



**CHARTERED SURVEYORS**  
Home Surveys and Project Management

### Possible Check List for Sellers and their Advisors to Assist a Sale

The list below is a basic guide to some documents and actions that may, if provided to a buyer or their advisors at the outset, may help facilitate the sale of a property.

If we (as a buyer's surveyor) see that these documents are available at the start of a survey, it may provide useful information to us that would otherwise prompt unnecessary warnings, advice and recommendations for caution within our pre-purchase report.

In any event, these items are usually requested both by the purchaser's solicitors prior to exchanging contracts, so providing this information to a purchaser or their advisors prior to them making an offer may result in a smoother journey to exchanging legally binding contracts on the sale.

- Electrical Safety Certificate (NICEIC electrician) covering the complete electrical services – required every 5 to 10 years;
- GAS SAFE Certificates (GAS SAFE engineer) covering each gas appliance and the supply – required annually;
- Oil boiler, AGA etc – provide record of annual service and OFTEC Certificates (OFTEC engineer) – for all oil burning appliance, oil tank compliance, feed compliance, fire-proofing, safety and compliance;
- Details of any shared ownership of or maintenance requirement for driveways, boundaries etc.;
- Details of wayleaves / rights of access across land (public footpaths, gates onto other property etc.);
- Asbestos reports – if there are any known or suspected elements such as corrugated roofing sheets, gutters or downpipes or other components that could contain asbestos containing material, obtain an initial management report from an asbestos surveyor. This will identify the material and advise on the risk a buyer is taking on. With low-grade and bound material, the risk is often low and does not require any immediate action;
- Ecology reports (bats, protected species) - if you know of or suspect the presence of bats or other protected species, talk to an ecologist about appropriate investigations that could be informative to a buyer;
- Invasive species reports (Japanese Knotweed etc) – if you are aware of or suspect any notifiable plants, talk to a plant specialist and obtain appropriate advice that would be helpful to inform a buyer;
- Private water supply – obtain a test complaint with the Water Regulations and any service records of filters or special treatment. Keep this up to date every six months prior to a sale;



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- Septic tank / private foul drainage – obtain compliance certificates from a drainage engineer in line with General Binding Rules – or an exemption certificate. If we see tanks and no evidence of compliance, we usually recommend further investigation by a drainage CCTV inspection;
- Planning Permission, Building Control Certificates, Listed Building Consent applications etc for any works carried out or permitted – assemble all relevant plans, specifications of consents and completion certificates (Building Regulations);
- Structural engineer's or Professional Consultant's oversight for any works designed / carried out along with calculations for beams / columns / structural members – assemble and provide any evidence;
- Damp/timber treatment, flat roof, etc specialist reports – assemble and provide any evidence;
- Fire alarm, security alarm audio/TV systems service history – provide operating manuals;
- PCC (Professional Consultant's Certificate) or structural warranty certificate (NHBC warranties or similar) – these are especially important on newer properties, properties that have been drastically altered or refurbished, properties of non-standard construction (modular, timber frames, steel frames etc.);
- Architectural plans for any planned changes – prepare a dossier;
- Arborist's reports – if there are significant trees, especially on boundaries or near footpaths, instruct an inspection and maintenance report from qualified arborist;
- Details pertaining to Photovoltaics / renewable energy and heating sources – provide service history, manuals etc;
- If there are known defect such as cracking to walls, movement in structural elements, obvious repairs necessary, obtain verifiable advice from appropriate professionals and, if possible, estimates for remedying the work;

**This list is not exhaustive, and is intended as a useful guide to accelerate what can sometimes be a tortuous process. Buyers should always take independent advice and instruct an appropriate Home Survey prior to committing to a purchase.**

**Please do call us for any further assistance or to book a Home Survey.**

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