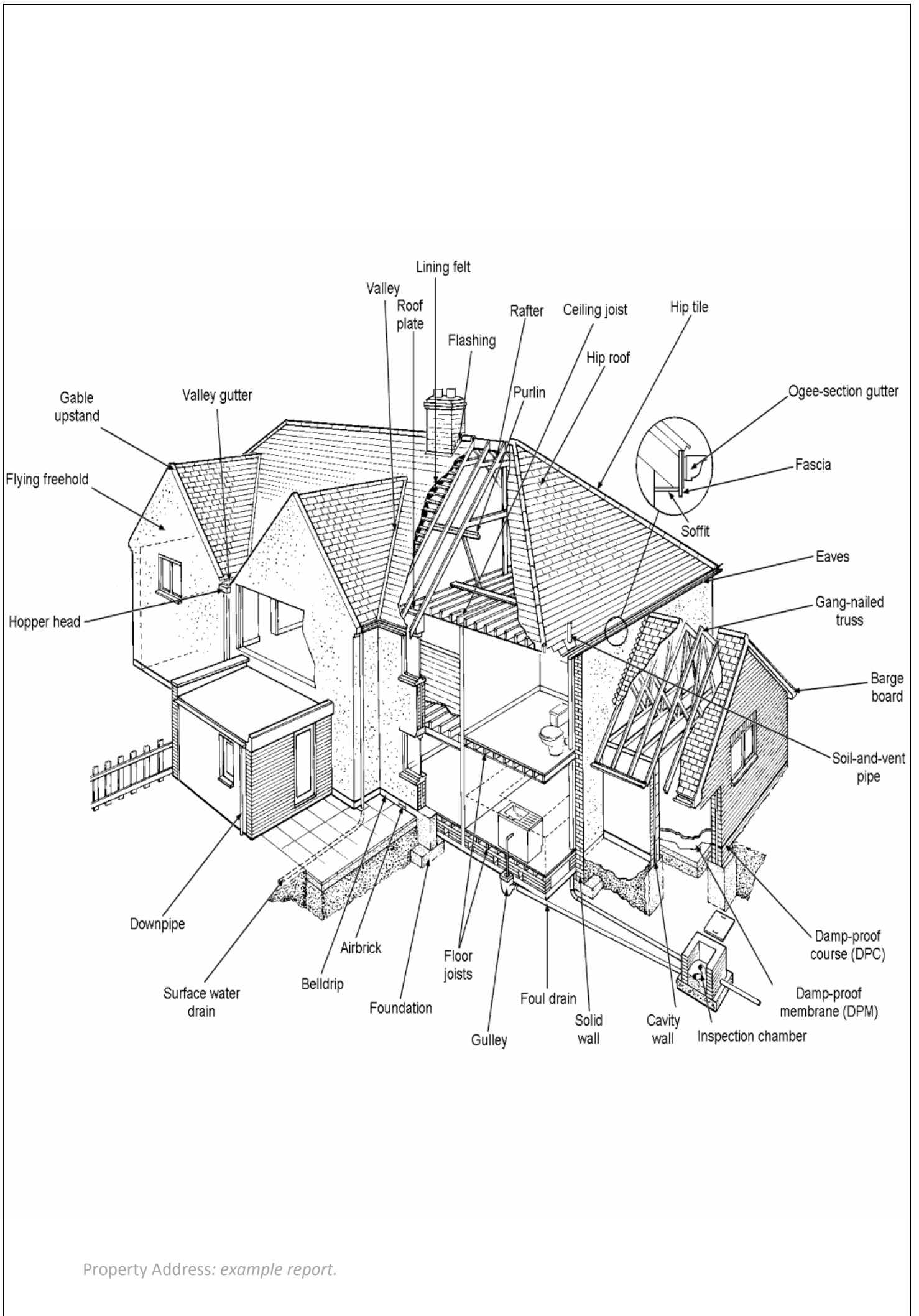
It does not generally tell you about minor defects that would not normally affect a buyers decision to purchase the property.

The purpose of the report is to give the property a health check and valuation before marketing so that you know what issues (if any) may arise upon a buyers survey. This will give you the opportunity to either undertake any required works or get quotes yourself before any future survey. The report concentrates on significant defects and it is not intended to be a schedule of condition which identifies every minor defect.

- ❖ The report does not give advice on the cost of any repair work or the types of repair which should be used.
- ❖ The report is not an asbestos inspection under the Control of Asbestos at Work Regulations 2002 nor will it investigate environmental or legal issues.

If you need advice on subjects that are not covered by the **Housesellers Report**, you must arrange for it to be provided separately.

The Report will provide a summary of information regarding the value and condition of the property as detailed above, on the day of inspection. We will also provide information on accommodation, general construction, location & neighbouring areas.



Property Address: *example report.*

2. THE PROPERTY AND LOCATION:

Type of Property:

A traditional two storey detached house with a single attached garage and annexe to rear.

Approximate year the property was built:

1923.

Approximate year the property was extended:

Annexe built circa 1962.

Accommodation

Floor	Living Rooms	Bedrooms	Bath or Shower	Separate WC	Kitchen	Utility Room	Conservatory	Annexe
Lower Ground								
Ground	2				1			1
First		4	1					
Second								
Third								
Other								
Roof Space								

Construction:

The walls are of traditional solid brickwork circa 230mm thickness with a rendered (cement) exterior coating.

The roof is pitched and is covered with plain clay tiles without a felt underlining.

The floors are of mixed solid and suspended timber construction.

The windows are of mixed aluminium and plastic double glazed units.

Garage and grounds:

The property occupies a large plot with gardens to both front and rear. There may be the possibility of developing the large rear garden with appropriate consents, although we understand that no formal approach has been made with regard to planning consent.

There is a pull-on driveway to the front leading to an attached single garage.

Location:

The property is situated in an established residential area amongst similar property.

Facilities:

There are reasonable facilities and amenities in the locality.

Property Address: *example report.*

Local environment:

The purchaser's solicitor will obtain a mining report, as the property is in an area of historic coal mining activity.

3. THE SURVEYORS OPINION OF THE PROPERTY

This is a generally well presented two storey traditional detached house situated in an established and popular residential location. The property has a great deal of market appeal due to the annex and large plot.

The property is in overall reasonable order for age, however there are further investigations immediately required to analyze the cause of the structural movement to the property. The property unlikely to be mortgageable until this has been concluded.

We identified other remedial works needed which would be identified by a purchasers survey, and we refer to these later in the report.

The marketing price which is understood to be £xxxxxxx is considered to be reasonable in light of other recent sales of similar property, and does generally reflect its overall condition and appearance. However we would suggest marketing at £xxxxxxx or buyers may be guided towards the lower price mentioned.

4. PROPERTY CONDITION SUMMARY:

Category 3	Category 2	Category 1
Defects which are serious and/or need to be repaired replaced or investigated urgently and a quote obtained before exchange of contracts.	Defects that would be identified by a purchasers survey. Quotes would need to be obtained before exchange of contracts.	No immediate action or repair is needed. The property must be repaired and maintained in the normal way.
5D Walls 5F Movement 7A Electricity 7B Gas 7F Drainage	5A Chimney 5E Windows 8A Grounds	All other parts are Category 1 unless noted under Category 2 or 3

THE SURVEY

5. THE EXTERIOR

5A. Chimney Stacks:

Category:
2

The property has one brick chimney stack.

We found evidence of penetrating dampness to the chimney breast within the rear bedroom. We noted externally that the rendering to the left side of the stack has fallen away which may be a contributing factor. We cannot see the top of the stack to ascertain its condition. A purchasers surveyor would recommend that a closer inspection is undertaken by a roofing contractor before exchange of contracts to identify the cause.

There is a single brick chimney stack to the annexe which appears to be in satisfactory order.

5B. Roof Coverings:

Category:
1

The roof is a pitched (sloping) timber-framed structure, covered with plain clay tiles without a felt underlining.

We noted a small number of chipped tiles, and a tile slipping out of position to the right side roof slope; this should be re-fixed into position. The condition of the roof coverings is considered to be generally satisfactory with no evidence of significant defect or leakage noted.

5C. Rainwater Pipes and Gutters:

Category:
1

Inadequate disposal of rainwater can cause serious problems in a building including damp, timber decay and structural movement. Keeping gutters and downpipes clean and in good order is always important.

The gutters and downpipes to this property are constructed from plastic and appear to be generally free from defect or serious leakage.

5D. Main Walls:

Category:
3

The external walls to the property are of solid construction of approximately 230mm thickness, with an external coating of rough-cast render.

The external walls appear to be in a generally satisfactory order overall, however there is evidence of structural movement to the right side wall with cracking both internally and externally that we believe is most likely related to a long-term drainage problem. The render is cracked and hollow to this elevation and replacement will be required. We recommend that you contact your building insurer in the first instance. They will probably instruct a loss adjuster and drainage contractor to undertake a test and CCTV inspection of the drainage system to the right side of the property to ascertain its condition. Should remedial works be required then you can make a claim under your building insurance policy to meet the cost of the works. A mortgage lender will

not lend on the property until this has been satisfactorily investigated.

There is evidence of old structural movement to the rear elevation of the property around the kitchen door and window. This movement appears to be long standing and has been previously repaired. This is not considered to be ongoing.

The property appears to have an engineering brick damp proof course at low level to prevent ground water from rising up the walls. We conclude that the damp proof course is functional as there was no evidence of rising dampness inside the property.

We noted low moisture readings on an electronic moisture meter within the hallway and to the chimney breast within the front bedroom. This is related to normal condensation and no remedial works are appropriate or required. Condensation can be a problem for some occupiers where a large amount of water vapour is produced. Activities such as cooking without lids on pans, bathing without ventilation and drying clothes on radiators in the house all contribute. A balance of heating and ventilation should prevent any significant problems.

5E. Windows:

Category:

2

The windows to the property are of mixed double glazed plastic and aluminium sections. The windows are considered to be in a generally serviceable condition with no evidence of significant defects noted. We did note a misted glazing unit to the rear bedroom and one to the patio doors to the living room. Replacement of these is likely to be around £150 in total.

5F. Movement:

Category:

3

Although foundations have not been exposed, we have inspected the property both internally and externally to assess whether it is structurally sound. We are therefore able to assess whether any structural movement has been identified and whether this is significant or not.

We noted that the floors to the reception rooms slope to the right side of the property and there is a crack radiating from the internal living room wall to the right side flank wall. Externally, there are large areas of loose render and cracks noted. Our inspection of the drainage system reveals it to be probably original and partially blocked. The drainage run follows the line of the path to the right side of the property and in our experience is highly likely to be the cause of the movement noted. Further movement will probably cease after these repairs. We recommend that you firstly contact your building insurance company, with a view to having the matter investigated further and remedial works undertaken on the existing policy. We refer you to our further comments in Section 5D.

The brickwork over the rear and side kitchen windows, and rear patio doors where former timber windows have been replaced with aluminium or plastic equivalents has dislodged. Supporting lintels would be recommended over these openings by a surveyor acting for a buyer.

We noted a raised crack across the solid floor to the kitchen, which is likely to be related to the old movement of the rear wall of the kitchen. The kitchen floor has been repaired and this movement does not appear to be on-going. However the floor is still uneven and a purchaser would probably wish to obtain a quote to excavate and re lay this to achieve a smooth finish.

5G. Outside Doors (including patio doors):

Category:

1

The front door is of timber construction, whilst the rear doors are of aluminium construction. The doors are considered to be in generally satisfactory condition, however we did note that the patio door had a misted glazing unit and some minor wet rot to the decorative timber around the frame. Minor in-filling will be required.

5H. Conservatory and Porches:

Category:

1

There is no conservatory at this property. The porch is considered to be in satisfactory order.

5I. Other Joinery and Finishes:

Category:

1

The exterior joinery to the roof edge appears to be in a generally satisfactory condition.

External decoration is considered to be in generally satisfactory order at present.

5J. Other:

Category:

N/A.

6. THE INTERIOR

I could not fully inspect the roof space because of insulation covering the ceilings.

6A. Roof Structure:

Category:

1

The roof space was accessed via the hatch in the front bedroom ceiling. The roof has a timber framed structure that appears to be coping with the loading as there was no evidence of significant bowing or distortion to indicate any weakness with the roof timbers.

6B. Ceilings:

Category:

1

The ceilings to the property are predominantly of lath and plaster construction covered with a thin skim coat of plaster. The ceilings are considered to be in a generally satisfactory and serviceable condition with no evidence of significant cracking or loosening of the plaster.

6C. Walls and Partitions:

Category:

1

The internal face of the external walls and internal partitions have a plastered finish.

The internal walls are of mixed solid and timber studwork construction. These appear to be in a generally acceptable condition. There are however some localised areas of hollow plaster which may require repair in the future or if decorations are stripped back. Please note our earlier comments with regard to the crack in the dining room/living room wall which will need to be repaired.

6D. Dampness:

Category:

1

Accessible parts of the property have been inspected for rising dampness, rot and infestation. Where such defects have been seen, we have provided advice on its possible cause and any necessary action required. We are unable to assess whether such defects are present within hidden parts of the property and therefore some repairs or treatments may be required if these areas are exposed in the future.

We noted some high readings on a moisture meter around the chimney breast in the rear left side bedroom and a closer inspection around the chimney stack would be recommended.

6E. Flooring:

Category:

1

The floors to the property are of mixed solid and suspended timber construction.

The floors appear to be in reasonable order, although we did note a slope to

the living room floors due to the movement discussed earlier. We do not however consider that remedial works are required to these floors.

There is a crack to the kitchen floor, which is somewhat uneven in places. A surveyor would recommend that repairs are undertaken to leave a smooth surface.

The upper floors are of suspended timber and are generally firm and level and should be capable of coping with normal domestic loadings.

6F. Cellar:

Category

There is no cellar at this property.

6G. Fireplaces, Chimney Breasts and Flues:

Category:

1

There are no fireplaces or open flues.

6H. Built-in Fittings (kitchen and other fittings, not including appliances):

Category:

1

The kitchen is to a reasonable standard and quality for the property.

6I. Woodwork (for example, staircase and joinery):

Category:

1

Internal joinery to the property is typical of this type and age and appears to be in generally serviceable condition with no evidence or any significant defect noted.

6J. Bathroom Fittings:

Category:

1

The bathroom and sanitary fittings appear to be to a reasonable quality with no obvious defects noted.

6K. Other:

Category:

n/a.

7. Services

Surveyors are not qualified to undertake tests of the services and we have undertaken a visual inspection only. Where necessary we have recommended that the appropriate specialist contractors inspect the property and undertake their own tests.

7A. Electricity:

Category:

3

The property is connected to mains electricity. The main consumer unit is located in the kitchen cupboard. There is a further consumer unit in the annexe. The main consumer unit (fuse board) is a reasonably modern trip-switch type device. There are two meters located in the kitchen cupboard.

The cabling where visible appears to be in plastic covered cable. We did not note any significant defects to the electrical system, however it must be accepted that it is not possible to ascertain the condition of the system by a visual inspection only. A purchaser's surveyor would suggest as a precaution that an electrician tests the system before exchange of contracts. If you wish to have this undertaken we can recommend a local electrician: Lumelec 07970 111916.

7B. Gas/Oil:

Category:

3

The property is connected to the mains gas and the meter is located in the kitchen cupboard. We noted a smell of gas around the meter and as a matter of urgency you should contact Transco to arrange a test and repairs as appropriate. You may wish to turn the supply off in the meantime.

7C. Water:

Category:

1

Mains water connects internally to copper plumbing where visible. The internal stop tap is located under the kitchen sink. The incoming main appears to be in copper where visible.

The sanitary fittings to the property appear to be generally serviceable. There was an adequate pressure to the taps when tried.

7D. Heating:

Category:

1

Central heating and domestic hot water are provided by the gas fired boiler located in the kitchen. It is connected to hot water radiators around the property. There are no signs of visible defects to the system or leakage and no particular reason to think that the heating system is not effective.

It should be noted that central heating systems require an annual service and the servicing documentation (of less than a year old) should be made available to the purchasers surveyor.

7E. Water Heating:

Category:

1

The central heating boiler heats the domestic hot water and this is stored in the hot water cylinder in the bathroom cupboard. The cylinder is covered in a lagging jacket which should provide a fair thermal performance. There was adequate hot water to the taps when these were run.

7F. Drainage:

Category:

3

We are only able to comment on areas accessible to us at the time of inspection. The hidden nature of drainage systems means that their true serviceability cannot be fully confirmed without a test being carried out. Nevertheless, our opinion is based on a visual inspection of the accessible areas and the Surveyors experience in systems of this type and age.

There is one inspection chamber serving the property. The cover was raised and this was found to be slow draining and partially blocked with debris. We refer you to our earlier comments with regards to our concerns over the condition of this drainage run. We are able to recommend a suitable drainage contractor: Blitz Drainage 0115 832 0241.

7G. Annexe

Category:

The annexe is built in brick with a flat roof over. It is in generally satisfactory order and would be ideal for a home office or gym etc. The moisture internally is condensation related and we refer you to our earlier comments in Section 5D regarding the management of this issue.

8. Grounds

8A. Garage, grounds and boundaries:

Category:

2

There is a single attached garage to the side of the property, formed of brick with a corrugated roof over. The garage was extended around 1990, and we therefore assume that the roof does not contain Asbestos. The garage is in satisfactory order.

We noted that the two brick gate columns to the left side of the property were unstable and these now need to be removed.

The driveway is laid in concrete and whilst somewhat cracked is serviceable.

8B. General:

Category:

N/A

9. LEGAL AND OTHER MATTERS

9A. Tenure:

It is assumed that the property is freehold.

9B. Regulations:

A purchases surveyor may identify the following legal queries:

Obtaining a mining report.

That the annexe was constructed with Building Regulation approvals and Planning consents having been obtained.

Whether Planning consent was required for the extension of the garage and construction of the porch.

The position and ownership of boundaries.

9C. Guarantees:

A surveyor would recommend:

Checking boiler servicing records.

Checking for double glazing guarantees.

9D. Other Matters:

N/A

10. VALUATION

Market Value:

The valuation is our opinion of market value (what we believe would be an agreed sale figure) on the day of inspection, based on sales of similar properties within the local area and assuming vacant possession. You may wish to consider the option of applying for outline planning consent for the plot which would increase its value.

In my opinion the current market value on 4th May 2011 was:

£XXXXXXXXXXXXXXXXXXXX

Floor Area of property:

121 M₂

Insurance Rebuilding Cost:	
This is an estimate of the likely cost to rebuild the subject property garage and annexe to its present form. This is inclusive of demolition, site clearance and professional fees. This figure excludes VAT.	£215,000

Signed:

Surveyor: Robert Green BSc MRICS DEA NDEA

Address: Proenergis Surveyors
59 Lenton Boulevard
Nottingham
NG7 2FQ

Telephone: 0115 882 3867

E-mail: info@proenergis.com

Date of report: 5th May 2011

ESSENTIAL GUIDANCE FOR YOUR SURVEY REPORT

- If you have any questions about this report please contact us.
- It is important that you discuss the contents of this report with your Conveyance/Solicitor.
- To make sure you are properly covered tell your Conveyancer/Solicitor to check existing guarantees and maintenance contracts e.g. central heating, damp and timber treatments, double glazing etc. Remember we have not tested any services.
- If we have mentioned such things as planning permissions, building regulations, listed building consents, freeholder consents, title restrictions, road and sewer bonds etc. tell your Conveyancer to advise you further.
- If we have mentioned contaminated land tell your Conveyancer to check what steps have been taken to deal with any possible contamination.
- If you are going to extend, alter or improve the property you should get advice from the Local Authority.
- Defects or issues may have been highlighted and you should now get your own independent advice before you exchange contracts. You may require reports and estimates and we suggest you use a contractor with an insurance backed guarantee and who is preferably a member of a trade organisation.
- When investigating the full extent of any defects we have reported, your contractor may go beyond the scope of our standard inspection e.g. by lifting carpets or floorboards and this may reveal more serious problems that we were not able to see.
- Repairs or maintenance to the upper parts of the building may involve the use of expensive scaffolding.
- Central heating systems and heating appliances should be tested before you buy the property and then on a regular basis using a Gas Safe registered contractor.
- Information and testing of electrical systems can be obtained from a qualified member of N.I.C.E.I.C on 020 7564 2323 or the ECA on 020 7313 4800.
- Testing of gas appliances can only be carried out by a Gas Safe registered specialist. For further advice and names telephone 01256 372200.
- Advice on asbestos can be obtained from the Environmental Health Department at your Local Authority. You should be aware public perception of the possible health risks of asbestos may affect the value and future saleability of the property.

- For your own safety, smoke alarms, carbon monoxide detectors etc. should be fitted and regularly tested.
- Advice on radon can be obtained from the National Radiological Protection Board (NRPB) telephone 0800 614529. Advice on high voltage electrical supply apparatus or telecommunication masts can be obtained from NRPB on 01235 831600.
- If we have mentioned flooding, advice can be obtained on 0845 9881188 (England, Wales & Scotland) and 02890 253430 (Northern Ireland).
- No responsibility whatsoever is accepted by Proenergis Surveyors to any third party and this report should not be relied upon for any commercial purposes or any other use without our written authority.
- The property is inspected and our report is written in accordance with the Terms and Conditions provided to you before the survey.

GENERAL MAINTENANCE NOTES

These notes are provided as a guide to enable you to inspect your property on a regular basis, to help keep it in good order. They must not be considered to be definitive or fully comprehensive. Regular maintenance inspections and prompt repair of any defects noticed will help keep your repair costs to a minimum. If neglected they may lead to more expensive repairs.

You should look at:

The Roofs

1. Check that all the tiles and slates are in good order and replace any that are cracked, slipped or damaged. Ensure that the mortar pointing at the roof edges is kept in good condition.

Flat Roofs

2. Make sure that the chippings remain evenly laid. If cracked or bubbled areas are noticed, have these repaired immediately.

Lead and Mortar Flashings

3. Lead flashing should lay properly; mortar fillets should be free from cracks. Mortar fillets are not fully satisfactory and are best replaced with lead.

Guttering

4. Should run to the downpipe heads at an even slope and be free from splits and cracks. Replace or repair missing or defective sections immediately to protect the property. Clean out the gutters regularly to remove weeds, leaves and granite chippings. Gutter joints do deteriorate with age and the need for resealing must be anticipated from time to time.

Downpipes

5. Check that the junctions of the gutters to the downpipes are in good order and also the joints between the downpipes and the underground piping at ground level. If any downpipes discharge over gully grids, clear and maintain brick surrounds to stop debris blocking the gulleys.
6. Replace or repair missing or defective sections immediately.

Chimneys

7. Keep chimney pots in good order and ensure they are securely joined to the top of the chimney. Keep the brickwork mortar joints in good condition. If you notice any cracking of the brickwork have it repaired at once.
8. If television aerials have been fixed to the chimney ensure that they are properly secured.

External Joinery (incl. Gutter and Barge Boards, Verge Cappings and Snow Boards)

9. Keep in good repair and well decorated.

Outside Walls

10. Keep the brickwork, mortar joints in good order. Poor maintenance of brick pointing leads to damp penetration and damage to the brick surface.
11. Make sure the mortar joint protecting the damp proof course is kept in good condition.
12. Keep the joints between the window and door frames and the brickwork in good watertight condition with pliable mastic sealant.
13. Make sure that the mortar around the waste pipes is in good condition.

Property Address: *example report.*

14. Keep soil and paths at least 150mm below the level of the floors inside to prevent penetrating dampness.
15. If there are air bricks, make sure they are in good order and free from blockage.
16. If the walls are mortar rendered, make sure it is not cracked or loose. Water will get behind poor rendering leading to dampness. All cracked or loose areas should be repaired or replaced.
17. Regularly redecorate any painted walls or timber boarded areas.

Windows and Doors

18. Periodically inspect the frames and repair any timbers affected by wet rot. Regular painting helps avoid timber going rotten.
19. Replace cracked and broken panes of glass and renew loose or missing putties before redecoration to avoid wet rot in the frames.
20. Replace broken sash cords and window catches.

Inside the Loft

21. Make a regular inspection to check for signs of leaks which can lead to wet or dry rot taking hold. Carry out any necessary repairs immediately.
22. Check the chimney brickwork for heat cracks.
23. Make sure the roof timbers are not broken, split or affected by rot.
24. Clean out water tanks, maintain ball valves and keep tanks and pipes properly insulated and covered.
25. Insulate the loft if this has not been done. Do not insulate right up to the eaves or below the water tanks. Make sure the electrical cables are not covered by the insulation.
26. Look for wood-boring beetle flight holes and if in any doubt have a specialist firm make an inspection.
27. Check ceilings under flat roofs for any signs of leaks and repair affected areas immediately.

Plumbing, Heating and Electrics

28. Ensure that the external and internal stopcocks are readily available in an emergency.
29. Keep the plumbing pipework in good condition and periodically clean out the traps to baths, sinks and wash basins.
30. Have the central heating appliances annually serviced by a CORGI registered contractor.
31. Do not make any alterations to the electrical wiring without qualified advice. Amateur repairs and additions can lead to failure of the circuits, fire and risk of electric shock.
32. It is advised that the electrical installation is checked by the Electricity Board at least every five years as cables and fittings deteriorate with age.

Decorations

33. Internally, keep the ceilings, walls and woodwork in good decorative condition.
34. External paintwork should not be left more than four years without redecoration.

Drainage

35. Periodically lift the manhole covers and have the drains cleaned out if necessary. Keep manhole covers and surrounding mortar in good condition.
36. If you have a septic tank; have it pumped out at least once a year.

In the Garden

37. Keep the hedges, walls, fences, gates, paths and driveways in good order.
38. Keep soil, shrubs and trees away from outside walls. Shrubs and trees can break drainage pipes and potentially cause subsidence.
39. Cut back wall creepers regularly as they can destroy the mortar joints between brickwork, stonework, etc encourage dampness and insects and block gutters.

Outbuildings/Garages

Property Address: *example report.*

40. Check the roofs, gutters, downpipes and walls as suggested for the house.
41. Regularly redecorate timber surfaces.
42. Keep door hinges and locks well oiled. Regularly clean out sliding door channels.