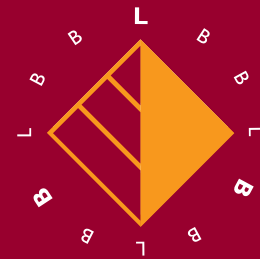


Building Condition & Budget Appraisals



LBB CHARTERED SURVEYORS
LANGLEY BYERS BENNETT

Building Condition and Budget Appraisal Report

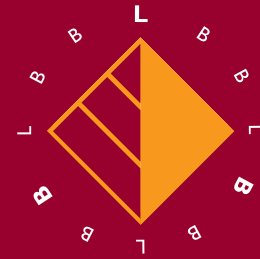
A report designed to...

“identify specific defects, advise generally in respect of the condition of the building and to estimate approximate budget costs for future items of repair.”

Our reports are specifically designed to give you, or your Managing Agents, the information needed for the preparation of a Planned Maintenance programme.

- To give you professional, but practical advice on the overall condition of your property and its future repair and maintenance.
- To enable you to set an informed budget or Reserve Fund for the future repair and maintenance of your property.
- To give you advice on priorities that may need urgent attention.
- To estimate the future cost of repairing and maintaining your building.





LBB CHARTERED SURVEYORS
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What We Do?

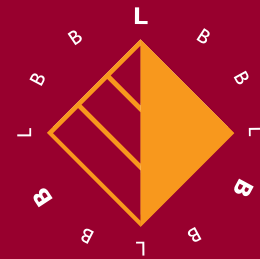


We have some 20 years experience of specifying and administrating repair and maintenance work to a wide variety of residential and commercial properties.

- We review any documentation we are provided with (eg. Risk Assessments, Maintenance records etc)
- We inspect all accessible parts of the exterior and interior common parts of the property
- We identify the priority that should be given to the various items of repair
- We make recommendations as to how any necessary work might be programmed
- We provide estimated budget costs for any work
- We suggest a priority for any repair works
- We identify any urgent works that may have serious consequences if not dealt with
- We liaise with you, or your Managing Agents, throughout the process
- We provide comprehensive, but easy to use, written report and spreadsheet copies for your use

THINGS WE DO NOT DO

- We do not carry out any tests of services.
- We do not look at those parts of the property that are covered, unexposed or inaccessible.
- We do not make enquiries with public authorities with regard to planning, building regulation approval, highways or similar matters.
- We do not undertake any tests or enquiries with regard to site contamination by noxious or deleterious materials including asbestos.
- We do not report on minor matters that would form part of normal routine maintenance work.



LBB CHARTERED SURVEYORS
LANGLEY BYERS BENNETT

July 2008

IT'S ALL IN THE PLANNING

John Byers, chartered building surveyor and Director of Langley Byers Bennett talks about the importance of making good plans for the ongoing repair and maintenance of your building.



Sometimes the life of a lessee can be relatively relaxed. You can afford to sit back and let your landlord or managing agent do the work. However upon acquiring your freehold responsibilities for the running of the building come along

with the privileges of ownership. You may discharge many of the responsibilities for the day-to-day management of the building to a managing agent – to whom you are entitled to look for advice. However, you should make sure that serious consideration has been given to budgeting for items of major expense in the future, and that these are not being overlooked in the normal bustle of day-to-day management.

Most residential leases enable provisions to be made each year on account for future expenditure for major capital items such as major external repairs, redecoration work, renewal of lifts or boilers, etc. Where this is the case, you should discuss with your managing agent, making carefully considered provision for further expenditure. This planned approach brings a number of benefits. It spreads the cost of very expensive items over a number of service charge years, so assists the lessees in budgeting their personal expenditure. It protects lessees at the time major work is done from having to bear the full cost of very expensive works as it spreads the cost over a long occupation period. It means the costs of various major items can be planned and scheduled in such a way as to prevent a number of items falling within the same service charge year.

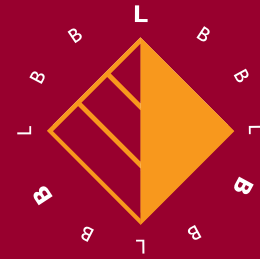
It creates a fund that can be drawn in the event of emergencies. It can put you in a position where you may be able to obtain better value from contractors or suppliers because funding for projects is readily available. It enables you (and future lessees to understand 'where they stand' and what their future occupation costs for the building might be.

Budget Report

Sometimes a managing agent is able to put together an approximate plan based on their own experience. However these often concentrate on items of day-to-day maintenance as this is often the focus of a managing agents duties, and they are not always the best person to advise on items of major expenditure – particularly building construction or engineering work. More typically a chartered building surveyor or engineer are employed to produce a budget report (often described as a planned maintenance report.) In producing such a report the building surveyor would inspect the building, audit its condition and, based on their experience and expertise, provide advice upon the likely cost of future work and the appropriate timing of such work. With this information you, or your managing agents can calculate the level of contributions required to the service charge to accumulate the funds that may be required, or at the very least, a contribution to those funds.

Remember work might not only include periodic repair and redecoration to the exterior or to other common parts of the building but may also include longer term requirements such as the replacement roof finishes, lifts or boilers. Other items included might be work to mature trees, the repair or replacement of boundaries and hard landscaping, and perhaps contingencies with compliance for future legislations. With some forethought coupled with good professional advice, this is one area of service charge administration that need not be a worry.

As Winston Churchill said, **“Let our advanced worrying, become advanced thinking and planning.”**



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What other services might you need?

We have a range of information sheets on a variety of our services including:

- **Building Reinstatement Valuations**
- **Building Repairs & Maintenance**
- **Building Surveys**
- **Leasehold Enfranchisement**
- **Valuations**
- **Property Disputes**

Please do not hesitate to contact us on any property related matters.



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