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## Terms and Conditions of Engagement.

We set out below the basis on which Rennie & Partners conduct their professional services on behalf of their clients:-

1. **Building Surveying Services.** We will provide a quotation upon request for the project management of any building contract and provide an estimate letter which should be signed by the client, prior to commencement of the work. Fees are invoiced monthly and are due for payment upon receipt of the invoice.
2. The fee quote excludes additional work which arises out of or has a connection with the original agreed project. Additional costs can arise as a result of the following:-
  - a) Changes in either the scope or timing of the works regardless of the reason or these changes.
  - b) Delays or unsatisfactory workmanship by a contractor or sub-contractor or tradesman employed direct by the client.
  - c) Contested claims.
  - d) Additional works are assessed on a time charge basis and the current hourly rates exclusive of V.A.T. are set out in item 7 below.
3. If the commission is cancelled by the client then Rennie & Partners are entitled to be paid for the work undertaken. The work undertaken will be assessed on a quantum merit basis at the hourly rates set out in item 7 below.
4. Rennie & Partners normally retain copyright of all documents prepared by themselves. All work is prepared for the sole use of our named client and as such should not be reproduced in part or whole or relied upon from any third party without the prior consent of Rennie & Partners Ltd.
5. **Surveys and Valuations.** The fee quote for a Valuation, Condition and Valuation Survey and a Building Survey will be given at the time of instruction which is normally by telephone. A letter will be sent setting out the terms. Payment must be made in full prior to the commencement of the valuation/survey.
6. **Property Legislation.** Advising on matters set out below is undertaken on a time charge basis at the hourly rates in item 7.
  - a) The Party Wall etc. Act 1996 and boundary disputes.
  - b) Schedules of dilapidations.
  - c) Landlord and tenant matters including leasehold reform acquisitions and disposals.
  - d) Acting as expert witness in building disputes, valuation disputes and other legal/technical disputes.
  - e) Licences for building alterations.
7. Our current hourly rates exclusive of VAT are:-

Senior partners' time:	£210.00
Associate partners' time:	£195.00
Senior Property managers' time:	£120.00
Property managers' time:	£100.00
Building Surveyors' time:	£ 85.00

Hourly rates are reviewed annually. Any change in hourly rates will be notified.

8. The Data Protection Act 2018 and the General Data Protection Regulations (“GDPR”) requires us to advise you that your personal data are held on our database. In compliance with this legal obligation, we have implemented a Privacy Policy, which supplements these terms and conditions. Our Privacy Policy can be accessed at [www.renniepartners.co.uk](http://www.renniepartners.co.uk)
9. We operate a Complaints Handling Procedure details of which are attached.