

SCHEDULE 1

Regulations 4 and 5

PART 1

Survey Report Form

**Survey Report**

On

[Property address]

Customer:

Customer address:

Date of inspection:

Prepared by:

## 1. INFORMATION AND SCOPE OF INSPECTION

This section tells you about the type, accommodation, neighbourhood, age and construction of the property. It also tells you about the extent of the inspection and highlights anything that the surveyor could not inspect.

All references to visual inspection refer to an inspection from within the property without moving any obstructions and externally from ground level within the site and adjoining public areas. Any references to left or right in a description of the exterior of the property refer to the view of someone standing facing that part of the property from the outside.

The inspection is carried out without causing damage to the building or its contents and without endangering the occupiers or the surveyor. Heavy furniture, stored items and insulation are not moved. Unless identified in the report the surveyor will assume that no harmful or hazardous materials or techniques have been used in the construction. The presence or possible consequences of any site contamination will not be researched.

Services such as TV/cable connection, internet connection, swimming pools and other leisure facilities etc. will not be inspected or reported on.

Description	<input type="text"/>
Accommodation	<input type="text"/>
Gross internal floor area (m <sup>2</sup> )	<input type="text"/>
Neighbourhood and location	<input type="text"/>
Age	<input type="text"/>
Weather	<input type="text"/>
Chimney stacks	<input type="text"/>

Roofing including roof space	
Rainwater fittings	
Main walls	
Windows, external doors and joinery	
External decorations	
Conservatories / porches	
Communal areas	
Garages and permanent outbuildings	
Outside areas and boundaries	
Ceilings	
Internal walls	
Floors including sub floors	
Internal joinery and kitchen fittings	
Chimney breasts and fireplaces	
Internal decorations	

**Draft Legislation:** This is a draft item of legislation. This draft has since been made as a Scottish Statutory Instrument: The Housing (Scotland) Act 2006 (Prescribed Documents) Regulations 2008 No. 76

Cellars

Electricity

Gas

Water, plumbing and bathroom fittings

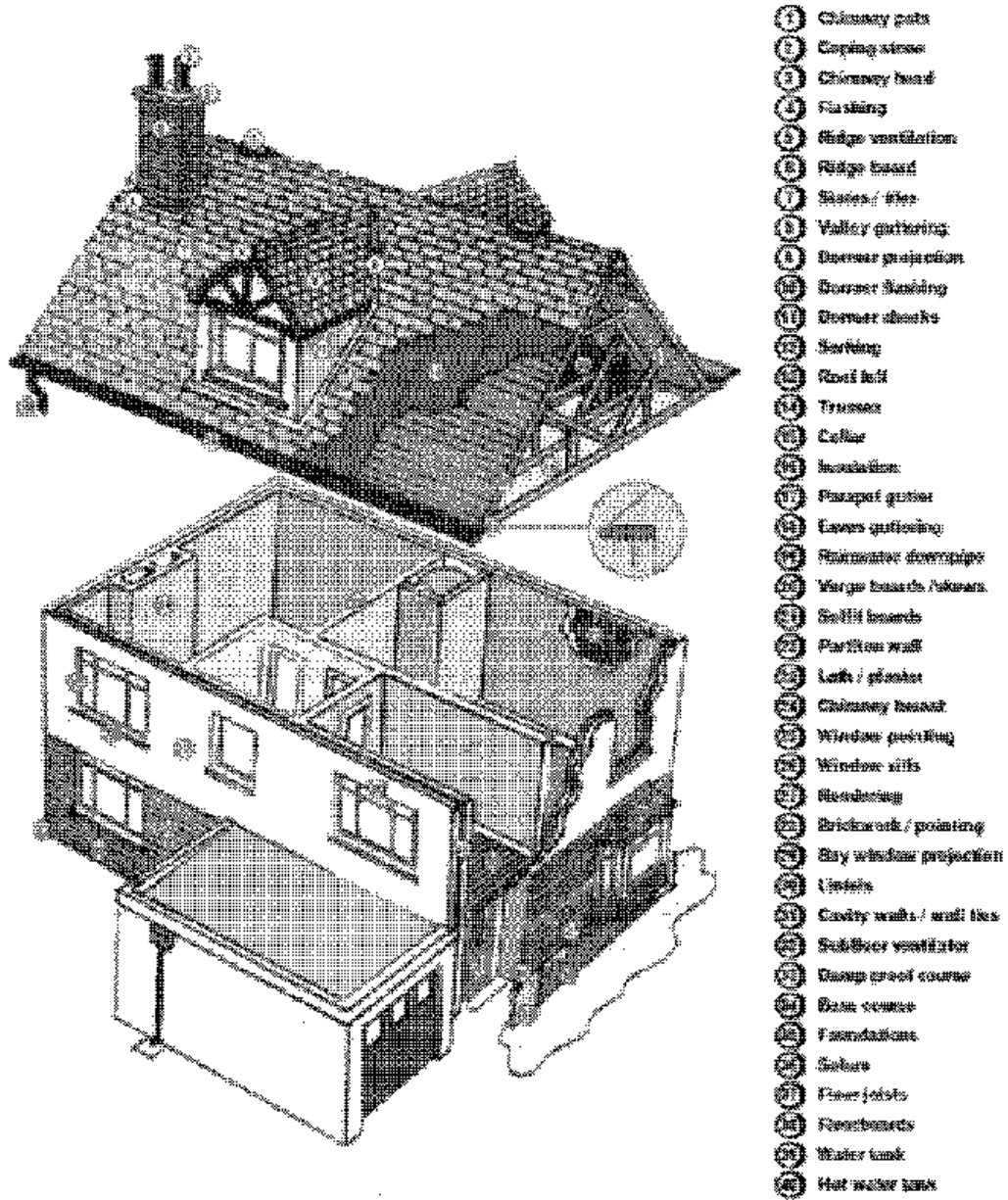
Heating and hot water

Drainage

Fire, smoke and burglar alarms

Any additional limits to inspection:

### Sectional diagram showing elements of a typical house








Reference may be made in this report to some or all of the above component parts of the property. This diagram may assist you in locating and understanding these terms.







## 2. CONDITION

This section identifies problems and tells you about the urgency of any repairs by using one of the following three categories:

<p><b>Category 3:</b> Urgent Repairs or replacement are needed now. Failure to deal with them may cause problems to other parts of the property or cause a safety hazard. Estimates for repairs or replacement are needed now.</p>	<p><b>Category 2:</b> Repairs or replacement requiring future attention, but estimates are still advised.</p>	<p><b>Category 1:</b> No immediate action or repair is needed.</p>
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 <p><b>Structural movement</b></p>	
Repair category:	
Notes:	
 <p><b>Dampness, rot and infestation</b></p>	
Repair category:	
Notes:	
 <p><b>Chimney stacks</b></p>	
Repair category:	
Notes:	
 <p><b>Roofing including roof space</b></p>	
Repair category:	
Notes:	
 <p><b>Rainwater fittings</b></p>	
Repair category:	
Notes:	

<p><b>Category 3:</b> Urgent Repairs or replacement are needed now. Failure to deal with them may cause problems to other parts of the property or cause a safety hazard. Estimates for repairs or replacement are needed now.</p>	<p><b>Category 2:</b> Repairs or replacement requiring future attention, but estimates are still advised</p>	<p><b>Category 1:</b> No immediate action or repair is needed.</p>
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 <b>Main walls</b>	
Repair category:	
Notes:	
 <b>Windows, external doors and joinery</b>	
Repair category:	
Notes:	
 <b>External decorations</b>	
Repair category:	
Notes:	
 <b>Conservatories / porches</b>	
Repair category:	
Notes:	
 <b>Communal areas</b>	
Repair category:	
Notes:	
 <b>Garages and permanent outbuildings</b>	
Repair category:	
Notes:	






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<p><b>Category 3:</b> Urgent Repairs or replacement are needed now. Failure to deal with them may cause problems to other parts of the property or cause a safety hazard. Estimates for repairs or replacement are needed now.</p>	<p><b>Category 2:</b> Repairs or replacement requiring future attention, but estimates are still advised.</p>	<p><b>Category 1:</b> No immediate action or repair is needed.</p>
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 <p style="text-align: center;"><b>Outside areas and boundaries</b></p> <p>Repair category: <input type="text"/></p>	
Notes:	
 <p style="text-align: center;"><b>Ceilings</b></p> <p>Repair category: <input type="text"/></p>	
Notes:	
 <p style="text-align: center;"><b>Internal walls</b></p> <p>Repair category: <input type="text"/></p>	
Notes:	
 <p style="text-align: center;"><b>Floors including sub-floors</b></p> <p>Repair category: <input type="text"/></p>	
Notes:	
 <p style="text-align: center;"><b>Internal joinery and kitchen fittings</b></p> <p>Repair category: <input type="text"/></p>	
Notes:	






<p><b>Category 3:</b> Urgent Repairs or replacement are needed now. Failure to deal with them may cause problems to other parts of the property or cause a safety hazard. Estimates for repairs or replacement are needed now.</p>	<p><b>Category 2:</b> Repairs or replacement requiring future attention, but estimates are still advised.</p>	<p><b>Category 1:</b> No immediate action or repair is needed.</p>
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 <b>Chimney breasts and fireplaces</b>	
Repair category:	
Notes:	
 <b>Internal decorations</b>	
Repair category:	
Notes:	
 <b>Cellars</b>	
Repair category:	
Notes:	
 <b>Electricity</b>	
Repair category:	
Notes:	
 <b>Gas</b>	
Repair category:	
Notes:	

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 <p><b>Water, plumbing and bathroom fittings</b></p>	
<p>Repair category:</p>	
<p>Notes:</p>	
 <p><b>Heating and hot water</b></p>	
<p>Repair category:</p>	
<p>Notes:</p>	
 <p><b>Drainage</b></p>	
<p>Repair category:</p>	
<p>Notes:</p>	

Set out below is a summary of the condition of the property which is provided for reference only. You should refer to the comments above for detailed information.

Structural movement		<p><b>Repair Categories</b></p> <p><b>Category 3:</b> Urgent Repairs or replacement are needed now. Failure to deal with them may cause problems to other parts of the property or cause a safety hazard. Estimates for repairs or replacement are needed now</p> <p><b>Category 2:</b> Repairs or replacement requiring future attention, but estimates are still advised.</p> <p><b>Category 1:</b> No immediate action or repair is needed.</p>
Dampness, rot and infestation		
Chimney stacks		
Roofing including roof space		
Rainwater fittings		
Main walls		
Windows, external doors and joinery		
External decorations		
Conservatories / porches		
Communal areas		
Garages and permanent outbuildings		
Outside areas and boundaries		
Ceilings		
Internal walls		
Floors including sub-floors		
Internal joinery and kitchen fittings		
Chimney breasts and fireplaces		
Internal decorations		
Cellars		
Electricity		
Gas		
Water, plumbing and bathroom fittings		
Heating and hot water		
Drainage		

**Remember**

The cost of repairs may influence the amount someone is prepared to pay for the property. We recommend that relevant estimates and reports are obtained in your own name.

**Warning**

If left unattended, even for a relatively short period, Category 2 repairs can rapidly develop into more serious Category 3 repairs. The existence of Category 2 or Category 3 repairs may have an adverse effect on marketability, value and the sale price ultimately

achieved for the property. This is particularly true during slow market conditions where the effect can be considerable.

### 3. ACCESSIBILITY INFORMATION

#### Guidance Notes on Accessibility Information

**Three steps or fewer to a main entrance door of the property:** In flatted developments the 'main entrance' would be the flat's own entrance door, not the external door to the communal stair. The 'three steps or fewer' are counted from external ground level to the flat's entrance door. Where a lift is present, the count is based on the number of steps climbed when using the lift.

**Unrestricted parking within 25 metres:** For this purpose, 'Unrestricted parking' includes parking available by means of a parking permit. Restricted parking includes parking that is subject to parking restrictions, as indicated by the presence of solid yellow, red or white lines at the edge of the road or by a parking control sign, parking meters or other coin-operated machines.

1. Which floor(s) is the living accommodation on?	
2. Are there three steps or fewer to a main entrance door of the property?	Yes/No
3. Is there a lift to the main entrance door of the property?	Yes/No
4. Are all door openings greater than 750mm?	Yes/No
5. Is there a toilet on the same level as the living room and kitchen?	Yes/No
6. Is there a toilet on the same level as a bedroom?	Yes/No
7. Are all rooms on the same level with no internal steps or stairs?	Yes/No
8. Is there unrestricted parking within 25 metres of an entrance door to the building?	Yes/No

#### 4. VALUATION AND CONVEYANCER ISSUES

This section highlights information that should be checked with a solicitor or licensed conveyancer. It also gives an opinion of market value and an estimated re-instatement cost for insurance purposes.

##### **Matters for a solicitor or licensed conveyancer**

##### **Estimated re-instatement cost for insurance purposes**

##### **Valuation and market comments**

**Report author:**

**Address:**

**Signed:**

**Date of report:**

Regulations 4 and 5

## PART 2

### Information on energy efficiency

1. The total floor area of the rooms in the house which are artificially heated or cooled.
2. The main type of heating and fuel.
3. The calculation tool used in compiling the energy report.
4. A list of recommended measures to improve the energy efficiency of the dwelling, including measures that may become cost-effective in the future and measures that may be cost-effective when other building work is being carried out.
5. Information describing each recommended measure.
6. The typical cost of each recommended measure.
7. Typical cost savings for each recommended measure.
8. An indication of current carbon dioxide emissions resulting directly or indirectly from energy use within the house (for heating, lighting, mechanical ventilation and air conditioning but not for appliances) and an indication of potential emissions if the recommended measures were implemented.
9. An indication of current and potential (if the recommended measures were implemented) energy use expressed in kilowatt hours per square metre (kWh per m<sup>2</sup>) of floor area per annum.
10. An indication of current and potential (if the recommended measures were implemented) running costs for lighting, heating and hot water.
11. An indication of current and potential (if the recommended measures were implemented) energy efficiency of the house.
12. An explanation of the standard assumptions made about occupancy, heating patterns and geographical location, and the factors that the calculations of energy use and fuel costs take into account.
13. Advice that works to carry out recommended measures may require permissions, warrants or certificates to be obtained.
14. Contact details for sources of further information on energy efficiency.

SCHEDULE 2

Regulations 4 and 5

Property Questionnaire

# Property Questionnaire

PROPERTY ADDRESS:	
SELLER(S):	
COMPLETION DATE OF PROPERTY QUESTIONNAIRE:	

## PROPERTY QUESTIONNAIRE

### NOTE FOR SELLERS

- Please complete this form carefully. It is important that your answers are correct.
- The information in your answers will help to ensure that the sale of your house goes smoothly. Please answer each question with as much detailed information as you can.
- If anything changes after you fill in this questionnaire but before the Date of Entry for the sale of your house, tell your solicitor or estate agent immediately.



## PROPERTY QUESTIONNAIRE

### Information to be given to prospective buyer(s)

<b>1. Length of ownership</b>
How long have you owned the property?
<b>2. Council Tax</b>
Which Council Tax band is your property in?  A    B    C    D    E    F    G    H
<b>3. Parking</b>
What are the arrangements for parking at your property?  (Please indicate all that apply) <ul style="list-style-type: none"><li>• Garage</li><li>• Allocated parking space</li><li>• Driveway</li><li>• Shared parking</li><li>• On street</li><li>• Resident permit</li><li>• Metered parking</li><li>• Other (please specify):</li></ul>

<b>4. Conservation Area</b>	
Is your property in a designated Conservation Area (i.e. an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance)?	Yes/No/Don't Know
<b>5. Listed Buildings</b>	
Is your property a Listed Building, or contained within one (i.e. a building recognised and approved as being of special architectural or historical interest)?	Yes/No
<b>6. Alterations / additions / extensions</b>	
<p>a. (i) During your time in the property, have you carried out any structural alterations, additions or extensions (for example, provision of an extra bath/shower room, toilet, or bedroom)?</p> <p><u>If you have answered yes</u>, please describe the changes which you have made:</p>	Yes/No

	<p>(ii) Did you obtain planning permission, building warrant, completion certificate and other consents for this work?</p> <p><b><u>If you have answered yes</u>, the relevant documents will be needed by the purchaser and you should give them to your solicitor as soon as possible for checking.</b></p> <p><b>If you do not have the documents yourself, please note below who has these documents and your solicitor or estate agent can arrange to obtain them.</b></p>	Yes/No
b.	<p>Have you had replacement windows, doors, patio doors or double glazing installed in your property?</p> <p><b><u>If you have answered yes</u>, please answer the three questions below:</b></p>	Yes/No
	<p>(i) Were the replacements the same shape and type as the ones you replaced?</p>	Yes/No
	<p>(ii) Did this work involve any changes to the window or door openings?</p>	Yes/No



c.	<p><b>Do you have a maintenance contract for the central heating system?</b></p> <p><b><u>If you have answered yes, please give details of the company with which you have a maintenance agreement:</u></b></p>	Yes/No
d.	<p><b>When was your maintenance agreement last renewed?</b> (Please provide the month and year).</p>	
<b>8. Energy Performance Certificate</b>		
<p><b>Does your property have an Energy Performance Certificate which is less than 10 years old?</b></p>		Yes/No
<b>9. Issues that may have affected your property</b>		
a.	<p><b>Has there been any storm, flood, fire or other structural damage to your property while you have owned it?</b></p> <p><b><u>If you have answered yes, is the damage the subject of any outstanding insurance claim?</u></b></p>	Yes/No  Yes/No
b.	<p><b>Are you aware of the existence of asbestos in your property?</b></p> <p><b><u>If you have answered yes, please give details:</u></b></p>	Yes/No

<b>10. Services</b>		
<b>a. Please tick which services are connected to your property and give details of the supplier:</b>		
<b>Services</b>	<b>Connected</b>	<b>Supplier</b>
<b>Gas / liquid petroleum gas</b>		
<b>Water mains / private water supply</b>		
<b>Electricity</b>		
<b>Mains drainage</b>		
<b>Telephone</b>		
<b>Cable TV / satellite</b>		
<b>Broadband</b>		

<b>b.</b>	<b>Is there a septic tank system at your property?</b>  <u>If you have answered yes</u> , please answer the two questions below:	<b>Yes/No</b>
<b>c.</b>	<b>Do you have appropriate consents for the discharge from your septic tank?</b>	<b>Yes/No/ Don't Know</b>
<b>d.</b>	<b>Do you have a maintenance contract for your septic tank?</b>  <u>If you have answered yes</u> , please give details of the company with which you have a maintenance contract:	<b>Yes/No</b>

<b>11. Responsibilities for Shared or Common Areas</b>		
<b>a.</b>	<p><b>Are you aware of any responsibility to contribute to the cost of anything used jointly, such as the repair of a shared drive, private road, boundary, or garden area?</b></p> <p><u>If you have answered yes, please give details:</u></p>	<b>Yes/No/ Don't Know</b>
<b>b.</b>	<p><b>Is there a responsibility to contribute to repair and maintenance of the roof, common stairwell or other common areas?</b></p> <p><u>If you have answered yes, please give details:</u></p>	<b>Yes/No/ Not applicable</b>
<b>c.</b>	<p><b>Has there been any major repair or replacement of any part of the roof during the time you have owned the property?</b></p>	<b>Yes/No</b>
<b>d.</b>	<p><b>Do you have the right to walk over any of your neighbours' property - for example to put out your rubbish bin or to maintain your boundaries?</b></p> <p><u>If you have answered yes, please give details:</u></p>	<b>Yes/No</b>



e.	<p><b>As far as you are aware, do any of your neighbours have the right to walk over your property, for example to put out their rubbish bin or to maintain their boundaries?</b></p> <p><b><u>If you have answered yes</u>, please give details:</b></p>	Yes/No
f.	<p><b>As far as you are aware, is there a Public Right of Way across any part of your property? (A Public Right of Way is a way over which the public has a right to pass, whether or not the land is privately-owned.)</b></p> <p><b><u>If you have answered yes</u>, please give details:</b></p>	Yes/No
<b>12. Charges associated with your property</b>		
a.	<p><b>Is there a factor or property manager for your property?</b></p> <p><b><u>If you have answered yes</u>, please provide the name and address and give details of any deposit held and approximate charges:</b></p>	Yes/No

b.	<p><b>Is there a common buildings insurance policy?</b></p> <p><b><u>If you have answered yes, is the cost of the insurance included in your monthly/annual factor's charges?</u></b></p>	<p><b>Yes/No/ Don't know</b></p> <p><b>Yes/No/ Don't know</b></p>
c.	<p><b>Please give details of any other charges you have to pay on a regular basis for the upkeep of common areas or repair works, e.g. to a Residents' Association, or maintenance or stair fund.</b></p>	

<b>13. Specialist Works</b>		
<b>a.</b>	<p>As far as you are aware, has treatment of dry rot, wet rot, damp or any other specialist work ever been carried out to your property?</p> <p><u>If you have answered yes</u>, please say what the repairs were for, whether you carried out the repairs (and when) or if they were done before you bought the property</p>	<b>Yes/No</b>
<b>b.</b>	<p>As far as you are aware, has any preventative work for dry rot, wet rot, or damp ever been carried out to your property?</p> <p><u>If you have answered yes</u>, please give details</p>	<b>Yes/No</b>

<b>c.</b>	<p><b><u>If you have answered yes to 13(a) or (b), do you have any guarantees relating to this work?</u></b></p> <p><b><u>If you have answered yes, these guarantees will be needed by the purchaser and should be given to your solicitor as soon as possible for checking. If you do not have them yourself please write below who has these documents and your solicitor or estate agent will arrange for them to be obtained. You will also need to provide a description of the work carried out. This may be shown in the original estimate.</u></b></p> <p><b>Guarantees are held by:</b></p>						<b>Yes/No</b>
<b>14. Guarantees</b>							
<b>a.</b>	<b>Are there any guarantees or warranties for any of the following:</b>						
<b>(i)</b>	<b>Electrical work</b>	<b>No</b>	<b>Yes</b>	<b>Don't Know</b>	<b>With title deeds</b>	<b>Lost</b>	
<b>(ii)</b>	<b>Roofing</b>	<b>No</b>	<b>Yes</b>	<b>Don't Know</b>	<b>With title deeds</b>	<b>Lost</b>	
<b>(iii)</b>	<b>Central heating</b>	<b>No</b>	<b>Yes</b>	<b>Don't know</b>	<b>With title deeds</b>	<b>Lost</b>	
<b>(iv)</b>	<b>NHBC</b>	<b>No</b>	<b>Yes</b>	<b>Don't know</b>	<b>With title deeds</b>	<b>Lost</b>	
<b>(v)</b>	<b>Damp course</b>	<b>No</b>	<b>Yes</b>	<b>Don't know</b>	<b>With title deeds</b>	<b>Lost</b>	

<b>(vi)</b>	<b>Any other work or installations?</b> <b>(for example, cavity wall insulation, underpinning, indemnity policy)</b>	<b>No</b>	<b>Yes</b>	<b>Don't know</b>	<b>With title deeds</b>	<b>Lost</b>
<b>b.</b>	<b><u>If you have answered 'yes' or 'with title deeds', please give details of the work or installations to which the guarantee(s) relate(s):</u></b>					

c.	<p><b>Are there any outstanding claims under any of the guarantees listed above?</b></p> <p><b><u>If you have answered yes, please give details:</u></b></p>	Yes/No
<b>15. Boundaries</b>		
	<p><b>So far as you are aware, has any boundary of your property been moved in the last 10 years?</b></p> <p><b><u>If you have answered yes, please give details:</u></b></p>	Yes/No/ Don't Know
<b>16. Notices that affect your property</b>		
<b>In the past 3 years have you received a notice:</b>		
a.	<p><b>advising that the owner of a neighbouring property has made a planning application?</b></p>	Yes/No/ Don't know

b.	that affects your property in some other way?	Yes/No/ Don't know
c.	that requires you to do any maintenance, repairs or improvements to your property?	Yes/No/ Don't know
<b><u>If you have answered yes to any of a-c above, please give the notices if you have them to your solicitor or estate agent, including any notices which arrive at any time before the date of entry of the purchaser of your property.</u></b>		

**Declaration by the seller(s)/or other authorised body or person(s):**

**I / We confirm that the information in this form is true and correct to the best of my/our knowledge and belief.**

**Signature(s) :**

.....  
.....

**Date:** .....