

Building Survey Service Factsheet



Our Building Survey Service is there to help flat owners who need to find out more about the condition of their tenement building and what repairs may be needed to its the shared areas. Shared areas generally include roofs, external walls, common stairs, main front and rear entrance doors and external areas. It provides the information you need to understand what repairs are required and will also include an estimated cost of repair so you can make informed decisions about what to repair and when. This may also help you to ask contractors to provide quotations for your repair project.

This factsheet guides you on:

- **Our Building Survey Service and how it works**
- **How surveys can help**
- **Using our survey service**

About our Building Survey Service

Our Building Survey Service involves a detailed inspection of your building by an Edinburgh Shared Repairs Service, Chartered Building Surveyor or building surveyor Associate. The results of the inspection are included in a **building survey report**. This type of survey report includes detailed information relevant to your repair issue including:

- ✓ your property's condition
- ✓ your property's defects
- ✓ an approximate budget cost for your repair
- ✓ photographs of your building defects
- ✓ recommendations for specialist advice if required.

Why get a building survey?

A building survey helps you organise and manage your shared repairs by:

- ✓ identifying and listing repair priorities
- ✓ helping you to pin down what repairs are needed when asking tradesmen for quotations
- ✓ helping you plan and budget for future repairs
- ✓ finding any problems that need urgent attention



- ✓ identifying defects that need to be investigated to prevent further damage
- ✓ telling you about problems that may be dangerous.

How does our Building Survey Service work?

It is important that owners agree to a survey beforehand. Usually, there is a lead owner for shared repair projects who works with the other owners to get them on board through the following steps:

- ✓ Check your title deeds to find out about your shared areas
- ✓ The lead owner lets the other owners know about our Survey service
- ✓ The lead owner arranges a vote with fellow owners or contact Edinburgh Shared Repairs Service for assistance
- ✓ If the majority of owners agree, then the survey can go ahead
- ✓ We organise the survey and give notice of the date to all owners
- ✓ Once completed, we post the survey report out to the owners
- ✓ All liable owners will be billed an equal share of the survey costs.

Why use our Building Survey Service?

- ✓ Our surveyors are members of the **Royal Institution of Chartered Surveyors (RICS)**.
- ✓ We specialise in the conservation of traditional buildings including tenements and bring this knowledge to your repair project
- ✓ Using our service means that you have access to the expertise and knowledge you need to get a good repair result
- ✓ Our service is independent.

Who pays what?

The cost of the Building Survey is invoiced in equal amounts to owners according to the number of homes or shops within the building.

Useful Contacts and Resources

Find an architect or surveyor - **The Royal Incorporation of Architects in Scotland** - www.rias.org.uk/for-the-public/find-an-architect or **The Royal Institute of British Architects** - www.architecture.com or **Royal Institution of Chartered Surveyors** - www.ricsfirms.com

Contact **Edinburgh Shared Repairs Service** for free information and advice to help you get your shared repairs organised. Call **0131 529 6778** or go online - www.edinburgh.gov.uk/sharedrepairs