Reflecting changes in the home buying and selling process, and feedback from consumers and members, RICS has developed the RICS Condition Report (CR) 2010. This practice note will give you all the practical guidance you need to deliver this new residential report.

The CR is a client-facing product designed to extend fee-earning opportunities for surveyors. This edition of the practice note applies to England, Wales, Northern Ireland, Channel Islands and Isle of Man. In Scotland, the single survey applies.

Central to the report are colour coded condition ratings. These rankings are an established feature in property condition surveys. It is vital that members are confident with the principles of applying condition ratings to a property, including how to accommodate ‘serious and/or urgent defects’, ‘further investigation’ and ‘normal maintenance’. Members must also be able to identify ‘risks’ and report them in an appropriate manner. This practice note will explain these principles, along with your professional obligations and practice requirements under the scheme.

A copy of the CR format is included with the practice note, along with the supporting documents for the scheme: ‘Description of the RICS Condition Report Service’ (including ‘standard terms of engagement’), ‘RICS Home Surveys Information Sheet’ and ‘What to do now’.

Coverage includes:
- Professional obligations
- Requirements and scope of the service
- The contract
- Compiling the report
- The documentation
- The report form
- Checklists
- Definitions of key terms.

For regularly updated information about all RICS Home Surveys products, please visit www.rics.org/homesurveys.
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Status of this practice note

Surveyors accepting instructions to provide reports under the RICS Condition Report Service must comply with the conditions set out in this practice note.

It is necessary to use the specified forms, also described here, without variation. No departure from this mandatory practice note is permitted.

When an allegation of professional negligence is made against a surveyor, the court is likely to take account of any relevant practice notes in deciding whether or not the surveyor acted with reasonable competence. Failure to comply with this practice note is likely to be judged to be negligent.

In the opinion of RICS, a surveyor conforming fully to the requirements of this practice note should have at least a partial defence to an allegation of negligence by virtue of having followed those requirements.

Those surveyors using the report forms must take out an RICS Condition Report Service Copyright Licence, which authorises them to use the RICS Condition Report Service material in England, Wales, Northern Ireland, the Channel Islands and the Isle of Man.
Introduction

The 1st edition of the *RICS Condition Report practice note* comprises the following parts:

- Part A: The practice note
- Part B: The documentation
- Part C: The report form and checklists
- Part D: Appendices.

**Standard terminology**

Arranged in the following table are the full title, short form and initials of the main elements and documents of the service. These are to be used consistently and in all cases without variation. (See Appendix A for other key terms used throughout this practice note.)

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Part A: The practice note

1 Professional obligations

1.1 Compliance

In the interest of maintaining the highest professional standards, every surveyor must comply with the content of this practice note. (See also Appendix B for a checklist of professional obligations.) A surveyor accepting instructions under the RICS Condition Report Service (CRS) must be an AssocRICS, MRICS or FRICS member and must fulfil all such commissions in full compliance with the following:

- the practice note (PN);
- the Description of the CRS (DCS) and the standard terms of engagement (STE) that sits within it;
- the RICS Condition Report Service Copyright Licence (see subsection 1.7); and
- all guidance published by RICS relating to the inspection of residential property (see Appendix C).

1.2 Care and diligence

The surveyor has a professional duty of care and diligence. The CRS is founded on a set of commitments made to the client in the STE, which sits within the DCS. Both the DCS and STE are reflected throughout this PN and include an obligation to give the client the benefit of the surveyor’s professional judgment, in addition to the simple facts. They also spell out clearly and unambiguously not only what will be provided in the service, but also what will not.

The surveyor alone must judge the exact extent of the inspection of a particular property and make the decision on whether or not to include particular items in the RICS Condition Report (CR). The surveyor also has to determine with care which:

(a) matters are to be included for any of the reasons specified in the DCS; and

(b) condition ratings to apply to the elements of the property.

These decisions are made on the basis of the surveyor’s training, knowledge and experience, and the surveyor must be prepared to stand by them.

1.3 Competence

The inspection of the building and grounds for the CRS is less extensive to that for the RICS HomeBuyer Service and for a building survey (see the RICS Home Surveys Information Sheet (HSIS)). The degree of detail and extent of reporting is also substantially less than both.

The service requires an adequate level of competence in surveying the type of property for which the service is suitable.

1.4 Sufficient knowledge

Both the DCS and STE indicate that the surveyor has sufficient knowledge of the construction type and the area in which the property is situated. Subsection 2.3 describes the type of property to which the service applies.

The surveyor must be familiar with the characteristics of the local area in order to understand how this may affect the condition of the property being inspected. Although this varies between regions, this knowledge typically includes:

- common vernacular housing styles, materials and construction techniques;
- the approximate location of the main conservation areas/historic centres;
- environmental issues, including flooding, radon levels, mining, soil conditions, major areas of potential contamination, etc.

If all this information is not known, the surveyor must fill in the gaps through research. If this cannot be achieved within an appropriate timescale, the instruction should not be accepted.

1.5 Energy Performance Certificate

If the property is being marketed for sale, an Energy Performance Certificate (EPC) should be available.

The EPC contains the current energy-efficiency and environmental impact ratings which the surveyor is required to state in section D of the report (see Part C for details on each section of the CR).
The surveyor is not required to comment in the CR on the information contained within the EPC.

1.6 Client's understanding of the contract
The surveyor has a duty to check, before the contract is signed and, where possible, through communication (for example, telephone conversation or email), that the client:

(a) is making the appropriate choice of survey; and
(b) has a clear understanding of the key elements of the service.

In particular, these key elements concern the extent and limitations of both the inspection and the report, as specified in the HSIS and the DCS. (See also section 3 and Appendix D.)

1.7 Obligatory copyright licence
The CRS is a product developed and owned by RICS. Only RICS members (as listed in subsection 1.1) may use its name, format and content. RICS surveyors wishing to reproduce the CR must purchase an RICS Condition Report Service Copyright Licence. The copyright licence is obtained from RICS (see www.ricsbooks.com), which can also supply all other necessary documents. (For more details, see Appendix E.)

1.8 Negligence
If the court is presented with an allegation of professional negligence against a surveyor, it will most likely consider any relevant PNs in deciding whether the surveyor acted with reasonable competence. Failure to comply with the relevant PN may result in an adverse finding against the surveyor.

A surveyor conforming to the requirements of this PN should be better able to demonstrate competence in response to an allegation of negligence.

2 Requirements and scope of the RICS Condition Report Service

2.1 UK countries
This PN is written to reflect the property law in England, Wales, Northern Ireland, the Channel Islands and the Isle of Man.

2.2 Application
This PN:
(a) describes and defines the service, in particular specifying those elements which are mandatory; and
(b) applies without exception where any surveyor enters into a contract with a client to provide the service.

It is mandatory to use the specified format, without variation. No departure from this mandatory PN is permitted.

Guidance on the practical application of the PN is given in section 4, Compiling the report – commentary and guidance.

2.3 Type of property
The service applies to houses, bungalows and flats that are conventional in type and construction. This would typically include property conversions and properties that:

• use conventional building materials and construction methods; and
• have service systems commonly used in domestic residential properties.

Although there is no restriction on the type of property, because the CR is objective and concise, it is better suited to more modern properties.

Even when surveyors have particular technical skills it is unlikely that this report will be suitable for unusual construction types.

2.4 Focus and limitations of the service
The service is specifically designed for lay clients and is intended to suit buyers, sellers and owners seeking an objective report on the condition of the property at an economic price. As a result, it is necessarily less comprehensive than an RICS HomeBuyer Report or a building survey.

The focus of the service is on making an objective assessment of the general condition of the main elements of a property, expressed in terms of condition ratings.

The inspection is not exhaustive and less extensive than the inspection for the HomeBuyer Report (HBR), and no tests are undertaken. There is, therefore, a risk that certain defects may not be found that would have been uncovered if
testing and/or a more substantial inspection had been undertaken. This is a risk that the client must accept. However, where there is a trail of suspicion the surveyor must take reasonable steps to follow the trail. This is likely to include recommending further investigation. (See also subsection 2.6.)

The DCS does not preclude the giving of such recommendations. Section 4, Compiling the report – commentary and guidance, specifies the way in which this should be handled in the CR.

The service does not include an asbestos inspection that may fall within the Control of Asbestos Regulations 2006 (SI 2006/2737). However, asbestos containing materials, if suspected, should be reported and cross-referenced to section J3 Risks to people.

For personal safety reasons and informing clients, members should read the Asbestos and its implications for members and their clients (RICS guidance note, 2009). Whilst this is not an asbestos survey, members should be aware of the common asbestos containing materials used and where they are frequently found in residential buildings.

To preserve the distinction between the CR and the HBR the scope of the inspection should not be exceeded. If the client wants something more than the standard service, then an HBR or building survey report should be offered, or the instruction declined.

2.5 Extra services

Extra services, concerning the provision of information or advice which is outside the concept of the CRS, must not be provided as part of the service.

If a client requires information or advice of this kind concurrently with the service, the surveyor may provide this, but only as a completely separate extra service, which requires a separate contract.

Examples of extra services include:

- costing of repairs;
- schedules of works;
- supervision of works;
- re-inspection;
- detailed specific issue reports; and
- valuation and reinstatement cost.

Note: RICS is looking at developing a range of specialist reports focused on individual issues that may be offered by surveyors as an extra service.

2.6 Further investigations

Recommendations for further investigations, such as the testing of services or structural movement, should be included in a CR only when the surveyor feels unable to reach necessary conclusions with reasonable confidence. The element under consideration should, in such instances, be given a condition rating 3 (see also subsections 2.4 and 4.5).

3 The contract

3.1 Before making a legal contract

There is a general expectation that before a surveyor can accept a commission and give a legal commitment to provide the service for a particular property, the prospective client is first provided, as early as possible, with the following (see Introduction or subsection 1.1 for full term names):

- HSIS, or an equivalent document prepared by the surveyor;
- DCS;
- STE, which sits within the DCS (with particular attention being drawn to clause 6 on liability); and
- where applicable, a list of any particular types of dwelling (e.g. properties beyond a certain age or size) for which the surveyor is not prepared to accept instructions to provide the service.

The DCS and STE form part of the contract between the surveyor and the client.

3.2 The contract letter

The surveyor must produce a written statement to the client (the ‘contract letter’) specifying all the necessary facts and other required conditions which are not specified in the STE. These facts and conditions are:

(a) the name and address of the client, and the address of the property;
(b) the proposed charge for the service, plus any exceptional charges to be incurred, together with the terms of payment;
(c) a statement explaining that:
(i) these charges will need to be revised if it is found, on arrival at the property, that it differs substantially from the description previously given to the surveyor;
(ii) it is outside the surveyor's experience; or
(iii) it would be in the client's best interests to commission an RICS HomeBuyer Report or a building survey (see the HSIS); and
(d) a statement that the surveyor will not report until the signed 'instructions to proceed' have been received (see subsection 3.3).

3.3 Attachments to the contract letter
If the surveyor has not already provided the client with the items listed in subsection 3.1 (i.e. the HSIS, DCS, STE and, if applicable, the list of unsuitable properties), these are to be included with the contract letter.

The other necessary attachment to the contract letter is a form of the client's instructions to proceed, which is prepared by the surveyor. This standard form may be either a statement on a separate sheet, or an appendix to the letter.

It acknowledges receipt of the surveyor's contract letter and attachments, and that the contents are understood and accepted. It also specifically instructs the surveyor to proceed with the CRS and, where required, to proceed also with any additions to the service and/or any specified extra service which the client requires.

3.4 Client's further requirements
For any extra service (see subsection 2.5), it is essential that the surveyor establishes a new and separate contract outside the CRS.

4 Compiling the report – commentary and guidance

4.1 General
All information in the report should be objective and kept short and to the point. This will result in the whole report being concise in fact as well as in theory. It will also avoid confusing the client with distractions, such as irrelevant and unhelpful details and surveyor jargon, which can be incomprehensible and off-putting to laypersons.

It should be stressed that the report is confined to the condition of the property at the time of inspection and should not speculate on future performance. If the client requires such information or further advice than an HBR or a building survey should be offered.

The following subsections are intended to provide guidance to compiling the report. All sample paragraphs given here are offered only as examples of appropriate style. They are neither comprehensive nor intended to be copied verbatim.

4.2 Condition ratings and rules governing them
All reports will include condition ratings on elements within section E Outside the property; section F Inside the property; section G Services; and section H Grounds (including shared areas for flats). These are identified by the inclusion of a condition rating box. The rules governing condition ratings are strict and must be followed in order to achieve a degree of consistency in their application.

Condition ratings must be based on the factual evidence seen or deduced. Where such evidence cannot readily be identified or is inconclusive, the surveyor must use his or her professional judgment in arriving at the appropriate condition rating.

The condition ratings are:

3 Defects that are serious and/or need to be repaired, replaced or investigated urgently.

This rating must be used where the defect is of a serious nature, where immediate repairs are required or where the surveyor feels unable to reach the necessary conclusion with reasonable confidence. For more guidance regarding further investigations, see subsections 2.6 and 4.5. The test of a ‘serious defect’ is where the surveyor considers that:

• the defect compromises the structural integrity of the property; and/or
• the defect impairs the intended function of the building element.

The test for ‘urgent’ is:

• a defect that, if not immediately repaired/ remedied, will cause structural failure or serious defects in other building elements; and/or
• a defect which presents a safety threat.
2 Defects that need repairing or replacing but are not considered to be either serious or urgent. The property must be maintained in the normal way.

This rating must be used where repairs are required, but the defect is not considered to be serious or urgent.

Questions that will help determine whether to apply this condition rating to the defective element are as follows:

- Is it a ‘serious defect’ which compromises the structural integrity of the property?
- Is it ‘urgent’ where the repair cannot be deferred until the next anticipated period of regular maintenance without allowing the defect to develop into a structural failure, or lead to a ‘serious’ defect in another element of the building?

If the answer to both is no, then this rating applies.

1 No repair is currently needed. The property must be maintained in the normal way.

This rating must be used when there are no indications of present or suspected defects that require the undertaking of a specific repair. Normal maintenance must not be treated as a repair for the purpose of the CR. Questions that will help determine whether to apply this condition rating to the element are as follows:

- Is there a repair or a replacement required for the element?
- Is the work required more than normal maintenance?

If the answer to both is no, then this rating applies.

Not inspected

This rating must be used when it is not possible to inspect any parts of the dwelling usually covered. If the surveyor is concerned about these parts, a recommendation must be given for any further investigations that are needed. Subsections 2.6 and 4.5 provide guidance regarding the recommending of further investigations.

Examples of serious and/or urgent defects may include:

- ‘essential repairs’ that are normally covered in a mortgage valuation report (e.g. structural, problems of rising/penetrating damp, dry rot);
- any other repairs necessary to restore the normal functioning of an element of the property (e.g. replacement of slipped and missing slates/tiles, unsecured and cracked ceilings, blocked drains);
- safety matters (e.g. a visible broken power point, missing/broken stair handrail); and/or
- urgent and/or significant defects concerning the site (e.g. repair of defective retaining wall).

A present or suspected defect that requires further investigation must be reported with a condition rating 3. In such cases, enough evidence to justify suspicion must be present and explained in the report. Giving careful and consistent condition ratings will enable clients to judge the importance (seriousness or urgency) of defects.

The surveyor should apply personal knowledge of building construction and pathology to the inspection and analysis required to decide condition ratings and explain their justification. To arrive at a condition rating, the surveyor should:

- refer to condition only and not to purely cosmetic issues that have no effect on longevity or performance;
- consider any detrimental effect on other building elements;
- reflect performance;
- compare ‘like with like’ (e.g. not the life expectancy of a flat, felted roof with a pitched, tiled one);
- assume that regular ‘normal maintenance’ – work of a recurring nature required for certain building elements in order to preserve their integrity and functionality – will be undertaken in the future;
- be consistent;
- follow generally accepted building practice;
- be reasonable (perfection is not the norm);
- disregard differences in product quality, unless performance and life expectancy are seriously impaired;
- disregard individual taste or fashion; and/or
- take safety aspects into account.

Because all buildings are complex structures comprising many different interacting elements, defects in one element will usually have an impact on others. It is therefore not enough to analyse
defective building elements in isolation; the surveyor should also consider the consequences that may have followed from an obvious defect.

Very few older buildings remain as they were originally constructed. The surveyor should be vigilant over any works or alterations that may have been undertaken which may now impact the performance and function of the original parts of the structure and other components. The surveyor should also fully consider any impact those works and alterations may have on condition and future building performance.

The performance of each building element will vary, and perfection should not be expected, nor should the element be measured against such a standard. The surveyor should consider only whether a building element performs the function that is intended, while also being aware that in some cases the function may be redundant.

4.3 Applying the condition ratings

The overriding principle is that only one condition rating is allocated to each element described in sections E, F, G and H and carried forward to the front of the report in the summary of the condition ratings boxes in section C.

The surveyor should use the following methodology to establish the condition rating for each element.

4.3.1 Step one: identifying the elements and sub-elements

The surveyor inspects the property, identifies all the elements and sub-elements, and makes notes on the condition in the site notes. Where an element consists of one or more different and distinct ‘parts’, it should be divided into appropriate ‘sub-elements’. For example, a typical semi-detached, interwar dwelling may have the following:

- three roofs – the main hipped and pitched roof, a front bay roof and a rear ‘back addition’ roof;
- two chimneys – the larger chimney at the ridge serving the main rooms and a single chimney from the kitchen area;
- two external walls – cavity walls to the main house and solid walls to the back addition; and
- two types of windows – the original single-glazed casement windows to the rear and PVC double-glazed replacements to the front and side.

All of these parts could be considered as sub-elements. To make sure the report does not become complex, this subdivision should be strictly limited to generic parts only. For example, the cavity wall should not be further subdivided into the front, rear and side wall, or the main roof split into front, rear and hip slopes.

4.3.2 Step two: condition rating the elements and sub-elements

After sufficient reflection, the surveyor should apply a condition rating to all the elements and sub-elements in accordance with the methodology described in subsection 4.2.

4.3.3 Step three: establishing the element rating

The condition rating to be shown in the elemental condition rating box for each element must be the worst one identified by this process. The following examples illustrate this procedure.

- Where the element has only a single part, then that will be the condition rating for the element and must be included in the elemental condition rating box.
- Where there are several parts or sub-elements, the worst condition rating must be the one that is shown.
- Where some of the sub-elements are in the same condition and the latter is the worst condition rating of all the sub-elements, then that condition rating must be shown in the elemental condition rating box.
- Where all of the sub-elements have the same condition rating, this will be the one that is shown in the elemental condition rating box.

The condition rating shown in the elemental condition rating box will be the one that goes into the condition rating table in section C.

4.4 Report writing

The elemental text box must be used to provide the necessary evidence that supports the surveyor’s professional judgment of the condition rating reported, as well as the condition of sub-elements. The following procedure should be observed:

- The worst rated sub-element should be described first, and the best last.
- Where several sub-elements have the same worst rating, the surveyor may choose the one that presents the greatest problem to the property owner and report this before the
other sub-elements with the same rating. (For example, where the main hipped roof, bay roof and rear single-storey extension are all given a condition rating 2, the surveyor may choose to report this first because it is higher and larger, and may be more expensive to repair.)

- To simplify the report, sub-elements that have the same rating could be reported together, especially if they have all been given a condition rating 1.

- The surveyor has the option as to whether or not to state the best condition ratings.

The text must only outline the justification for the condition rating. It must not include any advice.

The surveyor should not report on the cost of any work to correct defects or how repairs should be carried out, as this exceeds the scope and purpose of the report.

Software producers are likely to market a variety of report writing packages that will generate most of the report using standard phrases. However, the surveyor will always be able to produce the reports using his or her own text and phrases without the use of specialist software.

When writing the report, the surveyor should follow this format:

- The first sentence or paragraph describes the construction and location of the element/sub-element.

- The next sentence explains the type of problem (if any), including:
  - the actual part that has something wrong with it (e.g. the slates, the flat roof covering, the brickwork);
  - what is wrong with it (e.g. broken, leaking, missing, rotten); and
  - the extent of the problem (e.g. badly cracked, largely missing, completely rotted).

- The condition rating is then stated.

There is no prescription for the length of the CR, but each element or sub-element should have around one or two sentences written about it. The surveyor should use non-technical terms throughout, although the inclusion of some defined technical words can occasionally help towards clarification. In this case, surveyors should provide the laypersons’ explanation first, followed by the technical term. Figure 1 provides some general advice, along with some sample paragraphs, for completing the report regarding each sub-element.

Where structural movement, dampness or timber

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**Figure 1: Example of reporting using sub-elements**

<table>
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<th>E2</th>
<th>Roof coverings</th>
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</thead>
</table>

**Sloping roof**  
The sloping roofs to the main house and rear addition are covered with slates fixed over timber boarding (sometimes called ‘sarking boarding’). Several slates are cracked and poorly secured *(condition rating 2)*.

**Flat roof**  
The flat roof over the rear lounge extension is covered with roofing felt *(condition rating 1)*.

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### Table 1: Guidance on where to report issues

<table>
<thead>
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<th>Issue</th>
<th>Examples of where to report</th>
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<td><strong>Orientation</strong></td>
<td>D About the property, type of property box</td>
</tr>
</tbody>
</table>
| **Movement** | E4 Main walls  
F2 Ceilings  
F3 Walls and partitions  
F4 Floors  
F7 Woodwork (for example, staircase and joinery)  
J1 Risks to the building (cross reference, bullet point only) |
| **Timber defects** | E5 Windows  
E6 Outside doors (including patio doors)  
E8 Other joinery and finishes  
E9 Other  
F1 Roof structure  
F4 Floors  
F6 Built-in fittings (built-in kitchen and other fittings, not including the appliances)  
F7 Woodwork (for example, staircase and joinery)  
F8 Bathroom fittings  
J1 Risks to the building (cross reference, bullet point only) |
| **Dampness** | E1 Chimney stacks  
F2 Ceilings  
F3 Walls and partitions  
F5 Fireplaces, chimney breasts and flues  
F6 Built-in fittings (built-in kitchen and other fittings, not including the appliances)  
F7 Woodwork (for example, staircase and joinery)  
F8 Bathroom fittings  
G3 Water  
G5 Water heating  
J1 Risks to the building (cross reference, bullet point only)  
J3 Risks to people (cross reference, bullet point only) |
| **Condensation/mould growth** | F1 Roof structure  
F2 Ceilings  
F3 Walls and partitions  
F5 Fireplaces, chimney breasts and flues  
F6 Built-in fittings (built-in kitchen and other fittings, not including the appliances)  
F8 Bathroom fittings  
J1 Risks to the building (cross reference, bullet point only)  
J3 Risks to people (cross reference, bullet point only) |
| **Asbestos** | E2 Roof coverings  
E8 Other joinery and finishes  
F2 Ceilings  
F3 Walls and partitions  
F6 Built-in fittings (built-in kitchen and other fittings, not including the appliances)  
G4 Heating  
G5 Water heating  
J3 Risks to people (cross reference, bullet point only) |
| **Insulation:** | E2 Roof coverings  
F1 Roof structure  
G3 Water  
G4 Heating  
G5 Water heating  
J3 Risks to people (cross reference, bullet point only)  
| Flat roof  
Pitched roof  
Cold water cistern/pipework  
Central heating pipework/header tank  
Hot water cylinder  |
| **Damp proof course** | E4 Main walls  
E5 Windows  
E6 Outside doors (including patio doors)  
J1 Risks to the building (cross reference, bullet point only) |
| **Rising damp** | E4 Main walls  
F3 Walls and partitions  
F4 Floors  
J1 Risks to the building (cross reference, bullet point only) |
| **Penetrating damp through wall** | E4 Main walls  
J1 Risks to building (cross reference, bullet point only)  
E5 Windows  
E6 Outside doors (including patio doors)  
J1 Risks to the building (cross reference, bullet point only) |
| **Penetrating damp around frame** | E4 Main walls  
J1 Risks to the building (cross reference, bullet point only) |
(Table 1 continued)

<table>
<thead>
<tr>
<th>Ventilation</th>
<th>E2 Roof coverings</th>
</tr>
</thead>
<tbody>
<tr>
<td>flat roof</td>
<td>J1 Risks to the building (cross reference, bullet point only)</td>
</tr>
<tr>
<td></td>
<td>F1 Roof structure</td>
</tr>
<tr>
<td>pitched roof</td>
<td>J1 Risks to the building (cross reference, bullet point only)</td>
</tr>
<tr>
<td>subfloor</td>
<td>J1 Risks to the building (cross reference, bullet point only)</td>
</tr>
<tr>
<td>External decoration</td>
<td>E Outside the property (by element)</td>
</tr>
<tr>
<td>Internal decoration</td>
<td>F Inside the property (by element)</td>
</tr>
<tr>
<td>Cellar</td>
<td>F9 Other</td>
</tr>
<tr>
<td>Roof space conversion</td>
<td>F9 Other</td>
</tr>
<tr>
<td>Conservatory</td>
<td>E7 Conservatory and porches</td>
</tr>
<tr>
<td>Porch</td>
<td>E7 Conservatory and porches</td>
</tr>
<tr>
<td>Radon</td>
<td>J3 Risks to people (cross reference, bullet point only)</td>
</tr>
<tr>
<td>Electromagnetic field (EMF)</td>
<td>J3 Risks to people (cross reference, bullet point only)</td>
</tr>
<tr>
<td>Mining</td>
<td>J1 Risks to the building (cross reference, bullet point only)</td>
</tr>
<tr>
<td></td>
<td>J2 Risks to the grounds (cross reference, bullet point only)</td>
</tr>
<tr>
<td>Other environmental issues</td>
<td>D About the property, local environment</td>
</tr>
<tr>
<td></td>
<td>J2 Risks to the grounds (cross reference, bullet point only)</td>
</tr>
<tr>
<td>Mundic</td>
<td>D About the property, construction</td>
</tr>
<tr>
<td></td>
<td>E1 Chimney stacks</td>
</tr>
<tr>
<td></td>
<td>E4 Main walls</td>
</tr>
<tr>
<td></td>
<td>F4 Floors</td>
</tr>
<tr>
<td></td>
<td>J1 Risks to the building (cross reference, bullet point only)</td>
</tr>
</tbody>
</table>

**Note:** See the checklists in Part C for further guidance.

defects are found, these should be reported in the elemental text box for the affected element(s) and cross referred to section J, where these risks must be reported.

Table 1 provides useful guidance as to where issues can be reported in the CR. This is not exhaustive and does not cover every eventuality. The surveyor must use personal judgment regarding where to report issues.

**4.5 Further investigations**

The surveyor’s knowledge of building construction and pathology will, at times, lead to a suspicion that a visible defect may affect other concealed building elements. Other times, the extent of a visible defect is not possible to ascertain within the confines of a CR inspection. In either case, the surveyor must recommend that a further investigation is undertaken and a condition rating 3 is applied.
Part B: The documentation

This part reproduces the documents that the client will receive. These are:

- HSIS
- DCS and STE that sits within the DCS; and
- What to do now.

Sets of the official documents are available from RICS. See Appendix E for contact details, as well as for information and documentation on the copyright licence.

Commentary on particular elements of the DCS is also included to clarify the scope of the inspection (see page 16).
RICS Home Surveys Information Sheet
Helping you choose the right survey

Why do you need an RICS Home Survey? Because forewarned is forearmed. Choosing the right survey will help highlight any serious problems and advise you of the specific risks before you commit to the process of buying or selling a property.

RICS has three different types of survey (outlined overleaf). These can only be conducted by qualified surveyors. Reliable and cost effective, these reports carry the full weight of the Royal Institution of Chartered Surveyors – the industry’s most respected authority on surveying.

Buying a home
It’s important to remember that your mortgage lender’s valuation report is not a survey. It merely tells your lender whether or not the property is reasonable security for your loan. An RICS survey will tell you the actual condition of the property. That’s vital information that can be invaluable during price negotiations, and will also help you avoid expensive surprises after you’ve moved in.

Selling a home
An RICS home survey can help you prepare for selling your property. It will show you any problems that may delay your sale or cause price reductions later in the process.

Staying at home
A survey of the current condition of your home will warn you of defects and help you avoid escalating repair and maintenance costs in the future. It will also be extremely useful if you’re thinking of remortgaging.
RICS Home Surveys Information Sheet
Buying or selling? Survey your options

The RICS Condition Report

Choose this report if you’re buying or selling a conventional house, flat or bungalow built from common building materials and in reasonable condition. It focuses purely on the condition of the property by setting out the following:

- clear “traffic light” ratings of the condition of different parts of the building, services, garage and outbuildings, showing problems that require varying degrees of attention;
- a summary of the risks to the condition of the building; and
- other matters including guarantees, planning and building control issues for your legal advisers.

An RICS Condition Report does not include a valuation, but your surveyor may be able to provide this as a separate extra service.

Ask your surveyor for a detailed ‘Description of the RICS Condition Report Service’ leaflet.

The RICS HomeBuyer Report

Choose this report if you would like more extensive information whilst buying or selling a conventional house, flat or bungalow, built from common building materials and in reasonable condition. It costs more than the Condition Report but includes:

- all of the features in the Condition Report plus a more extensive inspection;
- the surveyor’s professional opinion on the ‘Market Value’ of the property;
- an insurance reinstatement figure for the property;
- a list of problems that the surveyor considers may affect the value of the property;
- advice on repairs and ongoing maintenance;
- issues that need to be investigated to prevent serious damage or dangerous conditions;
- legal issues that need to be addressed before completing your conveyancing; and
- information on location, local environment and the recorded energy efficiency (where available).

Ask your surveyor for a detailed ‘Description of the RICS Homebuyer Service’ leaflet.

The building survey

Formerly called a structural survey, you could choose the building survey if you’re dealing with a large, older or run-down property, a building that is unusual or altered, or if you’re planning major works. It costs more than the other RICS reports because it gives detailed information about the structure and fabric of the property. It includes:

- a thorough inspection and detailed report on a wider range of issues;
- a description of visible defects and potential problems caused by hidden flaws;
- an outline of repair options and the likely consequences of inactivity; and
- advice for your legal advisers and details of serious risks and dangerous conditions.

A building survey does not include a valuation, but your surveyor may be able to provide this as a separate extra service.
This table will help you choose the most appropriate survey, but if you have any particular requirements, remember to discuss them with your surveyor before the inspection of the property. The surveyor may be able to provide you with extra services, under separate contracts.

<table>
<thead>
<tr>
<th>Service features</th>
<th>RICS Condition Report Service</th>
<th>RICS Homebuyer Service</th>
<th>Building survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describes the construction and condition of the property on the date of the inspection.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Aims to identify any problems that need urgent attention or are serious.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Aims to identify things that need to be investigated further to prevent serious damage.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Aims to tell you about problems that may be hazardous.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Aims to show up potential issues and defects, before any transaction takes place.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Includes the standard visual inspection during which secured panels, electrical fittings, inspection chamber covers and other similar features are not removed.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Aims to help you decide whether you need extra advice before committing to purchase.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Aims to help you prepare a budget for any repairs or restoration.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Aims to advise you on the amount of ongoing maintenance required in the future.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>An enhanced service that includes all the features of the standard inspection plus a more extensive roof space and underground drainage inspection.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Provides a reinstatement cost to help you avoid under- or over-insurance.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Provides market valuation.</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Aims to establish how the property is built, what materials are used and how these will perform in the future.</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Aims to describe visible defects, plus exposing potential problems posed by hidden defects.</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Aims to outline the repair options and give you a repair timeline, whilst explaining the consequences of not acting.</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>A longer and more detailed visual inspection of a wider range of issues including a more thorough consideration of the roof space, ground's floors and services.</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

For more information, visit www.rics.org/homesurveys.
Commentary on particular elements of the Description of the RICS Condition Report Service

This commentary aims to clarify aspects of the inspection by the surveyor that need to be noted.

1 Scope of the inspection

The scope of an inspection is limited to that specified in the description of service and is stated below:

*The roof space is inspected from the access hatch if it is safe to do so. The surveyor does not go into the roof space. [...] The covers to the inspection chambers of the underground drains are not lifted.*

If it was not possible to inspect any parts of the property where condition ratings are to be applied, a ‘not inspected’ (NI) rating must be given.

2 Services to the property

It may be assumed that mains services (including the heating) are connected, and this is to be confirmed where possible. Services are not to be turned on or off, as this would be considered a test. Drainage inspection covers are not to be lifted.

3 Equipment

The list of equipment is not intended to be comprehensive. At the surveyor’s discretion, he or she may – but are not obliged to – use other equipment (e.g. compass, tape, inspection cover lifter, meter box key, spirit level). The use of cameras, while encouraged, is also discretionary. If technology is used for the recording of site notes, a permanent record of these notes should be kept.

4 Flats

In the case of flats the inspection excludes the roof space and a flat roof of the building, unless it is directly accessible from inside the flat itself.
Description of the RICS Condition Report Service

The service

The RICS Condition Report Service includes:
- an inspection of the property (see ‘The inspection’); and
- a report based on the inspection (see ‘The report’).

The surveyor who provides the RICS Condition Report Service aims to tell you about:
- the construction and condition of the property on the date it was inspected;
- any defects that need urgent attention or are serious;
- things that need further investigation to prevent serious damage to the fabric of the building; and
- defects or issues that may be hazardous to safety.

The inspection

The surveyor inspects the inside and outside of the main building and all permanent outbuildings, but does not force or open up the fabric. This means that the surveyor does not take up carpets, floor coverings or floorboards, move furniture, remove the contents of cupboards, roof spaces, etc., remove secured panels and/or hatches or undo electrical fittings. If necessary, the surveyor carries out parts of the inspection when standing at ground level from public property next door where accessible.

The surveyor may use equipment such as a damp-meter, binoculars and a torch, and may use a ladder for flat roofs and for hatches no more than 3 metres above level ground (outside) or floor surfaces (inside) if it is safe to do so. The surveyor may inspect the roof space from the access hatch but will not go into the roof space itself. Cellars are inspected if they are reasonably accessible, but under-floor voids are not inspected.

Services to the property

Services are generally hidden within the construction of the property. This means that only the visible parts of the available services can be inspected, and the surveyor does not carry out specialist tests. The visual inspection cannot assess the efficiency or safety of electrical, gas or other energy sources; plumbing, heating or drainage installations (or whether they meet current regulations); or the inside condition of any chimney, boiler or other flue. Inspection chamber covers to the underground drainage system are not lifted.

Outside the property

The surveyor inspects the condition of boundary walls, fences, permanent outbuildings and areas in common (shared) use. To inspect these areas, the surveyor walks around the grounds and any neighbouring public property where access can be obtained.

Buildings with swimming pools and sports facilities are also treated as permanent outbuildings, but the surveyor does not report on the leisure facilities, such as the pool itself and its equipment, landscaping and other facilities (for example, tennis courts and temporary outbuildings).
Description of the RICS Condition Report Service

Flats
When inspecting flats, the surveyor assesses the general condition of outside surfaces of the building, as well as its access areas (for example, shared hallways and staircases). The surveyor inspects roof spaces from the access hatch only if they are accessible from within the property and it is safe to do so. The surveyor does not inspect drains, lifts, fire alarms and security systems.

Dangerous materials, contamination and environmental issues
The surveyor does not make any enquiries about contamination or other environmental dangers. However, if the surveyor suspects a problem, he or she should recommend a further investigation.

The surveyor may assume that no harmful or dangerous materials have been used in the construction, and does not have a duty to justify making this assumption. However, if the inspection shows that these materials have been used, the surveyor must report this and ask for further instructions.

The surveyor does not carry out an asbestos inspection and does not act as an asbestos inspector when inspecting properties that may fall within the Control of Asbestos Regulations 2006. With flats, the surveyor assumes that there is a ‘dutyholder’ (as defined in the regulations), and that in place are an asbestos register and an effective management plan which does not present a significant risk to health or need any immediate payment. The surveyor does not consult the dutyholder.

The report
The surveyor produces a report of the inspection for you to use, but cannot accept any liability if it is used by anyone else. If you decide not to act on the information in the report, you do this at your own risk. The report provides you with an objective assessment on the general condition of the main elements of a property. This is expressed in terms of condition ratings.

The report is in a standard format and includes the following sections.

A Introduction to the report
B About the inspection
C Summary of the condition ratings
D About the property
E Outside the property
F Inside the property
G Services
H Grounds (including shared areas for flats)
I Issues for your legal advisers
J Flats
K Surveyor’s declaration

Description of the RICS Condition Report Service
Typical house diagram

Condition ratings
The surveyor gives condition ratings to the main parts (the ‘elements’) of the main building, garage and some outside elements. The condition ratings are described as follows.

The mark of property professionalism worldwide

RICS Condition Report...
Description of the RICS Condition Report Service

Condition rating 3 – defects that are serious and/or need to be repaired, replaced or investigated urgently.

Condition rating 2 – defects that need repairing or replacing but are not considered to be either serious or urgent. The property must be maintained in the normal way.

Condition rating 1 – no repair is currently needed. The property must be maintained in the normal way.

NI – not inspected.

The surveyor notes in the report if it was not possible to check any parts of the property that the inspection would normally cover. If the surveyor is concerned about these parts, the report tells you about any further investigations that are needed.

The surveyor only outlines the justification for the condition rating and does not include any advice. The surveyor also does not report on the cost of any work to put right defects or make recommendations on how repairs should be carried out.

Energy

The surveyor has not prepared the Energy Performance Certificate (EPC) as part of the RICS Condition Report Service for the property. If the surveyor has seen the current EPC, he or she will present the energy-efficiency and environmental impact ratings in this report. The surveyor does not check the ratings and so cannot comment on their accuracy.

Issues for legal advisers

The surveyor does not act as ‘the legal adviser’ and does not comment on any legal documents. If, during the inspection, the surveyor identifies any issues that legal advisers may need to investigate further, these will be listed and explained in section I of the report (for example, check whether there is a warranty covering replacement windows). You should show your legal adviser section I of this report.

This report has been prepared by a surveyor (‘the Employee’) on behalf of a firm or company of surveyors (‘the Employer’). The statements and opinions expressed in this report are expressed on behalf of the Employer, who accepts full responsibility for these.

Without prejudice and separately to the above, the Employee will have no personal liability in respect of any statements and opinions contained in this report, which shall at all times remain the sole responsibility of the Employer to the exclusion of the Employee.

In the case of sole practitioners, the surveyor may sign the report in his or her own name unless the surveyor operates as a sole trader limited liability company.

To the extent that any part of this notification is a restriction of liability within the meaning of the Unfair Contract Terms Act 1977 it does not apply to death or personal injury resulting from negligence.

Risks

This section summarises defects and issues that present a risk to the building or grounds, or a safety risk to people. These may have been reported and condition rated against more than one part of the property or may be of a more general nature, having existed for some time and which cannot reasonably be changed.

Note: The RICS Condition Report Service does not include an opinion on either the Market Value of the property or the reinstatement cost.
Description of the RICS Condition Report Service

Standard terms of engagement

1 The service – the surveyor provides the standard RICS Condition Report Service (the service) described in the ‘Description of the RICS Condition Report Service’, unless you and the surveyor agree in writing before the inspection that the surveyor will provide extra services. Any extra service will require separate terms of engagement to be entered into with the surveyor. Examples of extra services include:
   - costing of repairs;
   - schedules of works;
   - supervision of works;
   - re-inspection;
   - detailed specific issue reports; and
   - market valuation and reinstatement cost.

2 The surveyor – the service is to be provided by an AssocRICS, MRICS or FRICS member of the Royal Institution of Chartered Surveyors who has the skills, knowledge and experience to survey and report on the property.

3 Before the inspection – you tell the surveyor if you have any particular concerns about the property.

4 Terms of payment – you agree to pay the surveyor’s fee and any other charges agreed in writing.

5 Cancelling this contract – you are entitled to cancel this contract by giving notice to the surveyor’s office at any time before the day of the inspection. The surveyor does not provide the service (and reports this to you as soon as possible) if, after arriving at the property, the surveyor decides that:
   (a) he or she lacks enough specialist knowledge of the method of construction used to build the property; or
   (b) it would be in your best interests to have an RICS HomeBuyer Report or a building survey, rather than the RICS Condition Report Service.

If you cancel this contract, the surveyor will refund any money you have paid for the service, except for any reasonable expenses. If the surveyor cancels this contract, he or she will explain the reason to you.

6 Liability – the report is provided for your use, and the surveyor cannot accept responsibility if it is used, or relied upon, by anyone else.

Complaints handling procedure

The surveyor will have a complaints handling procedure and will give you a copy if you ask for it.

Note: These terms form part of the contract between you and the surveyor.
What to do now

If you are a prospective home purchaser who has chosen an RICS Condition Report to help you in your decision on buying a property, you should carefully consider the findings, condition ratings and risks stated in the report.

Getting quotations

The cost of repairs may influence the amount you are prepared to pay for the property. Before you make a legal commitment to buy the property, you should get reports and at least two quotations for all the repairs and further investigations the surveyor may have identified. These should come from experienced contractors who are properly insured. You should also:

- ask them for references from people they have worked for;
- describe in writing exactly what you will want them to do; and
- get the contractors to put the quotations in writing.

Some repairs will need contractors with specialist skills and who are members of regulated organisations (for example, electricians, gas engineers, plumbers and so on). Some work may also need you to get Building Regulations permission or planning permission from your local authority.

Further investigations

If the surveyor is concerned about the condition of a hidden part of the building, could only see part of a defect or does not have the specialist knowledge to assess part of the property fully, the surveyor may have recommended that further investigations should be carried out to discover the true extent of the problem.

Who you should use for these further investigations

You should ask an appropriately qualified person, though it is not possible to tell you which one. Specialists belonging to different types of organisations will be able to do this. For example, qualified electricians can belong to five different government-approved schemes. If you want further advice, please contact the surveyor.

What the further investigations will involve

This will depend on the type of problem, but to do this properly, parts of the home may have to be disturbed and so you should discuss this matter with the current owner. In some cases, the cost of investigation may be high.

This guidance does not claim to provide legal advice. You should consult your legal advisers before entering into any binding contract or real estate transaction.
Part C: The report form and checklists

This part reproduces the report form, which consists of the following sections:

A  Introduction to the report
B  About the inspection
C  Summary of the condition ratings
D  About the property
E  Outside the property
F  Inside the property
G  Services
H  Grounds (including shared areas for flats)
I  Issues for your legal advisers
J  Risks
K  Surveyor’s declaration

Description of the RICS Condition Report Service
Typical house diagram

This part also supplies checklists for sections B, C, D, E, F, G, H, I and J, along with specific guidance for each of them. These checklists include items that should be considered by the surveyor at each inspection, as well as their description and some instruction.
Contents

A Introduction to the report
B About the inspection
C Summary of the condition ratings
D About the property
E Outside the property
F Inside the property
G Services
H Grounds (including shared areas for flats)
I Issues for your legal advisers
J Risks
K Surveyor’s declaration

Description of the RICS Condition Report Service
Typical house diagram

RICS is the world’s leading qualification when it comes to professional standards in land, property and construction.

In a world where more and more people, governments, banks and commercial organisations demand greater certainty of professional standards and ethics, attaining RICS status is the recognised mark of property professionalism.

Over 100,000 property professionals working in the major established and emerging economies of the world have already recognised the importance of securing RICS status by becoming members.

RICS is an independent professional body originally established in the UK by Royal Charter. Since 1868, RICS has been committed to setting and upholding the highest standards of excellence and integrity – providing impartial, authoritative advice on key issues affecting businesses and society.

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Introduction to the report

This Condition Report is produced by an RICS surveyor who provides an objective opinion about the condition of the property at the time of inspection.

The Condition Report aims to tell you about:

- the construction and condition of the property on the date it was inspected;
- any defects that need urgent attention or are serious;
- things that need further investigation to prevent serious damage to the fabric of the building; and
- defects or issues which may be hazardous to safety and where further enquiries are needed.

Any extra services we provide are not covered by these terms and conditions and must be covered by a separate contract.

If you want to complain about the service, please refer to the complaints handling procedure in the ‘Description of the RICS Condition Report Service’ at the back of this report.

Property address:
B About the inspection

Surveyor’s details
The surveyor should provide his or her name, RICS membership number and company name in the boxes provided, which will also be re-supplied in section K. However, contact details are to be provided in section K only.

Date of inspection and report reference number
The date that the property was inspected is provided in the box to the left, and the allocated report reference number is given in the box to the right.

Related party disclosure
The surveyor should declare any potential conflicts and how these are managed. For example, where the surveyor and the estate agent selling the property are within the same group of companies, a managed conflict is permitted where the surveyor and the estate agents are separately constituted companies with different directors.

Full address and postcode of the property
The full address and postcode of the property should be included.

Weather conditions when the inspection took place
This should include what the weather conditions were like:
- At the time of inspection
- In the preceding period (briefly).

The status of the property when the inspection took place
The surveyor should state whether the property is:
- Occupied/vacant
- Owner occupied/tenanted
- Furnished/unfurnished.

The surveyor should report limitations to the inspection in the box provided directly for relevant headings in sections E, F, G and H.
### About the inspection

**Surveyor’s name**

**Surveyor’s RICS number**

**Company name**

**Date of the inspection**

**Report reference number**

**Related party disclosure**

**Full address and postcode of the property**

**Weather conditions when the inspection took place**

**The status of the property when the inspection took place**

**Property address**
We inspect the inside and outside of the main building and all permanent outbuildings, but we do not force or open up the fabric. We inspect the roof space from the access hatch but we do not go into the roof space itself. We also inspect those parts of the electricity, gas/oil, water heating and other services that can be seen without removing secured covers, but we do not test them. We do not lift the covers to the inspection chambers of the underground drainage system.

To help describe the condition of the home, we give condition ratings to the main parts (the ‘elements’) of the building, garage and some parts outside. Some elements can be made up of several different parts.

In the element boxes in sections E, F, G and H, we describe the part that has the worst condition rating first and then briefly outline the condition of the other parts. The condition ratings are described as follows:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Defects that are serious and/or need to be repaired, replaced or investigated urgently.</td>
</tr>
<tr>
<td>2</td>
<td>Defects that need repairing or replacing but are not considered to be either serious or urgent. The property must be maintained in the normal way.</td>
</tr>
<tr>
<td>1</td>
<td>No repair is currently needed. The property must be maintained in the normal way.</td>
</tr>
<tr>
<td>NI</td>
<td>Not inspected (see ‘Important note’ below).</td>
</tr>
</tbody>
</table>

**Important note:** We carry out only a visual inspection. This means that we do not take up carpets, floor coverings or floorboards, move furniture or remove the contents of cupboards. Also, we do not remove secured panels or undo electrical fittings.

We inspect roofs, chimneys and other surfaces on the outside of the building from ground level and, if necessary, from neighbouring public property and with the help of binoculars. We do not lift the covers to the inspection chambers of the underground drainage system.

We inspect the inside of the roof structure from the access hatch of the roof space if it is safe to do so (although we do not go into the roof space, move or lift insulation material, stored goods or other contents). We examine floor surfaces (although we do not move or lift furniture, floor coverings or other contents). Ceilings are inspected if they are reasonably accessible, but under-floor voids are not inspected. We are not able to assess the condition of the inside of any chimney, boiler or other flues.

We note in our report if we are not able to check any parts of the property that the inspection would normally cover. If we are concerned about these parts, the report will tell you about any further investigations that are needed.

We do not report on the cost of any work to put right defects or make recommendations on how repairs should be carried out.

---

Please read the 'Description of the RICS Condition Report Service' (at the back of this report) for details of what is, and is not, inspected.
C Summary of the condition ratings

The main function of this section of the report is to provide tables identifying condition ratings applied to elements. These are organised in order of severity being 3, 2 and 1, and respectively colour-coded red, amber and green for ease of recognition, with only the worst rating per element being inputted in the tables.

Condition rating table

The table shows the condition ratings given in the elemental condition rating box for each element in sections E, F, G and H.

It is essential that the table of condition ratings contains each and every elemental condition rating shown in the condition rating boxes in sections E, F, G, and H (part). (Although the software program will populate the entries and colour coding in the condition rating boxes automatically, the surveyor should check to ensure that no condition rated element is overlooked.)

The table must also correctly identify each element.
Summary of the condition ratings

This section summarises the condition ratings of the different elements of the property.

If an element is made up of a number of different parts (for example, a pitched roof to the main building and a flat roof to an extension), only the part in the worst condition is shown here.

To make sure you get a balanced impression of the property, we strongly recommend that you read all sections of the report.

<table>
<thead>
<tr>
<th>Section of the report</th>
<th>Element number</th>
<th>Element name</th>
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</thead>
<tbody>
<tr>
<td>E: Outside the property</td>
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<tr>
<td>F: Inside the property</td>
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<td></td>
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<tr>
<td>G: Services</td>
<td></td>
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<tr>
<td>H: Grounds (part)</td>
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</tbody>
</table>

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<thead>
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<td>G: Services</td>
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<tr>
<td>H: Grounds (part)</td>
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</tr>
</tbody>
</table>

Property address

RICS Condition Report...
D About the property

Type of property
A concise description of the type of property should be provided, including the number of storeys.

If it is a flat or maisonette, the surveyor states so here and then provides further information in the box called ‘Information relevant to flats and maisonettes’, given later in this section.

The approximate compass point direction that the front of the property faces should be stated here.

Approximate year the property was built
The surveyor states the year or approximate year the home was built.

Approximate year the property was extended
The surveyor reports whether the property home has or has not been extended, as well as the year or approximate year the extension(s) was built, if present.

Approximate year the property was converted
The surveyor states whether a property has or has not been converted, along with the year or approximate year it was converted, if applicable.

Information relevant to flats and maisonettes
The surveyor indicates if the flat or maisonette is in a converted or purpose-built building and specifies:

- The floor of block
- Number of flats in block
- Separate blocks in development
- Access.

Accommodation
The number of rooms in current use should be entered floor by floor in the table provided. If there is a floor that does not fit into the categories mentioned (e.g. mezzanine), this can be named in the cross-section of the ‘Other’ row and the ‘Name of other’ column.

Construction
This concise paragraph must include description of:

- Roofs
- Walls
- Floors.

Energy
The surveyor obtains the details of the current energy-efficiency and environmental impact ratings, as stated on the EPC, on the home and puts them in the boxes provided. No further comment is provided.

Caution is needed that the surveyor does not put in the potential ratings, which are also stated on the EPC.

If no EPC is available, ‘Not available’ is inputted in boxes. No further enquiries have to be made.

A disclaimer is included in the report to make it clear to the client and the latter’s advisers that the surveyor has not checked these ratings and so cannot comment on their accuracy.

Mains services
The surveyor marks the boxes to indicate which services are present and reports in more detail in section G Services.

Central heating
The surveyor marks the box(es) to indicate which type of system is available, or marks the ‘None’ box if there is no central heating, and reports in more detail in section G.

Other services or energy sources (including feed-in tariffs)
This box is used to state any other service or energy source present at the property, such as:

- Septic tank
- Wind turbine
- Solar panel(s)
- Heat pump(s)
- Any others.

Where the surveyor is aware of feed-in tariffs, these should be commented on here and cross referred to section I3 Other matters for the client’s legal advisers to confirm all liabilities and obligations.
Grounds
This section requires a concise description only. Full details can be given in section H on the following:

- Garage(s) – position (state if none)
- Gardens
- Outbuildings (type and location)
- Leisure buildings (type and location).
About the property

Type of property

Approximate year the property was built

Approximate year the property was extended

Approximate year the property was converted

Information relevant to flats and maisonettes

Accommodation

<table>
<thead>
<tr>
<th>Floor</th>
<th>Living rooms</th>
<th>Bedrooms</th>
<th>Bath or shower</th>
<th>Separate toilet</th>
<th>Kitchen</th>
<th>Utility room</th>
<th>Conservatory</th>
<th>Other</th>
<th>Name of other</th>
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</thead>
<tbody>
<tr>
<td>Lower ground</td>
<td></td>
<td></td>
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<td>Roof space</td>
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</tbody>
</table>

Construction

Property address
About the property (continued)

Energy

We have not prepared the Energy Performance Certificate (EPC). If we have seen the EPC, then we will present the ratings here. We have not checked these ratings and so cannot comment on their accuracy.

We are advised that the property’s current energy performance, as recorded in the EPC, is:

<table>
<thead>
<tr>
<th>Energy-efficiency rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Environmental impact rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Mains services

The marked boxes show that the mains services are present.

- [ ] Gas
- [ ] Electricity
- [ ] Water
- [ ] Drainage

Central heating

- [ ] Gas
- [ ] Electric
- [ ] Solid fuel
- [ ] Oil
- [ ] None

Other services or energy sources (including feed-in tariffs)

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Grounds

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Property address

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RICS CondItIon RepoRt pRaCtICe note
E Outside the property

Outside the property relates to the external elements of the building. The client and the latter’s advisers will clearly recognise this from the headings within the section.

The surveyor should inform the client and the latter’s advisers of any limitations to inspection of the property and give reasons for this in the text box at the top of the page – i.e. where an element(s) or part(s) of which would normally be inspected within the terms of conditions but could not due to various reasons (e.g. roof covered in snow, chimney stack hidden from view). If further comment is required it can be included within the appropriate element text box.

For flats, the outside surfaces of the building containing the property are visually inspected only to the extent that the surveyor is able to give an opinion on the general condition.

External decorations are considered as part of the element and its normal maintenance. Therefore, the surveyor comments on them in the elemental text box as appropriate.

Surveyors must apply a condition rating to each element and report on the following.

To simplify the report, issues for the legal advisers are only given in section I, and this includes party wall matters. They are not to be cross-referenced under the individual elements.

The following lists may be helpful during the inspection as prompts but they are not exhaustive.

E1 Chimney stacks

They are visually inspected, with the aid of binoculars where appropriate:

- Flaunching
- Pots
- Type and condition of stacks (leaning and sulphate attack)
- Pointing, render and other finishes
- Aerials and satellite dishes
- Flashings and soakers at the junction with the roof covering (but not including the roof covering)

- Any party wall issues arising from chimney condition.

E2 Roof coverings

Pitched roof

This is visually inspected with the aid of binoculars where appropriate.

- Type of covering and condition including the slope of the roof and fixing of tiles, slates
- Roofing felt – presence, type, condition
- Ridges and hips tiles
- Verge and eaves details
- Open valleys
- Valley gutters (‘butterfly’ roofs), parapets gutters and their lining and outlets
- Lead flashings to up-stands, dormers, etc. (but not the chimney flashings)
- Roof lights
- Dormers (usually including the flat or pitched roof over the feature).

Flat roof

This is visually inspected from vantage points within the property and/or using a ladder externally, where there is safe and reasonable access to a flat roof(s), not more than 3 metres above ground level.

- Type of covering and condition, including the falls on the roof
- Lead flashings to up-stands (but not the chimney flashings)
- Verge and eaves details
- Any integral gutters
- Roof lights
- Any party wall issues arising from flat roof condition.

E3 Rainwater pipes and gutters

They are visually inspected with the aid of binoculars where appropriate.

This element includes:

- Gutters and gutter supports (valley and parapet gutters to be included in E2 Roof coverings)
- Hopper heads
• Rainwater downpipes, bends, swan necks, off-sets
• Rainwater shoes.

This element ends:
• Where it joins foul pipework and becomes a combined system
• Where it discharges into, or over, a gully, or
• Over the ground.

Issues include:
• Type and condition
• Illegal connections
• General comment on adequacy, including
  – Falls to gutters
  – Position of outlets, hopper heads, etc.
  – Numbers of downpipes
• Any legal issues arising from shared rainwater pipes and gutters.

**E4 Main walls**
They are visually inspected with the aid of binoculars where appropriate, although foundations and concealed parts are not exposed or inspected.

• Type, thickness and general condition of the wall(s)
• Wall ties
• Pointing
• Rendering/external finishes
• Cladding
  – Where it is integral to walling (e.g. part of a sandwich construction), it is reported here
  – Where it is ‘surface’ fixed to the walling, then it should be included in E8 Other joinery and finishes
• Damp proof course – type, position and condition
• Presence of dampness to the inside face of the outside wall, including that from rising and penetrating dampness and condensation
• Type and condition of the lintels, jambs and sills
• Parapet walls and copings, including party up-stand walls
• Timber frame
• Level of insulation to the wall
• Any party wall issues arising from wall condition.

**E5 Windows**
A sample of windows is to be opened and closed where possible, but not forced open.

• Type and general condition
• Single/double/secondary glazing
• Draughts/damp penetration
• Seals to double glazed units
• Replacement window issues
• Escape in the case of fire
• Safety glass
• Security.

**E6 Outside doors (including patio doors)**
Outside doors are to be opened and closed where keys are available, but not forced open.

• Type and condition
• Glazing and safety glass issues
• Security
• Draughts/damp penetration
• Seals to double glazed units
• Threshold, if level access, exclusion of water, etc.

**E7 Conservatory and porches**
They are visually inspected.

• Type and condition
• Building regulation and/or planning approval
• Inappropriate use
• Safety.

**E8 Other joinery and finishes**
They are visually inspected with the aid of binoculars where appropriate.

• Type and condition
• Fascias, soffits and eaves details generally
• Bargeboards and verge details generally
• Ornamental joinery (e.g. finials, mock Tudor panelling)
• Timber and PVC cladding fixed to main walling
• Condition of decorations to all joinery elements.
E9 Other

This category is used for external elements that require reporting but do not sit comfortably elsewhere in section E. These elements should be visually inspected with the aid of binoculars where appropriate.

Typical examples include:

- Roof terraces, useable flat roof areas over other accommodation
- Balconies
- Bay windows, but only where distinctive and different in nature to the construction of the main walls
- External stairways or fire escapes.

This section should cut across other elements, but only where appropriate. For example, a section on a balcony may report on:

- Fixings and support
- Walls and floor to the balcony
- Railings and handrails.

Rather than trying to fit these within the elemental structure of the report, it may be clearer to include all aspects here.

Safety issues should be cross referred to section J.
## Outside the property

### Limitations to inspection

<table>
<thead>
<tr>
<th></th>
<th>Chimney stacks</th>
<th>Root coverings</th>
<th>Rainwater pipes and gutters</th>
<th>Main walls</th>
<th>Windows</th>
<th>Outside doors (including patio doors)</th>
<th>Conservatory and porches</th>
<th>Other joinery and finishes</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Property address**

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RICS Condition Report...
F Inside the property

Inside the property relates to the internal elements of the building. The client and the latter's advisers will clearly recognise this from the headings within the section.

The surveyor should inform the client and the latter’s advisers of any limitations to inspection of the property and give reasons for this in the text box at the top of the page – i.e. where an element(s) or part(s) of which would normally be inspected within the terms of conditions but could not due to various reasons (e.g. room full of stored items, door to room locked, no access hatch to roof space). If further comment is required it can be included within the appropriate element text box.

Internal decorations are considered if part of the element and its normal maintenance. Therefore, the surveyor comments on them in the elemental text box as appropriate.

The surveyor must apply a condition rating to each element and report on the following checklist items.

To simplify the report, issues for the legal advisers are only included in section I. They are not to be cross-referenced under the individual elements.

F1 Roof structure

The roof space is visually inspected from a ladder where there is safe and reasonable access via hatches not more than 3 metres above floor level (head and shoulders). If safe and secure other means of access are available (such as an eaves cupboard or fixed loft ladder for example) and a surveyors ladder is not required, they may be used subject always to the surveyors judgment. Insulation material, stored goods and other contents are not moved or lifted.

This element includes:

- Construction and condition
- Alteration of the roof structure to create useable space (this is to be included here when the owner has partially altered the roof space for limited use, e.g. providing flooring for additional storage, etc., while a complete room-in-a-roof conversion should be reported in F9 Other)
- Roof strengthening and lateral restraint
- Use and misuse of the roof space
- Wood rot and wood boring beetle
- Party walls – lack of fire breaks, gaps between dwellings
- Flooring in, and access into, the loft
- Ventilation in roof space
- Level of insulation
- Birds, bats, vermin, insects
- Unsupported chimney breast(s) (report in F5 Fireplaces, chimney breasts and flues). Flats

This is inspected as above, but only if access can be gained from inside the flat.

F2 Ceilings

They are visually inspected from floor level.

- Type and condition
- Dampness to surfaces, including condensation mould growth
- Safety and cracking
- Cornices or centrepieces
- Finishes, including decorations
- Asbestos based containing materials (cross refer to section J).

F3 Walls and partitions

Both are visually inspected from floor level. Using a damp meter, walls are randomly tested for dampness where considered appropriate.

- Type and condition
- Loading or non-load bearing
- Structural movement, cracking, distortion, binding doors
- Non-robust partitions
- Possible asbestos content
- Finishes, including decorations
- Wall tiling (including splash back wall tiling)
- Dado panelling
- Structural alterations – through lounge, new door openings
- Dampness to internal walls, including condensation mould growth.

F4 Floors

Surfaces of exposed floors are visually inspected.
No carpets, floor coverings or floorboards are lifted or furniture moved. Cellars are inspected if they are reasonably accessible, but under-floor voids are not inspected.

- Type and condition (floor by floor)
- Solid floor
  - Cracking
  - Settlement
  - Swelling
- Suspended timber floor
  - Stamp test
  - Ventilation to subfloor void
- Floor finishes and their construction
- Dampness to all floor types
- Wood rot and wood boring insects.

**F5 Fireplaces, chimney breasts and flues**
These are visually inspected, but no testing of flues or fittings is carried out. Gas and oil heaters/fires are to be included in G4 Heating, as should balanced flues attached to, or extending a short distance from, the heating appliance. This element includes the chimney breast from the lowest level in the house, through all rooms and through any roof space and finishes at the underside of the roof covering. The element changes to E1 Chimney stacks when above the roof covering, where it becomes an external element.

- Types and condition
- Open, solid fuel fireplaces
  - Flue/chimney maintenance, sweeping, lining, etc.
  - Fixed external ventilation hearth
- Chimney breasts
  - Open or blocked off
  - Ventilation of flue (if blocked)
  - Top of flue at chimney level
  - Condition of them in roof space
  - Structural alterations, unsupported
  - Dampness to base and face of them
- Flues
  - Traditional chimney breast or built-in prefabricated flues
  - Vertical open flues not contained within a chimney, including description, fixing, condition, terminal position, proximity to combustible materials, etc.
- Possible asbestos materials (cross refer to section J).

**F6 Built-in fittings (built-in kitchen and other fittings, not including the appliances)**
Built-in cupboards are looked into, but no stored items are moved. Kitchen units are visually inspected excluding appliances (such as hobs, oven, grills, etc.).

- Description, adequacy and general condition
- Kitchen units, cupboards and worktops, including waterproof sealant but not the splash back tiling (see F3 Walls and partitions)
- Kitchen sink including the taps, but not the water pipes to them (see G3 Water)
- Slotted wastes, but not the trap or the waste pipe (see G6 Drainage)
- Dampness affecting the features described above
- Wood boring insects affecting the features described above
- Operation – operable drawers, damaged hinges, etc.
- Built-in cupboards (e.g. within chimney alcoves, meter cupboards).

**F7 Woodwork (for example, staircase and joinery items)**
Visually inspected, with internal doors to be opened and closed where keys are available, but not forced open.

- Description and general condition
- Internal doors, frames/linings, architraves, etc.
- Asbestos containing backing to cupboard/older fire doors (cross refer to section J)
- Internal parts of windows – jamb linings, sill boards, architraves, shutters, etc.
- Skirtings, dado rails, picture rails
- Staircases – treads and risers, strings, balusters, handrails, newel posts
- Safety hazards (e.g. missing balusters, broken treads, lack of safety glass)
- Finishes, including decorations
• Dampness affecting the features described above
• Wood rot and wood boring beetle affecting the features described above.

F8 Bathroom fittings
These are visually inspected, but no tests whatsoever are to be carried out on the appliances. The surveyor provides a description of the adequacy and general condition.
• Baths
• Bidets
• Wash hand basins, their taps and slotted wastes
• Shower trays
• Shower cubicles
• Water closets (WC), their cisterns and overflows, including the actual junction between the WC outgo and the drainage pipe, but not the drainage pipe itself
• Bath panels and other built-in fittings associated the sanitary appliances
• Sealant between the appliance and the adjacent surfaces.
Inspection does not include:
• Water pipes that connect to the taps, mixing valves, etc. (see G3 Water and G5 Water heating)
• Water traps and waste pipes that drain them (see G6 Drainage)
• Any electric showers or instant electric water heaters (see G3 Water heating and G1 Electricity)
• Wall tiling/splash back tiles (see F3 Walls and partitions)
• Leaks and dampness caused by the bathroom fittings
• Wood rot and wood boring insects affecting the features described above.

F9 Other
This category is used for external elements that require reporting but do not sit comfortably elsewhere in section F. These elements should be visually inspected. The following headings give suggestions of what could typically be included here.

Roof space conversion
Although this can be reported in F1 Roof structure, this section should be used where a total conversion has been carried out. For example, issues to be considered and reported on might typically include:
• Alteration of roof, strengthening of ceilings and other floors
• Access to room – adequacy and safety of staircase, etc.
• Thermal insulation – ventilation to roof spaces
• Fire escape route – fire resistance of partitions, ceilings, doors, etc.
• Regulation and permissions – building regulation, planning permission, listed building/conservation, etc.
• Safety issues and any asbestos containing materials (cross refer to section J).
• Legal/other permission issues.

Cellars and basements
They require a similar approach to roof space conversion.
• Removal of partitions, strengthening of ceilings and other floors
• Access to room – adequacy and safety of staircase, etc.
• Fire escape and fire safety – additional fire resistance to ceiling, inner rooms issues, etc.
• Daylight and ventilation to rooms and spaces
• Dampness
• Safety issues (cross refer to section J)
• Legal/permission issues
• Asbestos containing materials (cross refer to section J).

Flats
The inspection includes those internal common parts of a block, such as:
• Internal hallways, landings and stairs
• Doors
• Built-in cupboards, meter cupboards, etc.
• Asbestos containing materials (cross refer to section J).
## Inside the property

### Limitations to inspection

The roof space is inspected from the access hatch if it is safe to do so. The surveyor does not go into the roof space.

<table>
<thead>
<tr>
<th>F1</th>
<th>Roof structure</th>
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<tbody>
<tr>
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<table>
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<table>
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<table>
<thead>
<tr>
<th>F5</th>
<th>Fireplaces, chimney breasts and flues</th>
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<table>
<thead>
<tr>
<th>F6</th>
<th>Built-in fittings (built-in kitchen and other fittings, not including appliances)</th>
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<tr>
<th>F7</th>
<th>Woodwork (for example, staircase and joinery)</th>
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<tr>
<th>F8</th>
<th>Bathroom fittings</th>
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<table>
<thead>
<tr>
<th>F9</th>
<th>Other</th>
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</table>

Property address: [ ]
G Services

The services are visually inspected. The surveyor does not assess any services to make sure they work efficiently and safely, or comply with current regulations.

The surveyor should inform the client and the latter’s advisers of any limitations to inspection of the property and give reasons for this in the text box at the top of the page – i.e. where an element(s) or part(s) of which would normally be inspected within the terms of conditions but could not due to various reasons (e.g. meters inaccessible). If further comment is required it can be included within the appropriate element text box.

If any services are turned off, the surveyor states that in the report and does not turn them on. A condition rating must be applied to each of the services and comments made on the following elements.

To simplify the report, issues for the legal advisers are only included in section I. They are not to be cross-referenced under the individual elements.

G1 Electricity

Accessible parts of the wiring are visually inspected without removing or undoing fittings. No tests whatsoever are carried out to the system or appliances. The following statement is printed at the start of G1:

Safety warning: The Electrical Safety Council recommends that you should get a registered electrician to check the property and its electrical fittings at least every ten years, or on change of occupancy. All electrical installation work undertaken after 1 January 2005 should have appropriate certification. For more advice contact the Electrical Safety Council.

Subsequent reporting should not contradict this.

The surveyor should describe the installation and its general condition including:

- Supplementary bonding in the usual places
- Condition of visible wiring
- Condition of a sample of the range of light fittings and switch gear
- Fixed electrical appliances, including heaters, storage radiators, electric showers, instant water heaters, etc. (see also G5 Water heating)
- Nature of electrical fittings bath and shower rooms
- External installations, such as garages, outbuildings, external sockets, garden lighting, water feature pumps, etc.

The surveyor should check if the following documentation is available:

- Part P Building Regulation certification where rewiring/alterations to the installation have been carried out post 1 January 2005
- A recent Periodic Inspection Report (PIR).

G2 Gas/oil

Accessible parts of the system(s) are visually inspected without removing or undoing fittings. No tests whatsoever are carried out to the system(s) or appliances. The following statement is printed at the start of G2:

Safety warning: All gas and oil appliances and equipment should be regularly inspected, tested, maintained and serviced by a registered ‘competent person’ and in line with the manufacturer’s instructions. This is important to make sure that all the equipment is working correctly, to limit the risk of fire and carbon monoxide poisoning, and to prevent carbon dioxide and other greenhouse gases from leaking into the air. For more advice contact the Gas Safe Register for gas installations, and OFTEC for oil installations.

Subsequent reporting should not contradict this.

The surveyor reports:

- Description and general condition
- Evidence of installation/alteration certification, annual inspections and reports for all types of installation.

This section covers the gas and oil supply pipework from the utility company’s supply (or the storage vessel) through to the heating appliance itself.
However, all matters relating to the appliance are to be reported in G4 Heating.

**Mains gas installations**
- Does it have a mains supply and is it connected?
- How is the meter location and condition? Is the meter positioned on an escape route?
- What is the route, nature and condition of the pipework?
- Have there been alterations? Are they properly certified?

**Liquid petroleum gas installations**
- Storage cylinders: Is the location suitable?
  - Boundaries
  - Proximity to buildings (especially basements)
  - Other storage tanks
  - Condition
  - Foliage.
- What is the route, nature and condition of the pipework?
- Have there been alterations? Are they properly certified?

**Oil installations**
The surveyor reports on oil storage facility details, including:
- Siting
- Nature of the tank – internal or external bunded
- Condition of tank
- Proximity to dwelling, boundaries, watercourses, drains, etc.

**G3 Water**
Accessible parts of the system are visually inspected without removing or undoing fittings. No tests whatsoever are carried out for the system or appliances.

This element **does** include:
- Piped water supply from the boundary of the property (of the whole of the private water supply)
- Supply pipe and stop valves where the pipe enters the building
- Rising main supply to combination boilers, water heaters, feed and expansion tanks but not beyond them
- Rising main supply to cold water storage tanks, direct to kitchen and sanitary appliances, but not the taps to which they connect
- Cold water storage tanks (possible asbestos containing materials to be cross referred to section J), lids, bases, associated overflows and vents
- Cold water distribution pipes from storage tanks to appliances.

This element **does not** include:
- Hot water system (see G5 Water heating)
- Hot water cylinder, expansion pipe, immersion heaters, cylinder thermostats and all distribution pipework between cylinder and the appliances
- Distribution pipework between the water heating appliances and the various appliances.

Main issues to include are:
- Description and general condition
- Source of supply
  - Mains supply
  - Mains and private supply combined
  - Private supply only (If present, has it been checked and certified as wholesome?)
- Shared supply with neighbours
- Position of external stop valves/water meter
- Position of internal stop valve
- Pipe insulation in unheated areas
- Presence of lead pipework (cross refer to section J)
- Nature of the pipework, dissimilar materials
- Storage tanks, overflow pipes, etc.
- Use of asbestos containing materials (cross refer to section J)
- Backflow prevention
- Garden supply
- Irrigation system.

**G4 Heating**
Accessible parts of the system are visually inspected apart from communal systems, which
are not inspected. No tests whatsoever are carried out to the system or appliances.

This element includes:

- **Main heating source**
  - Boilers (and combination boilers that also provide hot water)
  - Gas and oil fires and heaters
  - Electric heating
  - Heat pumps
  - Heat distribution pipework and associated heat emitters (e.g. under-floor heating), and the possible use of asbestos containing materials (cross refer to section J)

- **Ancillary equipment**
  - Heating controls/thermostatic radiator valves (TRVs)
  - Expansion vessels and safety controls

- **Ventilation issues for heating appliances (where there are concerns, cross refer to section J).**

Solid fuel heating source should be covered in F5 Fireplaces, chimneys and flues. Any distribution pipework should be covered here for this element.

Most heating appliances will be subject regulations governing installation of gas, oil, solid fuel and electric appliances previously described. The surveyor should cross refer to the appropriate section where certification is required.

**G5 Water heating**

Accessible parts of the system are visually inspected, apart from communal systems which are not inspected. No tests whatsoever are carried out to the system or appliances.

This element includes:

- **Hot water heating appliance where this provides hot water only (e.g. gas water heater, multi-point water heater, electric under-counter heater, etc.), while combination boilers are included in G4**
- **Hot water cylinder, expansion pipe, immersion heaters, cylinder thermostats and all distribution pipework between cylinder and the appliances (but not the taps)**
- **Distribution pipework between the water heating source and the various appliances.**

**G6 Drainage**

Chamber covers are not lifted nor drainage systems tested.

This element includes:

- Traps and wastes from kitchen sinks, washing machines, dishwashers, sanitary appliances, bidets, WCs, showers, etc.
- Soil and vent pipes, and the possible use of asbestos containing materials (cross refer to section J).
- Stub stacks
- Air admittance valves, etc.
- Gullies
- Rodding access points
- Inspection chambers
- Private drainage – cess pit, septic tank, small sewerage treatment system
- Other types – soak away, reed beds, composting toilets
- Other issues
  - Shared drainage with neighbouring properties
  - Permit to discharge to local water courses, etc.

**G7 Common services**

The surveyor does not inspect the common services and gives general comment only. This covers services that are specific to flats, including:

- Refuse chutes, bin stores, etc.
- Lifts for passenger and goods
- Enter-phone systems
- CCTV
- Lighting and heating in common areas.
Services

Services are generally hidden within the construction of the property. This means that we can only inspect the visible parts of the available services, and we do not carry out specialist tests. The visual inspection cannot assess the services to make sure they work efficiently and safety, and meet modern standards.

Limitations to inspection

Safety warning: The Electrical Safety Council recommends that you should get a registered electrician to check the property and its electrical fittings at least every ten years, or on change of occupancy. All electrical installation work undertaken after 1 January 2009 should have appropriate certification. For more advice contact the Electrical Safety Council.

G1
Electricity

Safety warning: All gas and oil appliances and equipment should regularly be inspected, tested, maintained and serviced by a registered ‘competent person’ and in line with the manufacturer’s instructions. This is important to make sure that the equipment is working correctly, to limit the risk of fire and carbon monoxide poisoning and to prevent carbon dioxide and other greenhouse gases from leaking into the air. For more advice contact the Gas Safe Register for gas installations, and OFTEC for oil installations.

G2
Gas/oil

G3
Water

G4
Heating

G5
Water heating

The covers to the inspection chambers of the underground drains are not lifted.

G6
Drainage

G7
Common services

Property address
H Grounds (including shared areas for flats)

Surveyors should perform a visual inspection only of the grounds by walking around, where necessary, from adjoining public property.

The surveyor should inform the client and the latter’s advisers of any limitations to inspection of the property and give reasons for this in the text box at the top of the page – i.e. where an element(s) or part(s) of which would normally be inspected within the terms of conditions but could not due to various reasons (e.g. garage door locked, garden overgrown). If further comment is required it can be included within the appropriate element text box.

Only two elements are rated in this section: H1 Garages and H2 Other. Although H2 is normally reserved for ‘other outbuildings’, a sub-element can be included in H2 and condition rated to emphasise its seriousness.

To simplify the report, issues for the legal advisers are only included in section I. They are not to be cross-referenced under the individual elements.

H1 Garage

The garage(s) should be identified and condition rated here, as can all related elements and services. Elements of integral garages (i.e. part of the structural framework of the dwelling) can be included in sections E or F. Typical issues are:

- Type and general condition
- Functionality
- Unauthorised use (cross refer to section I)
- Services – type and condition (cross refer to G1 Electricity)
- Planning/listed building/conservation area issues
- Asbestos containing materials (cross refer to section J).

H2 Other

This section normally includes other permanent outbuilding(s) that are not attached to the main dwelling. These must be condition rated and reported. Examples include:

- Summer houses
- Substantial greenhouses
- Follies
- Leisure buildings, but not the leisure facilities inside (e.g. swimming pools, saunas, fitness gyms, etc.).

Specific defective external features can also be condition rated and reported in this section. Examples include:

- Retaining walls in danger of collapsing
- Deeply sunken paths or driveway
- Dilapidated boundary wall or fence
- Safety issues (cross refer to section J)
- Invasive species, e.g. Japanese knotweed (cross refer to section J)

H3 General

The surveyor should comment on features within the grounds, such as:

- Retaining walls
- Gardens
- Drives, paths, terraces, patios, steps
- Hardstanding
- Dropped kerbs
- Gates
- Trees
- Boundary walls, fences
- Non-permanent outbuildings
- Rights of way.

Where specific external features are defective and repair or replacement is needed, they can also be reported and condition rated in H2 Other.

Where risks such as contamination or flooding are found, these should be reported and cross referred to section J, where more detail of these should be provided.

Flats

The inspection includes common external areas directly providing access to the flat, such as:

- External staircases
- Outbuildings
- Garages
- Parking provision
- Roads and paths
- Boundaries
- Retaining walls
- Asbestos containing materials (cross refer to section J).
Grounds (including shared areas for flats)

Limitations to inspection

H1
Garage

H2
Other

H3
General

Property address

RICS Condition Report...
I Issues for your legal advisers

The legal advisers are responsible for checking relevant documents. As legal advisers will not normally see the property, the subheadings in section I are intended only for the surveyor to identify apparent and specific items with possible legal implications.

The client is advised that legal advisers may need to investigate further. The checklists provided give examples of issues that may arise.

I1 Regulation

Typical issues include:

- Planning permission and building regulation approval for an extension or loft conversion
- National House-Building Council (NHBC)/other certificate
- Listed building
- Conservation area.

Listed building/conservation areas

If the surveyor knows or suspects that the property is listed or is located in a conservation area, a recommendation for the client to discuss the various implications of ownership with legal advisers should be made. If and when repair work is required, the client should be advised to consult someone with appropriate specialist knowledge. If significant repairs or alterations are contemplated, advice should be sought from the conservation officer.

I2 Guarantees

Typical issues include:

- Timber/damp warranties
- Central heating service record
- Fenestration Self-Assessment Scheme (FENSA) certificate
- Wall ties
- Possible advantage of taking over existing insurance.

I3 Other matters

Typical issues include:

- Roads, drives and footpaths (unadopted or shared access)
- Hardstanding
- Dropped kerb
- Rights of way
- Drains/sewers liability
- Easement, servitudes or wayleaves
- Shared drainage
- Water
- Leisure facilities
- Ownership of and responsibility for maintaining property boundaries
- Repairs of party walls/party wall agreement
- Status of any known planning permission for major local development.

I3 Other matters may also be used to cover any matter that does not sit comfortably anywhere else in the report (e.g. feed-in tariffs).
# Issues for your legal advisers

We do not act as the legal adviser and will not comment on any legal documents. However, if during the inspection we identify issues that the legal advisers may need to investigate further, these will be listed and explained in this section (for example, check whether there is a warranty covering replacement windows). You should show your legal adviser this section of the report.

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<thead>
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<tbody>
<tr>
<td>1</td>
<td>Regulation</td>
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<tr>
<td>2</td>
<td>Guarantees</td>
</tr>
<tr>
<td>3</td>
<td>Other matters</td>
</tr>
</tbody>
</table>

Property address:  

[RICS Condition Report logo]
**J Risks**

The purpose of section J is to summarise defects and issues that present a risk to the building or grounds, or a safety risk to people.

Risks may include the defects that have caused them, or hazards reported elsewhere the report. They also might be issues that may have existed for a long time and cannot reasonably be changed but still may present a safety risk.

The method of reporting under each heading will typically be:

- Originating element/issue
- Title of defect/risk/hazard
- Very brief description of the problem (maximum one line).

The checklists provided here give examples of issues to consider under each heading.

**J1 Risks to the building**

This section should focus on defects identified. They should be condition rated in sections in E, F and G, and emphasised here as a cross-referenced headline. Typical categories are:

- Structural movement
- Dampness
- Timber defects
- Mundic
- Non-traditional construction.

**J2 Risks to the grounds**

This section should include risks to property and people that are associated with the ground beneath the property. In the case of contamination or landfill, there is a general assumption that there are no hazardous or damaging materials, that there is no contamination in or from the ground and that the ground has not been landfilled. The surveyor only reports if the latter observes, has reason to suspect or otherwise becomes aware of any contamination. Where appropriate hazards are identified, they should be described here. Typical issues include:

- Radon
- Flooding
- Mining
- Invasive species, e.g. Japanese knotweed (cross refer to section H).

**J3 Risks to people**

This section focuses on those hazards that pose a direct threat to the users of the dwelling. The risk should be clearly identifiable and not too remote. Typical examples include:

- Asbestos
- Lack of emergency escape
- Inadequate fire precautions
- Absence of safety glass
- Lead water pipes (cross refer to section G)
- Lack of safety rails, steep stairs
- Gas leaks
- Carbon monoxide poisoning
- Dangerous electrics
- Unsafe parts of building
- Absence of test certificates for services/appliances/water supply
- Inappropriate use of accommodation (e.g. non-conforming roof space conversion, bedrooms in damp basements)
- Overhead power lines (EMFs)
- High radon levels
- Serious and significant tripping hazards
- Unprotected garden ponds.

**J4 Other**

This section can be used to cover any risk or hazard that does not sit within J1–J3.
Risks

This section summarises defects and issues that present a risk to the building or grounds, or a safety risk to people. These may have been reported and condition rated against more than one part of the property or may be of a more general nature, having existed for some time and which cannot be reasonably changed.

<table>
<thead>
<tr>
<th>J1</th>
<th>Risks to the building</th>
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<tbody>
<tr>
<td>J2</td>
<td>Risks to the grounds</td>
</tr>
<tr>
<td>J3</td>
<td>Risks to people</td>
</tr>
<tr>
<td>J4</td>
<td>Other</td>
</tr>
</tbody>
</table>

Property address
Surveyor’s declaration

“I confirm that I have inspected the property and prepared this report.”

Signature
Surveyor’s RICS number
Qualifications

For and on behalf of

Company
Address
Address
County
Postcode
Phone number
Fax number
Email
Website

Property address
Client’s name
Date this report was produced

RICS Disclaimers

1. This report has been prepared by a surveyor (the ‘Employer’) on behalf of a firm or company of surveyors (the ‘Employer’). The statements and opinions expressed in this report are expressed on behalf of the Employer, who accepts full responsibility for these.

   Without prejudice and separately to the above, the Employer will have no personal liability in respect of any statements and opinions contained in this report, which shall at all times remain the sole responsibility of the Employer to the exclusion of the Employer.

   In the case of sole practitioners, the surveyor may sign the report in his or her own name unless they operate as a sole trader limited liability company.

   To the extent that any part of this notification is a restriction of liability within the meaning of the Unfair Contract Terms Act 1977 it does not apply to death or personal injury resulting from negligence.

2. This document is issued in blank form by the Royal Institution of Chartered Surveyors (RICS) and is available only to parties who have signed a licence agreement with RICS.

   RICS gives no representations or warranties, express or implied, and no responsibility or liability is accepted for the accuracy or completeness of the information inserted in the document or any other written or oral information given to any interested party or its advisers. Any such liability is expressly disclaimed.

Please read the ‘Description of the RICS Condition Report Service’ at the back of this report for details of what is, and is not, inspected.

Property address
Description of the RICS Condition Report Service

The service
The RICS Condition Report Service includes:
- an inspection of the property (see "The inspection"); and
- a report based on the inspection (see "The report").

The surveyor who provides the RICS Condition Report Service aims to tell you about:
- the construction and condition of the property on the date it was inspected;
- any defects that need urgent attention or are serious;
- items that need further investigation to prevent serious damage to the fabric of the building; and
- defects or issues that may be hazardous to safety.

The inspection
The surveyor inspects the inside and outside of the main building and all permanent outbuildings, but does not force or open up the fabric. This means that the surveyor does not take up carpets, floor coverings or floorboards, move furniture, remove the contents of cupboards, roof spaces, etc., remove secured panels and/or hatches or undo electrical fittings. If necessary, the surveyor carries out parts of the inspection when standing at ground level from public property next door where accessible. The surveyor may use equipment such as a damp-meter, thermal imaging and a torch, and may use a ladder for flat roofs and for hatches no more than 3 metres above level ground outside or floor surfaces (inside) if it is safe to do so. The surveyor may inspect the roof space from the access hatch but will not go into the roof space itself. Ceilings are inspected if they are reasonably accessible, but under-floor voids are not inspected.

Services to the property
Services are generally hidden within the construction of the property. This means that only the visible parts of the available services can be inspected, and the surveyor does not carry out specialist tests. The visual inspection cannot assess the efficiency or safety of electrical, gas or other energy sources, plumbing, heating or drainage installations (or whether they meet current regulations); or the inside condition of any chimney, toilet or other flue. Inspection chambers covers to the underground drainage system are not lifted.

Outside the property
The surveyor inspects the condition of boundary walls, fences, permanent outbuildings and areas in common (e.g., garages). To inspect these areas, the surveyor walks around the grounds and any neighboring public property where access can be obtained. Buildings with swimming pools and spa facilities are also treated as permanent outbuildings, but the surveyor does not report on the leisure facilities, such as the pool itself and its equipment, landscaping and other facilities (for example, tennis courts and temporary outbuildings).

Flats
When inspecting flats, the surveyor assesses the general condition of outside surfaces of the building, as well as its access areas (for example: shared hallways and staircases). The surveyor inspects roof spaces from the access hatch only if they are accessible from within the property and it is safe to do so. The surveyor does not inspect drains, lifts, fire alarms and security systems.

Dangerous materials, contamination and environmental issues
The surveyor does not make any enquiries about contamination or other environmental dangers. However, if the surveyor suspects a problem, he or she should recommend a further investigation.

The surveyor may assume that any harmful or dangerous materials have been used in the construction, and does not have a duty to justify making this assumption. However, if the inspection shows that these materials have been used, the surveyor must report this and ask for further instructions.

The surveyor does not carry out an asbestos inspection and does not act as an asbestos inspector when inspecting properties that may fall within the Control of Asbestos Regulations 2016. With flats, the surveyor assumes that there is a 'dutyholder' (as defined in the regulations), and that in place are an asbestos register and an effective management plan which does not present a significant risk to health or need any immediate payment. The surveyor does not consult the dutyholder.

The report
The surveyor produces a report of the inspection for you to use, but cannot accept any liability if it is used by anyone else. If you decide not to act on the information in the report, you do this at your own risk. The report provides you with an objective assessment on the general condition of the main elements of a property. This is expressed in terms of condition ratings.

The report is in a standard format and includes the following sections:

A. Introduction to the report
B. About the inspection
C. Summary of the condition ratings
D. About the property
E. Outside the property
F. Inside the property
G. Services
H. Grounds (including shared areas for flats)
I. Issuance for your legal advisors
J. Plans
K. Surveyor's declaration
Description of the RICS Condition Report Service
Typical house diagram

Condition ratings
The surveyor gives condition ratings to the elements of the main building, garage and some outbuildings. The condition ratings are described as follows:

Condition rating 3 – defects that are serious and/or need to be repaired, replaced or investigated urgently.
Condition rating 2 – defects that need repairing or replacing but are not considered to be either serious or urgent. The property must be maintained in the normal way.
Condition rating 1 – no repair is currently needed. The property must be maintained in the normal way.

The surveyor notes in the report if it was not possible to check any parts of the property that the inspection would normally cover. If the surveyor is concerned about these parts, the report tells you about any further investigations that are needed.

The surveyor only cuts the justifications for the condition rating and does not include any advice. The surveyor also does not report on the cost of any work to put right defects or make recommendations on how repairs should be carried out.

Energy
The surveyor has not prepared the Energy Performance Certificate (EPC) as part of the RICS Condition Report Service for the property. If the surveyor has seen the current EPC, he or she will present the energy efficiency and environmental impact ratings in the report. The surveyor does not check the ratings and so cannot comment on their accuracy.

Continued...
Issues for legal advisers
The surveyor does not act as ‘the legal adviser’ and does not comment on any legal documents. It, during the inspection, the surveyor identifies any issues that legal advisers may need to investigate further; these will be listed and explained in section 4 of the report (for example, check whether there is a warranty covering replacement windows). You should show your legal adviser section 4 of this report.

Risks
This section summarises defects and issues that present a risk to the building or grounds, or a safety risk to people. These may have been reported and condition rated against more than one part of the property or may be of a more general nature, having existed for some time and which cannot reasonably be changed.

Note: The RICS Condition Report Service does not include an opinion on either the Market Value of the property or the reinstatement cost.

Standard terms of engagement
3 Before the inspection — you tell the surveyor if you have any particular concerns about the property.
4 Terms of payment — you agree to pay the surveyor’s fee and any other charges agreed in writing.
5 Cancelling this contract — you are entitled to cancel this contract by giving notice to the surveyor’s office at any time before the day of the inspection. The surveyor does not provide the service and returns the money to you as soon as possible if, after arriving at the property, the surveyor decides that (i) he or she lacks enough specialist knowledge of the method of construction used to build the property; or (ii) it would be in your best interests to have an RICS HomeBuyer Report or a building survey, rather than the RICS Condition Report Service.
6 Liability — the report is provided for your use, and the surveyor cannot accept responsibility if it is used, or relied upon, by anyone else.

Complaints handling procedure
The surveyor will have a complaints handling procedure and will give you a copy if you ask for it.

Note: These terms form part of the contract between you and the surveyor.
Typical house diagram

This diagram illustrates where you may find some of the building elements referred to in the report.
Part D: Appendices

The following appendices include useful aides-memoires for surveyors. Appendix E also details the terms of the RICS Condition Report Service Copyright Licence Scheme. Any surveyor providing this service must hold a current copyright licence.

The appendices are:

Appendix A: Definitions of the RICS Condition Report Service key terms
Appendix B: The RICS Condition Report Service – checklist of professional obligations
Appendix C: Relevant RICS guidance sources
Appendix D: The contract – checklist for each commission
Appendix E: The RICS Condition Report Service Copyright Licence Scheme
Appendix A: Definitions of the RICS Condition Report Service key terms

Accessible
Those parts of the property that are visible and readily available for inspection from ground and floor levels on the basis of non-invasive inspection, without risk of causing damage to the property or injury to the surveyor (see DCS), or from a surveyor’s ladder to a height of 3 metres above ground level or a firm level and safe surface.

Condition ratings
An assessment of the condition of elements of the building, the services and any garages or permanent outbuildings, and can be any of the following:

- **Condition rating 3** – defects that are serious and/or need to be repaired, replaced or investigated urgently.
- **Condition rating 2** – defects that need repairing or replacing but are not considered to be either serious or urgent. The property must be maintained in the normal way.
- **Condition rating 1** – no repair is currently needed. The property must be maintained in the normal way.
- **NI** – not inspected.

Contract letter
A written statement to the client, which the surveyor must produce, specifying all the necessary facts and conditions (see Part A, section 3, and Appendix D).

Extra services
Information and/or advice that is outside the scope of the standard service, which can of course be provided, but requires a separate contract (see the DCS and Part A, subsection 2.5).

Inspection
A general surface examination of those parts of the property which are accessible (see the DCS). (‘Accessible’ is defined earlier in this appendix. See also Part A, subsection 2.4).

Normal maintenance
Work of a recurring nature that certain building elements routinely require in order to preserve their integrity and functionality.

Report
The CR, a standard format form in which the surveyor applies condition ratings to elements of the property. It focuses on matters which, in the opinion of the surveyor, need repair or replacement (see the DCS).

Service
The CRS, which aims to tell the client about:

- the construction and condition of the property on the date it was inspected;
- any defects that need urgent attention or are serious;
- things that need further investigation to prevent serious damage to the fabric of the building; and
- defects or deficiencies which may be safety hazards and where further enquiries are needed.

The CRS therefore covers the general condition of the property (see DCS).

Serious defects
Those defects which compromise the structural integrity of the property and/or impair the intended function of the building element.

Urgent defects
Defects which, if not repaired/remedied immediately, will cause structural failure or serious defects in other building elements and/or present a safety threat.

<table>
<thead>
<tr>
<th>Always use</th>
<th>Always avoid</th>
</tr>
</thead>
<tbody>
<tr>
<td>the property</td>
<td>the subject property</td>
</tr>
<tr>
<td>legal advisers</td>
<td>conveyancer/lawyer/solicitor</td>
</tr>
<tr>
<td>serious and urgent defects</td>
<td>significant or urgent matters</td>
</tr>
</tbody>
</table>
Appendix B: The RICS Condition Report Service – checklist of professional obligations

<table>
<thead>
<tr>
<th>Acronyms</th>
<th>Full title</th>
<th>Acronyms</th>
<th>Full title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>RICS Condition Report</td>
<td>HSIS</td>
<td>RICS Home Surveys Information Sheet</td>
</tr>
<tr>
<td>CRS</td>
<td>RICS Condition Report Service</td>
<td>PN</td>
<td>RICS Condition Report practice note</td>
</tr>
<tr>
<td>DCS</td>
<td>Description of RICS Condition Report Service</td>
<td>STE</td>
<td>standard terms of engagement</td>
</tr>
</tbody>
</table>

Elements of the PN are listed in alphabetical order, and the PN references apply to the subsections in Part A.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
<th>PN ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>No departure from this mandatory PN is permitted. It is mandatory to use specified forms, without variation.</td>
<td>2.2</td>
</tr>
<tr>
<td>Attachments to the contract letter</td>
<td>Items in 3.1 are to be provided before sending, or included with, the contract letter. The client's instructions to proceed is also a necessary attachment.</td>
<td>3.3</td>
</tr>
<tr>
<td>Before making a legal contract</td>
<td>Before accepting commission and giving legal commitment to provide service, it is essential the surveyor immediately gives the client the HSIS (or equivalent), DCS and STE, and/or a list of any particular types of property the surveyor is not prepared to undertake.</td>
<td>3.1</td>
</tr>
<tr>
<td>Care and diligence</td>
<td>The surveyor must comply with the relevant PN, DCS and STE when fulfilling every CRS commission. The surveyor must make a decision on whether or not to include particular items in the report and which are to be condition rated.</td>
<td>1.2</td>
</tr>
<tr>
<td>Client's further requirements</td>
<td>If the client wants an extra service and/or advice outside the DCS, a separate contract is essential.</td>
<td>3.4</td>
</tr>
<tr>
<td>Client's understanding of the contract</td>
<td>The surveyor must assist the client in making the appropriate choice, based on a clear understanding of key elements of the CRS.</td>
<td>1.6</td>
</tr>
<tr>
<td>Competence and sufficient knowledge</td>
<td>The DCS demands an adequate level of competence in surveying the types of property for which service is suitable. The surveyor must also have sufficient knowledge of the area in which particular property is situated.</td>
<td>1.3/1.4</td>
</tr>
<tr>
<td>Contract letter</td>
<td>The surveyor must produce a written statement to the client specifying all necessary facts and other required conditions not specified in the STE.</td>
<td>3.2</td>
</tr>
<tr>
<td>Extra services</td>
<td>Extra services, outside the scope of the CRS, must be provided only as a completely separate service for which a separate contract is essential. They can be additional modules developed by RICS.</td>
<td>2.5</td>
</tr>
<tr>
<td>Focus and limitations of the service</td>
<td>Service priorities are assessing the general condition of property, expressed in terms of condition ratings. Surveyor must not report defects outside the specifications in the DCS.</td>
<td>2.4</td>
</tr>
<tr>
<td>Further investigations</td>
<td>The client is to be advised of further investigations only where the surveyor feels necessary conclusions cannot be reached with reasonable confidence.</td>
<td>2.6/4.5</td>
</tr>
<tr>
<td>Obligatory copyright licence</td>
<td>Service name, format and content must only be used by an AssocRICS, MRICS or FRICS member of RICS, who must also hold a current CRS copyright licence.</td>
<td>1.7</td>
</tr>
<tr>
<td>Type of property</td>
<td>The CRS is suitable for residential properties that are conventional in type and construction.</td>
<td>2.3</td>
</tr>
</tbody>
</table>
Part A, subsection 1.1, in the PN requires that surveyors accepting instructions under the CRS must fulfil such commissions in full compliance with all directly available material published by RICS. By way of example this includes the following.

### Practice statements and notes

Under RICS Bye-law 19(5) and Conduct Regulation 5 it is the duty of every member to comply with the contents of RICS practice statements in the interest of maintaining the highest professional standards.

In addition, practice statements are relevant to professional competence in that each surveyor should be up to date and should have informed him or herself of practice statements within a reasonable time of their promulgation.

Practice statements and notes are available as part of a subscription to isurv and can also be purchased from RICS.

**Mandatory practice standards** are the highest category of technical information produced by RICS. They are obligatory for all RICS members to follow when providing a service covered by such a standard.

These are often collectively referred to as practice statements, though there are some other instances of mandatory status standards which you will need to be aware of. More information about RICS guidance relevant to the CRS can be found at www.rics.org/homesurveys.
1. Before preparing and submitting the contract to the client:
   (a) the surveyor needs to be satisfied that the CRS is appropriate:
      (i) for the client’s requirements;
      (ii) for the property itself; and
   (b) the surveyor must ensure that the client is given full opportunity as soon as possible to study the key standard documents (see Part A, subsection 3.1), which are:
      (i) HSIS, or the surveyor’s own equivalent leaflet;
      (ii) DCS;
      (iii) STE (within the DCS); and
      (iv) where applicable, details of the types of properties for which the surveyor is not prepared to provide the service.

2. The surveyor then composes the contract, incorporating:
   (a) the contract letter on the surveyor’s letterhead, including:
      (i) client’s name and address;
      (ii) address of the property being inspected;
      (iii) proposed charge for the service, plus any exceptional charges to be incurred and terms of payment;
      (iv) need for revision of charges if, on arrival at the property, it is found to differ substantially from client’s description; and
      (v) disclaimer stating that the surveyor will not report until the instructions to proceed (prepared by the surveyor for the client) is signed and returned (see Part A, subsection 3.3);
   (b) any of the HSIS, DCS or STE documents not already supplied and discussed;
   (c) the client’s instructions to proceed and the proposed dates for the inspection and submission of the report (see Part A, subsection 3.3);
   (d) arrangements for possible cancellation (including provision for withdrawal if on arrival at property, it is found to be beyond surveyor’s capabilities, or that it would be in the client’s best interest to commission an RICS HomeBuyer Report a building survey);
   (e) disclosure of any material involvement or conflicting interest, or a statement that none exists; and
   (f) an agreement that the nature and source of any third party information that the client has requested is to be relied upon in the report.
Appendix E: The RICS Condition Report Service Copyright Licence Scheme

The RICS Condition Report Service (CRS) is a product developed and owned by RICS. Only AssocRICS, MRICS or FRICS members of RICS, in compliance with this PN, may apply for a copyright licence to deliver the CRS.

Surveyors will, on request, be required to provide copies of their format to RICS. For more information on delivery options, please visit www.rics.org/homesurveys.

An individual, a firm or a company wishing to reproduce the CR must purchase a copyright licence, which authorises the licensee to reproduce the service material for use in England, Wales, Northern Ireland, the Channel Islands and the Isle of Man.

The material embraces the current report headings and descriptions, forms and documents provided to potential clients: HSIS, DCS and STE (within the DCS).

The fee is waived for the period stated on the copyright licence. For more details please see its terms and conditions (reproduced on pages 64–65 of this PN) or contact Customer Services on +44 (0)870 333 1600 (option 2).

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Introduction
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- RICS Condition Report form
- Description of the RICS Condition Report Service with Standard terms of engagement
- RICS Choosing between surveys
- RICS What to do now

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*These items are also available from RICS. Please visit www.ricsbooks.com

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Surveyor Court
Westwood Way
Coventry
CV4 6JE
UK
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Email: licence@RICS.org
Fax: +44 (0)20 7394 9851
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Copyright Licence Agreement

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Please indicate which of the following software solutions you use, or intend to use, to produce RICS Condition Reports:

☐ RICS Survey Writer ☐ Other supplier (please name)

RICS Home Surveys presentation folders
Practice note*

VAT

Total

Price: £35.00 + VAT (pack of 10)
Item code: 17837
Price: £40.00 (VAT not applicable)
Item code: 16022

*Please note: The practice note can be downloaded for free from the member's area of www.rics.org and is also available to download on Isurv.

☐ I enclose a cheque (All payments must be in £ sterling. Cheques must have a UK clearing bank.)

☐ Please debit my ☐ MasterCard ☐ Visa ☐ Maestro/Switch

Card no. ____________________________

Start date ______/______ Expiry date ______/______

Switch/Maestro issue no. __________ Security no. ______

☐ or please debit my RICS account number

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Address

Town

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County

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Reference no.

Licence no.

☐ I confirm that I am (or am signing on behalf of) a member of RICS.

Name to appear on licence if not your company/firm name

Signature

Date

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RICS
the mark of property professionalism worldwide
Reflecting changes in the home buying and selling process, and feedback from consumers and members, RICS has developed the RICS Condition Report (CR) 2010. This practice note will give you all the practical guidance you need to deliver this new residential report.

The CR is a client-facing product designed to extend fee-earning opportunities for surveyors. This edition of the practice note applies to England, Wales, Northern Ireland, Channel Islands and Isle of Man. In Scotland, the single survey applies.

Central to the report are colour coded condition ratings. These rankings are an established feature in property condition surveys. It is vital that members are confident with the principles of applying condition ratings to a property, including how to accommodate ‘serious and/or urgent defects’, ‘further investigation’ and ‘normal maintenance’. Members must also be able to identify ‘risks’ and report them in an appropriate manner. This practice note will explain these principles, along with your professional obligations and practice requirements under the scheme.

A copy of the CR format is included with the practice note, along with the supporting documents for the scheme: ‘Description of the RICS Condition Report Service’ (including ‘standard terms of engagement’), ‘RICS Home Surveys Information Sheet’ and ‘What to do now’.

Coverage includes:
- Professional obligations
- Requirements and scope of the service
- The contract
- Compiling the report
- The documentation
- The report form
- Checklists
- Definitions of key terms.

For regularly updated information about all RICS Home Surveys products, please visit [www.rics.org/homesurveys](http://www.rics.org/homesurveys).