

Property Condition Assessment Proposal



YG Home Inspection Services
7631 Ostell Crescent
Montreal, Quebec
Canada, H4P 1Y7

Phone: (514) 261-2434
Fax: (514) 739-3048
www.yginspection.com

Date:

Company:

Address:

Object: Property Condition Assessment Proposal

To whom it may concern,

We are pleased to present the following proposal for the Property Condition Assessment of the above property. The fee for our basic assessment service is \$ _____ (plus tax).

As it is difficult to compare the cost of professional services, we hope the following information about our firm will help you in your decision.

Our services conform to the ASTM standard E2018-08 protocol for Property Condition Assessments. All field work and report writing is performed by Professional Building Inspector who specialize in the area of building inspections.

YG Home Inspection Services is a building inspection firm that has specialized in building inspections since 2006. We are geared to move quickly and focus all our efforts on providing you with the necessary information. Our reports are designed for quick decision making, with an easy-to-follow summary of recommendations and priorities. We do not offer contracting services; therefore, you know our opinions are unbiased.

Thank you for your interest in our firm. Please feel free to call should you have any questions.

To confirm this inspection appointment, please sign the Proposal Acceptance page, and return by fax to: (514) 739-3048

Sincerely,
Yevgeny Govshievich
Building Inspector

(514) 261-2434
info@yginspection.com

Date:

Name:

Company:

Address:

Dear _____:

Property Condition Assessment of _____

The fee quoted is based on the following reported description. If actual conditions prove to be different, the fee may change.

The subject property consists a _____-story _____ building with an approximate floor area of ~ _____ square feet per floor.

The building is ~ _____ years old and of _____ construction with a _____ roof.

1.0 BASIC PROPERTY CONDITION ASSESSMENT:

Areas to be inspected:

- The structure.
- The electrical system.
- The heating system.
- The air conditioning system.
- The ventilation system.
- The plumbing system and fixtures.
- The roof surface (weather permitting), including flashings, drainage and chimneys.
- Interior components (concentrating on non-cosmetic considerations).
- The exterior wall components, from the exterior, including doors, windows and signage.
- Landscape components including walkways, driveways (excluding sewers) and retaining walls.
- Insulation spot-check.

NOT VALID FOR TRANSACTION

2.0 SCOPE OF PROPERTY CONDITION ASSESSMENT:

The assessment will meet or exceed the ASTM Standard E2018-08 for Property Condition Assessments, unless indicated otherwise.

The report will be a professional opinion, based on the accessible, visible components and systems of the building. We evaluate the current physical condition; we do not perform a design analysis. We visually review the performance, looking for evidence of distress. It should be understood that there are limitations to such an inspection. Throughout any inspection, inferences are often drawn which cannot be confirmed by direct observation. Therefore, it should be understood that we can reduce the number of unforeseen repairs; however, we cannot eliminate them. Consequently, no guarantee or warranty can be offered or implied.

The assessment does not include the operation of equipment.

The report will identify deficiencies based on a sampling inspection technique. For example, in a 100-foot x 20-foot brick wall, there are roughly 13,500 bricks and 12,000 feet of mortar joints. A brick-by-brick examination and report would require several hours for this building component alone. As a practical alternative, we use our professional judgment and experience to inspect areas and components most likely to show problems. This means that in some cases we will not find localized problems that were detectable. We ask that you understand and accept this.

The report will point out areas requiring improvement. It will not provide specifications or methods for performing the work. In some cases, a more detailed study is needed to decide what action, if any, is appropriate.

The intent of the visual roof and parking garage inspections is to give a general classification of the condition and to recommend whether or not a more detailed inspection should be undertaken.

3.0 EXCLUDED ITEMS:

Items excluded from this proposal include, but are not limited to, fire protection equipment, fire regulation compliance, building code and municipal bylaw compliance, security systems, telecommunication systems, process and recreational equipment and appliances.

No comments offered on mould or environmental concerns such as urea formaldehyde foam insulation, asbestos, radon gas or polychlorinated biphenyls (PCBs).

Rather than concentrating on the presence or absence of wood boring insects such as termites or carpenter ants, the intent of the inspection is to discover significant visible structural damage caused by the insects. We do, however, recommend inspection by a specialist, especially in areas considered prone to termite problems.

4.0 FEE:

Our fee for the above listed inspection is \$ _____ (plus taxes) .

5.0 RETAINER:

A retainer of one half of the total fee for the services selected (see Proposal Acceptance page) is requested. A personal or business cheque payable to our firm is acceptable. The balance of the total fee is due upon delivery of the report.

6.0 ADDITIONAL FEES:

The fee quoted above is based on one site visit. If additional site visits are required because of lack of proper access, additional fees will apply.

Additional fees are charged at our standard hourly rate (presently \$125.00 per hour) for any work not specified above. A four-hour minimum will apply to any billing. Consulting for expert testimony, including court appearances, time spent waiting to appear in court (in our office or elsewhere), travelling time, meetings, and research, is charged at 1.5 times our standard rate.

7.0 DELAY OR ABANDONMENT:

If the project is delayed or not completed, our firm will be paid for their time spent to that point at the rate set out above.

8.0 COMPLETION DATE:

The project is to be completed and the final report submitted within ten business days of the day the contract is awarded (attached Proposal Acceptance signed and returned with the retainer).

9.0 REPORT DELIVERY

One bound hardcopy of the report will be delivered by courier to you upon completion.

Additional hardcopy of the report are available for \$40.00 plus courier expense per copy.

The report will not be released to anyone without your permission.

10.0 CLIENT'S RESPONSIBILITY

10.1 Building Plans, Specifications and Records

If these exist, they should be made available. Working drawings or as-built drawings are preferred. Drawings will be referenced for general information only; a review to ensure fidelity of construction, building code compliance or a design analysis will not be undertaken.

10.2 Building Access

The client is responsible for assuring that access is available to all areas of the building, including electrical rooms, mechanical rooms and main water service entrances.

In addition, notice to tenants must be provided to allow access to the required number of units.

11.0 ACCEPTANCE:

If this proposal is accepted, please sign the following Proposal Acceptance and return one copy with the retainer.

12.0 EXPIRY:

This quote is valid for thirty days from the time of writing.

Thank you for your interest in our firm. If you would like to discuss this proposal further, please feel free to contact us. We look forward to working with you.

Enclosed is a company profile, for your information.

Sincerely,

Yevgeny Govshievich
on behalf of YG Home Inspection Services

www.yginspection.com
(514) 261-2434
info@yginspection.com

SAMPLE
Not Valid For Transaction

PROPOSAL ACCEPTANCE

Please sign and return this page by fax to (514) 739-3048

The Client requests the inspection of the Subject Property subject to the following **limitations and conditions**:

1. The inspection is to be performed according to the parameters set out in this Proposal.
2. The client is to arrange site access in advance of the inspection. Site access refusal of our staff or their agents will result in additional charges.
3. The report is an opinion of the current condition of the property, based on a visual inspection of the readily accessible features of the building. The report is not a guarantee, warranty or insurance policy.
4. The Client understands and agrees that the liability of our firm, its employees and agents, is limited to the Inspection Fee.
5. The written report will be available ten business days after award of contract.

We have read, understood and accepted the terms of this agreement:

Name:	Phone:
Company:	Fax:
Mailing Address:	
Inspection address:	
On-Site Contact: _____	
Inspection booked for: Time: _____ Day: _____	
Signature:	Date:

LEVEL OF SERVICE REQUIRED:

- Basic Property Condition Assessment\$ _____ (plus taxes)

A retainer of one half of the total of inspection service fees (as indicated above) is requested before the inspection; the balance is due upon receipt of the written report.