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### Overview

This Unit covers those activities that are carried out prior to the inspection of a property i.e. taking instructions, clarifying requirements and making initial enquiries on matters relating to the property in question.

Element 3.1 requires that you respond to requests for inspections from sellers or their representatives, clarify their needs and expectations and check that the property is appropriate for inspection. You must clearly explain the terms and conditions, any limitations/constraints that apply to Home Inspections and confirm your fee and payment arrangements. You are expected to confirm that the sellers or their representatives fully understand the procedures for inspection and to acknowledge any special circumstances that apply to your visit e.g. access to the property (or parts of the property) or who will be present at the time of the inspection.

Element 3.2 covers the investigation of matters which are important to ensure that you provide a complete and accurate Home Condition Report within the terms of your engagement. You should identify and research information that can reasonably be obtained, for example, that on the property type and construction, tenure, services to the property, modifications/extensions and special risks such as flooding or subsidence. You must also identify any significant factors that may influence the conduct of the inspection e.g. health and safety issues or additional information that should be gathered during the inspection. In some cases, your investigations may reveal problems that prevent you from inspecting the property; you are expected to inform the sellers or their representatives and explain the reasons to them.

# ASTHOM3

## Prepare for Home Inspections

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### Performance criteria

#### Agree and confirm instructions to carry out a Home Inspection

*You must be able to:*

- P1 **respond** promptly to requests from potential sellers or their representatives to undertake Home Inspections
- P2 clarify and confirm the requirements and expectations of the sellers or their representatives
- P3 identify any **circumstances** that prevent you from undertaking a Home Inspection and explain the reasons to the sellers or their representatives politely and clearly
- P4 explain to the sellers or their representatives the terms and conditions under which you will undertake a Home Inspection
- P5 explain to the sellers or their representatives the limitations and constraints of the planned Home Inspection
- P6 write to the sellers or their representatives to confirm the instruction and the terms, conditions and arrangements that have been agreed
- P7 confirm with the sellers or other occupiers the date and time of the inspection
- P8 confirm with the sellers or other occupiers any **specific arrangements** that apply to the inspection

#### Investigate relevant matters relating to the property

*You must be able to:*

- P9 investigate and record such information as is necessary to ensure a complete and comprehensive Home Condition Report
- P10 evaluate information in order to identify any **significant factors** that may influence the conducting of the inspection
- P11 assess, in cases of doubt, that the property falls within the scope of Home Information Pack legislation
- P12 inform the sellers or their representatives promptly in cases where your investigations reveal problems that prevent you from inspecting the property

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## Prepare for Home Inspections

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### Knowledge and understanding

*You need to know and understand:*

#### Agree and confirm instructions to carry out a Home Inspection

- K1 the legislation giving rise to Home Condition Reports
- K2 regulations under that legislation relating to the job of Home Inspector and the undertaking of Home Condition Reports
- K3 the types of property that do not by law require a Home Condition Report
- K4 how to clarify and confirm the requirements and expectations of sellers or their representatives
- K5 when a potential conflict of interest will require disclosure to the sellers or their representatives, or will require the need to decline the instructions altogether
- K6 the limitations and constraints that apply to the conducting of Home Condition Inspections
- K7 the importance of confirming in writing the arrangements agreed between you and the sellers or their representatives
- K8 fee structures and payment arrangements for Home Condition Inspections
- K9 how to confirm inspection arrangements with the sellers or other occupiers
- K10 the importance of confirming whether any specific arrangements apply to the inspection

#### Investigate relevant matters relating to the property

*You need to know and understand:*

- K11 the types of property to which Home Condition Report legislation does not apply
- K12 the different types of information that it is important to obtain to ensure a complete and accurate Home Condition Report
- K13 the different sources of information relating to the property that can be investigated
- K14 how to obtain information on relevant matters relating to the property
- K15 prevailing geographical/environmental features that may affect the property and the health and safety of occupants
- K16 how to evaluate relevant information in order to identify any significant factors that may influence the inspection
- K17 how to identify circumstances that prevent you from inspecting the property

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## Prepare for Home Inspections

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### Additional Information

#### Scope/range related to performance criteria

#### Agree and confirm instructions to carry out a Home Inspection

1. **respond** to requests from potential sellers or their representatives in the following ways:
  - 1.1. face to face
  - 1.2. in writing
  - 1.3. by telephone
  - 1.4. by email
2. acknowledge any **specific arrangements** that relate to the following:
  - 2.1. access to the property
  - 2.2. those present at the property at the time of inspection
  - 2.3. health and safety issues
3. are aware of **circumstances** that may prevent your carrying out a Home Inspection, which may include:
  - 3.1. properties beyond your current level of competence
  - 3.2. your own diary pressures

#### Investigate relevant matters relating to the property

4. identify the following **significant factors**:
  - 4.1. gaps in information
  - 4.2. health and safety considerations
  - 4.3. susceptibility to damage or deterioration

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## Prepare for Home Inspections

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**Originating organisation** Asset Skills

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**Original URN** HOM3

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**Relevant occupations** Professional Occupations; Construction, planning and the built environment; Building and construction; Architects, Town Planners and Surveyors

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**Suite** Home Inspectors

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**Key words** instructions, initial enquiries