

## RICS Home Survey – Level 2 – Terms of Engagement Document

**Name and Address of Client (including postcode):**

**Mobile/Telephone:**

**Email:**

**Address of Property to be Inspected (including postcode):**

**Proposed Purchase Price:**

**Access Arrangements:**

**Type of Survey to be Carried Out: RICS Home Survey – Level 2**



07946 276 248  
0161 823 6573



graham@gdasurveys.co.uk  
www.gdasurveys.co.uk



Hawthorn Barn, Chapel House  
Lane, Neston, CH64 5SW

## **Amount of Fee Payment:**

**The Surveyor** – We confirm that the proposed inspection will be carried out by a chartered building surveyor who has the knowledge, skills and understanding to undertake the inspection.

**Proposed Delivery Date** – The Report will be emailed within 5 working days following the day of inspection (excluding weekends and bank holidays)

**Description of the Service** – As shown within the attached Description of the RICS Home Survey – Level 2.

**Liability** – The proposed report would be provided for the client's use and GDA SURVEYS Ltd cannot accept responsibility if the report is used by a third party.

**Complaints** – Our complaints handling procedure is attached and our independent redress providers will be the Ombudsman Services: Property.

**Insurance** – GDA SURVEYS Ltd has £1,000,000 professional indemnity insurance cover arranged via our brokers Fraser Miller.

**Data Protection** – We use the information provided primarily for the provision of surveying services to you, and for related purposes including: updating and enhancing client records, analysis to help us manage our practice, statutory returns, legal and regulatory compliance.

Our use of that information is subject to your instructions, the General Data Protection Regulation (EU) 2016/679, the Data Protection Act 2018, and our duty of confidentiality. Please note that our work for you may require us to give information to third parties such as your professional advisers. We may from time to time send you information which we think may be of interest to you. If you do not wish to receive that information, please notify our office in writing.

You have the right of access under data protection legislation to the personal data that we hold on you.

We may use other businesses or people (e.g. typists, solicitors) to do work on our files. All of those concerned have either a professional duty or an agreement with us to keep those files confidential.

External firms or organisations may also conduct audit or quality checks on our business. These external firms or organisations are required to maintain confidentiality in relation to your files.

Full details about what information we collect about you, how we use it and your rights in respect of it, are available on request.

We believe that we have fully set out your requirements and our Terms of Engagement but if we have omitted any matter, or you are unsure about any matter(s), please contact us.

Complaints – Our complaints handling procedure has been provided as a separate document and our independent redress providers will be the Ombudsman Services: Property.

Special Assumptions – GDA SURVEYS Ltd confirm that the proposed report cannot be used for secured lending purposes.

Conflict of Interest – GDA SURVEYS Ltd and their surveyor Graham Forrester BSc MSc FRICS, have no conflict of interest in this case.

Our Bank Details

Bank – Starling

Account No – 88608081

Sort Code – 60-83-71

Account Name – GDA SURVEYS Ltd

Declaration – By signing this document below you confirm the following:

That you have read and understood this Terms of Engagement Document, which includes the attached Description of the RICS Home Survey – Level 2 document

That you have instructed GDA SURVEYS Ltd to prepare an RICS Home Survey – Level 2 report on the above property and that GDA SURVEYS Ltd will require a signed copy of this document and the fee payment, prior to commencement of the inspection.

Should you have any queries please let us know.

Yours sincerely,

A handwritten signature in blue ink that reads "G J Forrester". The signature is written in a cursive style with a horizontal line underlining the name.

Graham J Forrester BSc MSc FRICS on behalf of GDA SURVEYS Ltd (a company regulated by the RICS Registration No 863577)

Please sign and date this letter to confirm your acceptance of our Terms of Engagement as explained above.

Signed by

The Client(s) (or on behalf of the Clients):

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Name of Clients:

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Date(s) signed by the Client(s) (or on behalf of the Clients):

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