

ALFRED FLETT LTD

Architectural & Surveying Services



Home Report

**4 Stewart's Buildings
Kirkwall
Orkney
KW15 1AG**

Tel: 01856 781209

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Home Report



Property address: 4 Stewart's Buildings
Kirkwall
Orkney
KW15 1AG

Customer:

Address:

Date of inspection: 16th February 2026
Updated 25th June 2026

1. INFORMATION AND SCOPE OF INSPECTION

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

All references to visual inspection refer to an inspection from within the property without the need to move any obstructions and externally from ground level within the site and adjoining public areas. Any references to left or right are taken facing the front of the property.

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

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

Description	4 Stewart's Buildings comprises an end-terraced ground floor flat, with storage area in nearby shed.
Accommodation	Sitting Room/Kitchen, Bedroom, Shower Room, Hall, Entrance Vestibule.
Gross internal floor area (m ²)	The gross internal floor area of the property is approximately 42m ² .
Neighbourhood and location	The property is situated in a central location in Kirkwall, within easy reach of all the usual amenities.
Age	The age of the building is not known, but it is assumed that parts of the building are likely to be in excess of 100 years old. The building has been renovated and converted into flats; it is thought that these works were carried out in the 1980's.
Weather	The weather was cool and bright, following a period of changeable weather.
Chimney stacks	There are no chimney stacks associated with the property. <i>Visually inspected with the use of binoculars where appropriate.</i>

Roofing including roof space

Pitched timber framed roof structure to the building, clad with fibre-cement slates; concrete ridge tiles.

Sloping roofs were visually inspected with the aid of binoculars where appropriate.

No access to inspect the roof structure.

Rainwater fittings

uPVC gutters and down pipes.

Visually inspected with the aid of binoculars where appropriate.

Main walls

The external walls appear to be constructed partly of stone, and partly of concrete blocks (assumed cavity construction). All walls are dry-dashed externally; concrete window cills; smooth cement render to the ingoes.

Visually inspected with the aid of binoculars where appropriate.

Foundations and concealed parts were not exposed or inspected.

Windows, external doors and joinery

uPVC double glazed windows and external door.

Internal and external doors were opened and closed where keys were available.

Random windows were opened and closed where possible.

Doors and windows were not forced open.

External decorations

There are no external decorations.

Visually inspected.

Conservatories / porches

There are no conservatories or porches.

Visually inspected.

Communal areas

The track in from the public road, the parking area and the separate storage shed, are all shared with the neighbouring properties.

Circulation areas visually inspected.

Garages and permanent outbuildings

There is a detached storage building, which is separated into 6nr separate areas, for each of the neighbouring flats. The area associated with 4 Stewart's Buildings extends to approximately 3.8m x 2.0m.

The storage building consists of stone & block walls, concrete floor, pitched roof clad with corrugated sheeting, wooden sliding door.

Visually inspected.

Outside areas and boundaries

Concrete hardstanding to the front of the house, which is shared with the neighbouring properties.
Stone wall to the western boundary.

Visually inspected.

Ceilings

The ceilings are lined with plasterboard.

Visually inspected from floor level.

Internal walls

Interior walls and partitions are timber framed and lined with plasterboard.

Visually inspected from floor level.

Using a moisture meter, walls were randomly tested for dampness where considered appropriate.

Floors including sub floors

Solid concrete ground floor.

Surfaces of exposed floors were visually inspected. No carpets or floor coverings were lifted.

No access to inspect the sub-floor areas.

Internal joinery and kitchen fittings

Fitted floor and wall units to the Kitchen.

Electric oven and hob.

Flush sapele plywood interior doors.

Built in cupboard to the Hall.

White uPVC window cills and ingoes; softwood skirtings and facings.

Built-in cupboards were looked into but no stored items were moved.

Kitchen units were visually inspected excluding appliances.

Chimney breasts and fireplaces

There are no chimney breasts or fireplaces.

Visually inspected. No testing of the flues or fittings was carried out.

Internal decorations

Internal walls and ceilings are emulsioned; interior woodwork is varnished or painted.
Stainless steel splashback and upstand to the kitchen units; wall panelling to the Shower Room.
Floor finishes consist of a floor mat to the Entrance Vestibule, vinyl to the Sitting Room/Kitchen and Hall; carpet to the Bedroom; floor tiles to the Shower Room.

Visually inspected.

Cellars

There are no cellars.

Visually inspected where there was safe and purpose-built access.

Electricity

The property is served by a mains electricity supply to a distribution board and meter in a cupboard in the Entrance Vestibule.

Extractor hood to the Kitchen; extractor fan to the Shower Room.

Accessible parts of the wiring were visually inspected without removing fittings. No tests whatsoever were carried out to the system or appliances. Visual inspection does not assess any services to make sure they work properly and efficiently and meet modern standards. If any services are turned off, the surveyor will state that in the report and will not turn them on.

Gas

There is no mains gas in Orkney.

No Calor Gas installation at the property.

Accessible parts of the system were visually inspected without removing fittings. No tests whatsoever were carried out to the system or appliances. Visual inspection does not assess any services to make sure they work properly and efficiently and meet modern standards. If any services are turned off, the surveyor will state that in the report and will not turn them on.

Water, plumbing and bathroom fittings

There is a mains water supply to the property.
The pipework, where visible, is of copper and uPVC construction.
Sanitary ware includes:
Kitchen/Dining Room: single bowl stainless steel sink and drainer.
Shower Room: electric shower with tray and cabinet, wash-hand basin and WC with vanity unit.
Plastic cold water header tank in the Hall cupboard.

*Visual inspection of the accessible pipework, water tanks, cylinders and fittings without removing any insulation.
No tests whatsoever were carried out to the system or appliances.*

Heating and hot water

The house is heated by an air source heat pump to the gable wall, with 1nr internal air to air unit in the Sitting Room/Kitchen.

Electric floor mat to the Shower Room; controls and thermostat are located outside the Shower Room door

There is an insulated hot water cylinder in the cupboard off the Hall, which is fitted with dual electric immersions.

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

Drainage

Drainage is understood to connect to the mains drainage network.

*Drainage covers etc were not lifted.
Neither drains nor drainage systems were tested.*

Fire, smoke and burglar alarms

Smoke detectors fitted to the ceilings of the Sitting Room and Hall; high heat alarm to the Kitchen.

*Visually inspected.
No tests whatsoever were carried out to the system or appliances.*

Any additional limits to inspection:

At the time of our inspection the property was occupied and fully furnished with floors fully covered throughout.

Pitched roof coverings were inspected from ground level; a detailed inspection of condition was not undertaken.

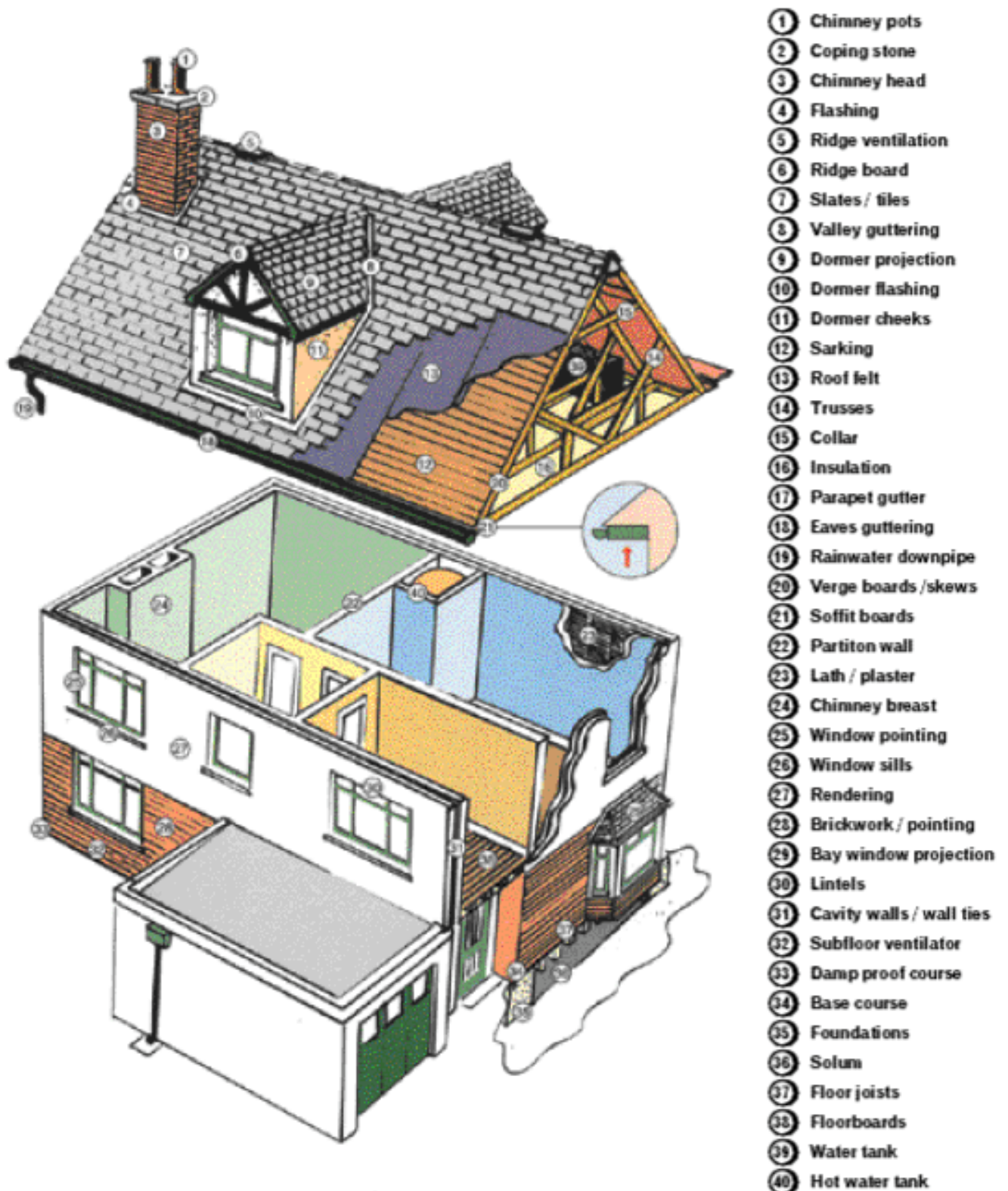
An inspection for Japanese Knotweed or other invasive plant species was not carried out.

There was no access for inspection to the foundations or behind wall linings.

The drainage system was not open to inspection.

High levels of Radon gas have been recorded in areas of Orkney. No tests were carried out to detect the levels of gas in the property.

Sectional diagram showing elements of a typical house



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

2. CONDITION

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

Category 3	Category 2	Category 1
Urgent repairs or replacement are needed now. Failure to deal with them may cause problems to other parts of the property or cause a safety hazard. Estimates for repairs or replacement are needed now.	Repairs or replacement requiring future attention, but estimates are still advised.	No immediate action or repair is needed.
 Structural movement		
Repair category	1	
Notes:	No significant defects noted.	
 Dampness, rot and infestation		
Repair category	2	
Notes:	Condensation noted to the windows. Area of dampness noted to the walls of one corner of the Sitting Room/Kitchen.	
 Chimney stacks		
Repair category:	N/A	
Notes:	There are no chimney stacks.	
 Roofing including roof space		
Repair category:	1	
Notes:	The roof slates appear weathered.	
 Rainwater fittings		
Repair category:	1	
Notes:	The rainwater fittings appear weathered.	
 Main walls		
Repair category:	2	
Notes:	Crack noted to the render of the front wall.	
 Windows, external doors and joinery		
Repair category:	1	
Notes:	The windows appear weathered but serviceable.	

SINGLE SURVEY

 External decorations	
Repair category:	N/A
Notes:	There are no external decorations.
 Conservatories / porches	
Repair category:	N/A
Notes:	There are no conservatories or porches.
 Communal areas	
Repair category:	1
Notes:	No significant defects noted.
 Garages and permanent outbuildings	
Repair category:	3
Notes:	The external storage building appears very weathered; roof coverings are weathered, gutters and downpipes are missing, rot noted to the sliding door.
 Outside areas and boundaries	
Repair category:	1
Notes:	The outside paved areas and stone boundary wall appear weathered.
 Ceilings	
Repair category:	1
Notes:	No significant defects noted.
 Internal walls	
Repair category:	1
Notes:	No significant defects noted.
 Floors including sub-floors	
Repair category:	1
Notes:	No significant defects noted.
 Internal joinery and kitchen fittings	
Repair category:	1
Notes:	No significant defects noted.

SINGLE SURVEY

	Chimney breasts and fireplaces
Repair category:	N/A
Notes:	There are no chimney breasts or fireplaces.
	Internal decorations
Repair category:	1
Notes:	No significant defects noted.
	Cellars
Repair category:	N/A
Notes:	There are no cellars.
	Electricity
Repair category:	1
Notes:	The electrical installation was not tested.
	Gas
Repair category:	N/A
Notes:	There is no gas installation.
	Water, plumbing and bathroom fittings
Repair category:	1
Notes:	The plumbing installation was not tested.
	Heating and hot water
Repair category:	2
Notes:	The heating installation was not tested. Corrosion noted to the external heat pump unit.
	Drainage
Repair category:	1
Notes:	No access to inspect the underground drainage network.

SINGLE SURVEY

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

Structural movement	1
Dampness, rot and infestation	2
Chimney stacks	N/A
Roofing including roof space	1
Rainwater fittings	1
Main walls	2
Windows, external doors and joinery	1
External decorations	N/A
Conservatories / porches	N/A
Communal areas	1
Garages and permanent outbuildings	3
Outside areas and boundaries	1
Ceilings	1
Internal walls	1
Floors including sub-floors	1
Internal joinery and kitchen fittings	1
Chimney breasts and fireplaces	N/A
Internal decorations	1
Cellars	N/A
Electricity	1
Gas	N/A
Water, plumbing and bathroom fittings	1
Heating and hot water	2
Drainage	1

Repair Categories

Category 3:

Urgent Repairs or replacement are needed now. Failure to deal with them may cause problems to other parts of the property or cause a safety hazard. Estimates for repairs or replacement are needed now.

Category 2:

Repairs or replacement requiring future attention, but estimates are still advised.

Category 1:

No immediate action or repair is needed.

Remember

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

Warning

If left unattended, even for a relatively short period, Category 2 repairs can rapidly develop into more serious Category 3 repairs. The existence of Category 2 or Category 3 repairs may have an adverse effect on marketability, value and the sale price ultimately achieved for the property. This is particularly true during slow market conditions where the effect can be considerable.

3. ACCESSIBILITY INFORMATION

Guidance Notes on Accessibility Information

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

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

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

4. VALUATION AND CONVEYANCER ISSUES

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

Matters for a solicitor or licensed conveyancer

Check

- Rights and responsibilities for mutual parts, boundaries etc.
- That the Title is clean and Heritable with no onerous burdens or conditions.

Estimated re-instatement cost for insurance purposes

£150,000 (One Hundred and Fifty Thousand Pounds).

Valuation and market comments

The market value of the property as described in this report is £110,000 (One Hundred and Ten Thousand Pounds).

This figure assumes vacant possession and that the property is unaffected by adverse planning proposals, onerous burdens, title restrictions and servitude rights.

Signed



Surveyors Name

Billy Groundwater, AssocRICS

Company Name

Alfred Flett Ltd

Address:

St.Mary's, Holm, Orkney, KW17 2RU

Date of report:

25th June 2026

Energy Performance Certificate (EPC)

Scotland

Dwellings

4 STEWARTS BUILDINGS, JUNCTION ROAD, KIRKWALL, KW15 1AG

Dwelling type: Ground-floor flat
Date of assessment: 16 February 2026
Date of certificate: 16 February 2026
Total floor area: 42 m²
Primary Energy Indicator: 159 kWh/m²/year

Reference number: 0100-2966-5120-2996-7645
Type of assessment: RdSAP, existing dwelling
Approved Organisation: Elmhurst
Main heating and fuel: Air source heat pump, warm air, electric

You can use this document to:

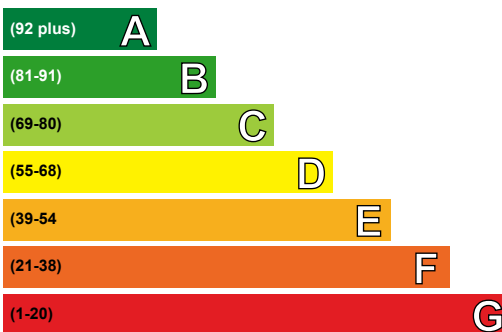
- Compare current ratings of properties to see which are more energy efficient and environmentally friendly

Estimated energy costs for your home for 3 years*

£3,540

* based upon the cost of energy for heating, hot water, lighting and ventilation, calculated using standard assumptions

Very energy efficient - lower running costs



Current	Potential
71	71

Energy Efficiency Rating

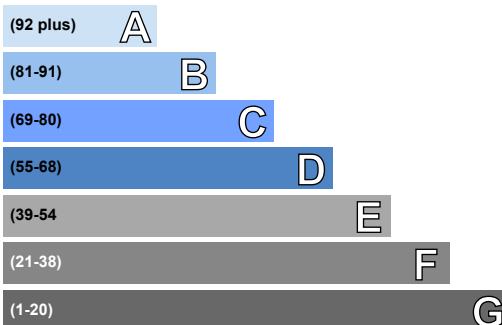
This graph shows the current efficiency of your home, taking into account both energy efficiency and fuel costs. The higher this rating, the lower your fuel bills are likely to be.

Your current rating is **band C (71)**. The average rating for EPCs in Scotland is **band D (61)**.

The potential rating shows the effect of undertaking all of the improvement measures listed within your recommendations report.

Not energy efficient - higher running costs

Very environmentally friendly - lower CO₂ emissions



Current	Potential
91	91

Environmental Impact (CO₂) Rating

This graph shows the effect of your home on the environment in terms of carbon dioxide (CO₂) emissions. The higher the rating, the less impact it has on the environment.

Your current rating is **band B (91)**.

The potential rating shows the effect of undertaking all of the improvement measures listed within your recommendations report.

Not environmentally friendly - higher CO₂ emissions

Top actions you can take to save money and make your home more efficient

There are currently no improvement measures recommended for your home.

To find out more about the recommended measures and other actions you could take today to stop wasting energy and money, visit [greenerscotland.org](https://www.greenerscotland.org) or contact Home Energy Scotland on 0808 808 2282.

THIS PAGE IS THE ENERGY PERFORMANCE CERTIFICATE WHICH MUST BE AFFIXED TO THE DWELLING AND NOT BE REMOVED UNLESS IT IS REPLACED WITH AN UPDATED CERTIFICATE

Summary of the energy performance related features of this home

This table sets out the results of the survey which lists the current energy-related features of this home. Each element is assessed by the national calculation methodology; 1 star = very poor (least efficient), 2 stars = poor, 3 stars = average, 4 stars = good and 5 stars = very good (most efficient). The assessment does not take into consideration the condition of an element and how well it is working. 'Assumed' means that the insulation could not be inspected and an assumption has been made in the methodology, based on age and type of construction.

Element	Description	Energy Efficiency	Environmental
Walls	Sandstone, as built, insulated (assumed) Cavity wall, as built, insulated (assumed)	★★★★☆ ★★★★☆	★★★★☆ ★★★★☆
Roof	(another dwelling above)	—	—
Floor	Solid, limited insulation (assumed)	—	—
Windows	Fully double glazed	★★☆☆☆	★★☆☆☆
Main heating	Air source heat pump, warm air, electric	★★★★☆	★★★★★
Main heating controls	Time and temperature zone control	★★★★★	★★★★★
Secondary heating	Portable electric heaters (assumed)	—	—
Hot water	Electric immersion, off-peak	★★★★☆	★★★★★
Lighting	Good lighting efficiency	★★★★☆	★★★★☆

The energy efficiency rating of your home

Your Energy Efficiency Rating is calculated using the standard UK methodology, RdSAP. This calculates energy used for heating, hot water, lighting and ventilation and then applies fuel costs to that energy use to give an overall rating for your home. The rating is given on a scale of 1 to 100. Other than the cost of fuel for electrical appliances and for cooking, a building with a rating of 100 would cost almost nothing to run.

As we all use our homes in different ways, the energy rating is calculated using standard occupancy assumptions which may be different from the way you use it. The rating also uses national weather information to allow comparison between buildings in different parts of Scotland. However, to make information more relevant to your home, local weather data is used to calculate your energy use, CO₂ emissions, running costs and the savings possible from making improvements.

The impact of your home on the environment

One of the biggest contributors to global warming is carbon dioxide. The energy we use for heating, lighting and power in our homes produces over a quarter of the UK's carbon dioxide emissions. Different fuels produce different amounts of carbon dioxide for every kilowatt hour (kWh) of energy used. The Environmental Impact Rating of your home is calculated by applying these 'carbon factors' for the fuels you use to your overall energy use.

The calculated emissions for your home are 15 kg CO₂/m²/yr.

The average Scottish household produces about 6 tonnes of carbon dioxide every year. Based on this assessment, heating and lighting this home currently produces approximately 0.6 tonnes of carbon dioxide every year. You could reduce emissions by switching to renewable energy sources.

Estimated energy costs for this home

	Current energy costs	Potential energy costs	Potential future savings
Heating	£2,307 over 3 years	£2,307 over 3 years	Not applicable
Hot water	£1,101 over 3 years	£1,101 over 3 years	
Lighting	£132 over 3 years	£132 over 3 years	
Totals	£3,540	£3,540	

These figures show how much the average household would spend in this property for heating, lighting and hot water. This excludes energy use for running appliances such as TVs, computers and cookers, and the benefits of any electricity generated by this home (for example, from photovoltaic panels). The potential savings in energy costs show the effect of undertaking all of the recommended measures listed below.

Recommendations for improvement

None

Low and zero carbon energy sources

Low and zero carbon (LZC) energy sources are sources of energy that release either very little or no carbon dioxide into the atmosphere when they are used. Installing these sources may help reduce energy bills as well as cutting carbon.

LZC energy sources present:

- Air source heat pump

Your home's heat demand

In this section, you can see how much energy you might need to heat your home and provide hot water. These are estimates showing how an average household uses energy. These estimates may not reflect your actual energy use, which could be higher or lower. You might spend more money on heating and hot water if your house is less energy efficient. The table below shows the potential benefit of having your loft and walls insulated. Visit <https://energysavingtrust.org.uk/energy-at-home> for more information.

Heat demand	Existing dwelling	Impact of loft insulation	Impact of cavity wall insulation	Impact of solid wall insulation
Space heating (kWh per year)	4,090.39	N/A	N/A	N/A
Water heating (kWh per year)	1,730.48			

About this document

This Recommendations Report and the accompanying Energy Performance Certificate are valid for a maximum of ten years. These documents cease to be valid where superseded by a more recent assessment of the same building carried out by a member of an Approved Organisation.

The Energy Performance Certificate and this Recommendations Report for this building were produced following an energy assessment undertaken by an assessor accredited by Elmhurst (www.elmhurstenergy.co.uk), an Approved Organisation Appointed by Scottish Ministers. The certificate has been produced under the Energy Performance of Buildings (Scotland) Regulations 2008 from data lodged to the Scottish EPC register. You can verify the validity of this document by visiting www.scottishepcregister.org.uk and entering the report reference number (RRN) printed at the top of this page.

Assessor's name:	Mr. William Groundwater
Assessor membership number:	EES/019552
Company name/trading name:	Orkney Surveying Services
Address:	Castlehowe Sower Road Orphir Orkney Islands Orkney KW17 2RE
Phone number:	01856 811765
Email address:	billy@orkneysurveying.co.uk
Related party disclosure:	No related party

If you have any concerns regarding the content of this report or the service provided by your assessor you should in the first instance raise these matters with your assessor and with the Approved Organisation to which they belong. All Approved Organisations are required to publish their complaints and disciplinary procedures and details can be found online at the web address given above.

Use of this energy performance information

Once lodged by your EPC assessor, this Energy Performance Certificate and Recommendations Report are available to view online at www.scottishepcregister.org.uk, with the facility to search for any single record by entering the property address. This gives everyone access to any current, valid EPC except where a property has a Green Deal Plan, in which case the report reference number (RRN) must first be provided. The energy performance data in these documents, together with other building information gathered during the assessment is held on the Scottish EPC Register and is available to authorised recipients, including organisations delivering energy efficiency and carbon reduction initiatives on behalf of the Scottish and UK governments. A range of data from all assessments undertaken in Scotland is also published periodically by the Scottish Government. Further information on these matters and on Energy Performance Certificates in general, can be found at www.gov.scot/epc.

property questionnaire

Property Address	4 Stewart's Buildings Kirkwall Orkney KW15 1AG
Seller(s)	Orkney Islands Council
Completion date of Property Questionnaire	17/02/2026

Note for sellers

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

Information to be given to prospective buyer(s)

1.	Length of Ownership
	How long have you owned the property? 23 years
2.	Council Tax
	Which Council Tax band is your property in? ☒ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H
3.	Parking
	What are the arrangements for parking at your property? (Please tick all that apply) Garage ☐ Allocated parking space ☐ Driveway ☐ On street ☐ Resident Permit ☐ Metered parking ☐ Shared parking ☒ Other (please specify)

property questionnaire

4.	Conservation area	
	Is your property in a designated Conservation Area (that is an area of special architectural or historical interest, the character or appearance of which it is desirable to preserve or enhance)?	No
5.	Listed buildings	
	Is your property a Listed Building, or contained within one (that is a building recognised and approved as being of special architectural or historical interest)?	No
6.	Alterations/Additions/Extensions	
a.	(i) During your time in the property, have you carried out any structural alterations, additions or extensions (for example provision of an extra bath/shower room, toilet or bedroom)? <u>If you have answered yes</u>, please describe below the changes which you have made: (ii) Did you obtain planning permission, building warrant, completion certificate and other consents for this work? <u>If you have answered yes</u>, the relevant documents will be needed by the purchaser and you should give them to your solicitor as soon as possible for checking. If you do not have the documents yourself, please note below who has these documents and your solicitor or estate agent will arrange to obtain them.	No N/A
b.	Have you had replacement windows, doors, patio doors or double-glazing installed in your property? If you have answered yes, please answer the three questions below: (i) Were the replacements the same shape and type as the ones you replaced? (ii) Did this work involve any changes to the window or door openings? (iii) Please describe the changes made to the windows doors, or patio doors (with approximate dates when the work was completed): New PVC Front door - approximately 10 years ago.	Yes Yes No

property questionnaire

7.	Central heating	
	Is there a central heating system in your property? (Note: a partial central heating system is one which does not heat all the main rooms of the property — the main living room, the bedroom(s), the hall and the bathroom). <u>If you have answered yes or partial</u> – what kind of central heating is there? Air to Air Heat pump (examples: gas-fired, solid fuel, electric storage heating, gas-warm air). If you have answered yes, please answer the three questions below:	Yes
	(i) When was your central heating system or partial central heating system installed? Air to Air heat pump installed approximately 10 years ago (ii) Do you have a maintenance contract for the central heating system? If you have answered yes, please give details of the company with which you have a maintenance contract: (iii) When was your maintenance agreement last renewed? (Please provide the month and year).	No
8.	Energy Performance Certificate	
	Does your property have an Energy Performance Certificate, which is less than 10 years old?	Yes
9.	Issues that may have affected your property	
a.	Has there been any storm, flood, fire or other structural damage to your property while you have owned it? <u>If you have answered yes</u>, is the damage the subject of any outstanding insurance claim?	Yes No

property questionnaire

b.	Are you aware of the existence of asbestos in your property? <u>If you have answered yes</u>, please give details:	No																								
10.	Services																									
a.	Please tick which services are connected to your property and give details of the supplier: <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Services</th> <th style="text-align: center;">Connected</th> <th style="text-align: left;">Supplier</th> </tr> </thead> <tbody> <tr> <td>Gas or liquid petroleum gas</td> <td style="text-align: center;">☐</td> <td> </td> </tr> <tr> <td>Water mains or private water supply</td> <td style="text-align: center;">☒</td> <td> Scottish Water </td> </tr> <tr> <td>Electricity</td> <td style="text-align: center;">☒</td> <td> Not Known </td> </tr> <tr> <td>Mains drainage</td> <td style="text-align: center;">☒</td> <td> Scottish Water </td> </tr> <tr> <td>Telephone</td> <td style="text-align: center;">☒</td> <td> Not Known </td> </tr> <tr> <td>Cable TV or satellite</td> <td style="text-align: center;">☐</td> <td> </td> </tr> <tr> <td>Broadband</td> <td style="text-align: center;">☒</td> <td> Not Known </td> </tr> </tbody> </table>	Services	Connected	Supplier	Gas or liquid petroleum gas	☐		Water mains or private water supply	☒	Scottish Water	Electricity	☒	Not Known	Mains drainage	☒	Scottish Water	Telephone	☒	Not Known	Cable TV or satellite	☐		Broadband	☒	Not Known	
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b.	Is there a septic tank system at your property? <u>If you have answered yes</u>, please answer the two questions below: (i) Do you have appropriate consents for the discharge from your septic tank? (ii) Do you have a maintenance contract for your septic tank? <u>If you have answered yes</u>, please give details of the company with which you have a maintenance contract:	No Please select Please select																								

property questionnaire

11.	Responsibilities for shared or common areas	
a.	Are you aware of any responsibility to contribute to the cost of anything used jointly, such as the repair of a shared drive, private road, boundary, or garden area? <u>If you have answered yes</u>, please give details: The building the flat is in is split into 4 flats, being flats 3, 4, 5, & 6, and costs for maintenance will be split equally for the foundations, structural walls, roof, gable walls, rhones, drains, soil pipes, mains water pipes, electricity cables and pipes & cables etc apart from the entrance door, stairway & landing to flats 5 & 6 on the first floor. Any repair costs for the communal areas, being driveway, parking area and communal shed will be split 6 ways between all flats, 1-6.	Yes
b.	Is there a responsibility to contribute to repair and maintenance of the roof, common stairwell or other common areas? <u>If you have answered yes</u>, please give details: Responsibility for repairs to Roof and other common areas as detailed above apart from the entrance doorway, stairway & landing serving Flats 5 & 6 on first floor.	Yes
c.	Has there been any major repair or replacement of any part of the roof during the time you have owned the property?	No
d.	Do you have the right to walk over any of your neighbours' property - for example to put out your rubbish bin or to maintain your boundaries? <u>If you have answered yes</u>, please give details: Communal Area	Yes

property questionnaire

e.	As far as you are aware, do any of your neighbours have the right to walk over your property, for example to put out their rubbish bin or to maintain their boundaries? <u>If you have answered yes</u>, please give details: Communal Area	Yes
f.	As far as you are aware, is there a public right of way across any part of your property (public right of way is a way over privately-owned)? <u>If you have answered yes</u>, please give details:	No
12.	Charges associated with your property	
a.	Is there a factor or property manager for your property? <u>If you have answered yes</u>, please provide the name and address, and give details of any deposit held and approximate charges:	No
b.	Is there a common buildings insurance policy? <u>If you have answered yes</u>, is the cost of the insurance included in your monthly/annual factor's charges?	No Please select

property questionnaire

c.	Please give details of any other charges you have to pay on a regular basis for the upkeep of common areas or repair works, for example to a residents' association, or maintenance or stair fund. N/A	
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13.	Specialist works	
a.	As far as you are aware, has treatment of dry rot, wet rot, damp or any other specialist work ever been carried out to your property? If you have answered yes, please say what the repairs were for, whether you carried out the repairs (and when) or if they were done before you bought the property:	No
b.	As far as you were aware, has any preventative work for dry rot, wet rot, or damp, ever been carried out to your property? <u>If you have answered yes</u>, please give details:	No
c.	<u>If you have answered yes</u> to 13(a) or (b), do you have any guarantees relating to this work? <u>If you have answered yes</u> these guarantees will be needed by the purchaser and should be given to your solicitor as soon as possible for checking. If you do not have them yourself <u>please write below who has these documents</u> and your solicitor or estate agent will arrange for them to be obtained. You will also need to provide a description of the work carried out. This may be shown in the original estimate. Guarantees are held by:	N/A

property questionnaire

14.	Guarantees	
a.	Are there any guarantees or warranties for any of the following: (i) Electrical work (ii) Roofing (iii) Central heating (iv) National House Building Council (NHBC) (v) Damp course (vi) Any other work or installations (for example, cavity wall insulation, underpinning, indemnity policy)	No No No No No No
b.	If you have answered yes or 'with title deeds', please give details of the work or installations to which the guarantee(s) relate(s):	
c.	Are there any outstanding claims under any of the guarantees listed above? <u>If you have answered yes</u>, please give details:	No
15.	Boundaries	
	So far as you are aware, has any boundary of your property been moved in the last 10 years? <u>If you have answered yes</u>, please give details:	No

property questionnaire

16.	Notices that affect your property	
	In the past three years have you ever received a notice:	
a.	advising that the owner of a neighbouring property has made a planning application?	Yes
b.	that affects your property in some other way?	No
c.	that requires you to do any maintenance, repairs or improvements to your property?	No
	<u>If you have answered yes to any of a–c above</u> , please give the notices to your solicitor or estate agent, including any notices which arrive at any time before the date of entry of the purchaser of your property.	

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

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

Signature(s): _____

Date: _____

PART 1 – GENERAL

1.1 THE SURVEYORS

The Seller has engaged the Surveyors to provide the Single Survey Report. The Seller has also engaged the Surveyors to provide an Energy Report in the format prescribed by the accredited Energy Company.

Once the Seller has conditionally accepted an offer to purchase made in writing, the Purchaser's lender or conveyancer may request that the Surveyors provide general comment on standard appropriate supplementary documentation. In the event of a significant amount of documentation being provided to the Surveyors, an additional fee may be incurred by the Purchaser. Any additional fee will be agreed in writing.

If information is provided to the Surveyors during the conveyancing process which materially affects the valuation stated in the Report, the Surveyors reserve the right to reconsider the valuation. Where the Surveyors require to amend the valuation in consequence of such information, they will issue an amended Report to the Seller. It is the responsibility of the Seller to ensure that the amended Report and generic Mortgage Valuation Report are transmitted to every prospective Purchaser.

The individual Surveyor will be a member of the Royal Institution of Chartered Surveyors who is competent to survey, value and report upon Residential Property.¹

If the Surveyors have had a previous business relationship within the past two years with the Seller or Sellers Agent or relative to the property, they will be obliged to indicate this by ticking the adjacent box. ☐

The Surveyors have a written complaints handling procedure. This is available from the offices of the Surveyors at the address stated.

1.2 THE REPORT

The Surveyors will not provide an amended Report on the Property, except to correct factual inaccuracies.

The Report will identify the nature and source of information relied upon in its preparation.

The Surveyor shall provide a Market Value of the Property, unless the condition of the Property is such that it would be inappropriate to do so. A final decision on whether a loan will be granted rests with the Lender who may impose retentions in line with their lending criteria. The date of condition and value of the property will be the date of inspection.

Prior to 1 December 2008, Purchasers have normally obtained their own report from their chosen Surveyor. By contrast, a Single Survey is instructed by the Seller and made available to all potential Purchasers in expectation that the successful Purchaser will have relied upon it. The Royal Institution of Chartered Surveyors rules require disclosure of any potential conflict of interest when acting for the Seller and the Purchaser in the same transaction. The Single Survey may give rise to a conflict of interest and if this is of concern to any party they are advised to seek their own independent advice.

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¹ Which shall be in accordance with the current RICS Valuation Standards (The Red Book) and RICS Rules of Conduct.

The Report and any expressions or assessments in it are not intended as advice to the Seller or Purchaser or any other person in relation to an asking price or any other sales or marketing decisions.

The Report is based solely on the Property and is not to be relied upon in any manner whatsoever when considering the valuation or condition of any other property.

If certain minor matters are mentioned in the Report it should not be assumed that the Property is free of other minor defects.

Neither the whole nor any part of the Report may be published in any way, reproduced or distributed by any party other than the Seller, prospective purchasers and the Purchaser and their respective professional advisers without the prior written consent of the Surveyors.

1.3 LIABILITY

The Report is prepared with the skill and care reasonably to be expected of a competent residential surveyor who is a member of the Royal Institution of Chartered Surveyors.

The Report is addressed to the Seller and was prepared in the expectation that it (or a complete copy) along with these Terms and Conditions (or a complete copy) would (or, as the case might be, would have been) be disclosed and delivered to

- the Seller;
- any person(s) noting an interest in purchasing the Property from the Seller;
- any person(s) who make(s) (or on whose behalf is made) an offer to purchase the Property, whether or not that offer is accepted by the Seller;
- the Purchaser; and
- the professional advisers of any of these.

The Surveyors acknowledge that their duty of skill and care in relation to the Report is owed to the Seller and to the Purchaser. The Surveyors accept no responsibility or liability whatsoever in relation to the Report to persons other than the Seller and the Purchaser. The Seller and Purchaser should be aware that if a Lender seeks to rely on this Report they do so at their own risk. In particular, the Surveyors accept no responsibility or liability whatsoever to any Lender in relation to the Report. Any such Lender relies upon the Report entirely at their own risk.

1.4 INTELLECTUAL PROPERTY

Any intellectual property rights whatsoever (including copyright) in and to the Report, excluding the headings and rubrics, are the exclusive property of the Surveyors and shall remain their exclusive property unless they assign the same to any other party in writing.

1.5 PAYMENT

The Surveyors are entitled to refrain from delivering the Report to anyone until the fee and other charges for it notified to the Seller have been paid. Additional fees will be charged for subsequent inspections and Reports.

1.6 CANCELLATION

The Seller will be entitled to cancel the inspection by notifying the Surveyor's office at any time before the day of the inspection. /-

The Surveyor will be entitled not to proceed with the inspection (and will so report promptly to the Seller) if after arriving at the property, the Surveyor concludes that it is of a type of construction of which the surveyor has insufficient specialist knowledge to be able to provide the inspection satisfactorily. The Surveyor will also be entitled not to proceed if after arriving at the property, the surveyor concludes that the property is exempt under Part 3 of The Housing (Scotland) Act 2006 as detailed in the (Prescribed Documents) Regulations 2008. If there is a potential threat to their health or personal safety, the inspection may be postponed or cancelled, at the Surveyor's discretion.

In the case of cancellation or the inspection not proceeding, the Surveyor will refund any fees paid by the Seller for the inspection and Report, except for expenses reasonably incurred and any fee due in light of the final paragraph of this section.

In the case of cancellation by the Seller, for whatever reason, after the inspection has taken place but before a written report is issued, the Surveyor will be entitled to raise an Invoice equivalent to 80% of the agreed fee.

1.7 PRECEDENCE

If there is any incompatibility between these Terms and Conditions and the Report, these Terms and Conditions take precedence.

1.8 DEFINITIONS

- the "Lender" is the party who has provided or intends or proposes to provide financial assistance to the Purchaser towards the purchase of the Property and in whose favour a standard security will be granted over the Property;
- the "Market Value" is *The estimated amount for which a Property should exchange on the date of valuation between a willing buyer and a willing seller in an arm's length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion;*
- the "Property" is the property which forms the subject of the Report;
- the "Purchaser" is the person (or persons) who enters into a contract to buy the Property from the Seller;
- a "prospective Purchaser" is anyone considering buying the Property.
- the "Report" is the report, of the kind described in Part 2 of these Terms and Conditions and in the form set out in part 1 of Schedule 1 of the Housing (Scotland) Act 2006 (Prescribed Documents) Regulations 2008;
- the "Seller" is/are the proprietor(s) of the Property;
- the "Surveyor" is the author of the Report on the Property; and
- the "Surveyors" are the firm or company of which the Surveyor is an employee, director, member or partner (unless the Surveyor is not an employee, director, member of partner, when the "Surveyors" means the Surveyor) whose details are set out at the head of the Report.
- the "Energy Report" is the advice given by the accredited Energy Company, based on information collected by the Surveyor during the Inspection, and also includes an Energy Performance Certificate, in a Government approved format.

² Which shall be in accordance with the current RICS Valuation Standards (the Red Book) and RICS Rules of Conduct

PART 2 – DESCRIPTION OF THE REPORT

2.1 THE SERVICE

The Single Survey is a Report by an independent Surveyor, prepared in an objective way regarding the condition and value of the Property on the day of the inspection, and who is a member of the Royal Institution of Chartered Surveyors. It includes an Energy Report as required by Statute and this is in the format of the accredited Energy Company.

2.2 THE INSPECTION

The Inspection is a general surface examination of those parts of the Property which are accessible: in other words, *visible and readily available for examination from ground and floor levels, without risk of causing damage to the Property or injury to the Surveyor.*

All references to visual inspection refer to an inspection from within the property at floor level and from ground level within the site and adjoining public areas, without the need to move any obstructions. Any references to left or right are taken facing the front of the property.

The Inspection is carried out with the Seller's permission, without causing damage to the building or contents. Furniture, stored items and insulation are not moved.

Unless identified in the report the Surveyor will assume that no harmful or hazardous materials have been used in the construction. The presence or possible consequences of any site contamination will not be researched.

The Surveyor will not carry out an asbestos inspection, and will not be acting as an asbestos inspector in completing a Single Survey of properties that may fall within the Control of Asbestos in the Workplace Regulations. In the case of flats it will be assumed that there is a duty holder, as defined in the Regulations and that a Register of Asbestos and effective Management Plan is in place, which does not require any expenditure, or pose a significant risk to health. No enquiry of the duty holder will be made.

2.3 THE REPORT

The Report will be prepared by the Surveyor who carried out the property inspection and will describe various aspects of the property as defined by the headings of the Single Survey report with the comments being general and unbiased. The report on the location, style and condition of the property, will be concise and will be restricted to matters that could have a material effect upon value and will omit items that, in the Surveyors opinion, are not significant. If certain minor matters are mentioned, it should not be interpreted that the property is free of any other minor defects.

Throughout the report, the following repair categories will be used to give an overall opinion of the state of repair and condition of the property.

2.3.1 Category 3: Urgent repairs or replacement are needed now. Failure to deal with them may cause problems to other parts of the property or cause a safety hazard. Estimates for repairs or replacement are needed now.

2.3.2 Category 2: Repairs or replacement requiring future attention, but estimates are still advised.

2.3.3 Category 1: No immediate action or repair is needed.

WARNING: /-

WARNING: If left unattended, even for a relatively short period, Category 2 repairs can rapidly develop into more serious Category 3 repairs. The existence of Category 2 or Category 3 repairs may have an adverse effect on marketability, value and the sale price ultimately achieved for the property. This is particularly true during slow market conditions when the effect can be considerable. Parts of the property, which cannot be seen or accessed, will not be reported upon and this will be stated. If the Surveyor suspects that a defect may exist within an unexposed area and which could have a material effect upon the value, he may recommend further investigation by specialist contractors.

2.4 SERVICES

Surveyors are not equipped or qualified to test the services and therefore no comment can be interpreted as implying that the design, installation and function of the services are in accordance/compliance with regulations, safety and efficiency expectations. However, comment is made where there is cause to suspect significant defects or shortcomings with the installations. No tests are made of any services or appliances.

2.5 ACCESSIBILITY

A section is included to help identify the basic information interested parties need to know to decide whether to view a property.

2.6 ENERGY REPORT

A section is included that makes provision for an Energy Report, relative to the property. The Surveyor will collect physical data from the property and provide such data in a format required by an accredited Energy Company. The Surveyor cannot of course accept liability for any advice given by the Energy Company.

2.7 VALUATION AND CONVEYANCER ISSUES

The last section of the Report contains matters considered relevant to the Conveyancer (Solicitor). It also contains the Surveyor's opinion both of the market value of the property and of the re-instatement cost, as defined below.

Market Value" The estimated amount for which a property should exchange on the date of valuation within a willing buyer and a willing seller in an arms-length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion. In arriving at the opinion of the Market Value the Surveyor also makes various standard assumptions covering, for example, vacant possession; tenure and other legal considerations; contamination and hazardous materials; the condition of un-inspected parts; the right to use mains services; and the exclusion of curtains, carpets etc from the valuation. In the case of flats, the following further assumptions are made that:

- *There are rights of access and exit over all communal roadways, corridors, stairways etc and to use communal grounds, parking areas, and other facilities;
- *There are no particularly troublesome or unusual legal restrictions;
- *There is no current dispute between the occupiers of the flats or any outstanding claims or losses; and the costs of repairs to the building are shared among the co-proprietors on an equitable basis.

Any additional assumption, or any found not to apply, is reported.

"Re-instatement cost" /-

"Re-instatement cost" *is an estimate for insurance purposes of the current cost of rebuilding the Property in its present form* unless otherwise stated. This includes the cost of rebuilding the garage and permanent outbuildings, site clearance and professional fees, but excludes VAT (except on fees).

Sellers or prospective Purchasers may consider it prudent to instruct a reinspection and revaluation after a period of 12 weeks (or sooner if appropriate) to reflect changing circumstances in the market and/or in the physical condition of the Property.