

# **FEEDBACK SHEETS**

## Feedback Sheet One

Name:

### Dilaps

1. Explain why landlords serve Schedules of Dilaps, in about 20 words.
  
2. Explain why Tenants have Schedules of Conditions carried out, in about 20 words.

### Party Walls etc Act 1996

3. Explain what the Party Wall Act relates to in about 20 words
  
4. Complete the ? :  
Building Owner and ? ..... are the parties involved in a Party Wall Award and the Party Wall surveyors would need to agree and appoint a ?..... surveyor

### Building Survey / Structural Survey Project

Please tick one of each

#### **Your Building type**

For example: Residential old Listed or not Listed, Leisure and Care Sector, Retail, Office, Industrial or Institutional

#### **Your Era**

For example: Tudor, Georgian, Regency, Victorian, Edwardian, War years, Modern

Address of the property you are surveying:  
(Photos required next week)

#### **Your Interests**

Please tick one or two or more!

Conservation, Project Management, Facilities Management, Disputes (Dilaps/Party Walls), Structural Surveys, Valuation, Renovation, Design, Development, Building Control, Other!

## Feedback Sheet Two

Name:

### Dilapidations

*Assume you are a Chartered Surveyor working to RICS Guidance Notes*

#### Question One

A. Can a Schedule of Dilaps be issued after the end of the Lease? Y/N

B. What is a Scotts Schedule, about 15 words

C. A Schedule of Dilaps has the following column headings across the top:

Location/Element | Clause No. | Defect/Nature of Breach | Remedy | Quantity of Work | Cost

What additional/different columns does a Scotts Schedule have?

D. How is a Section 18 valuation carried out?

### Party Wall etc Act 1996

#### Question Two

A. Building ..... and ..... are the names usually given to the owners involved in a Party Wall Award

B. Explain what a Third Surveyor is

C. Explain what an Agreed Surveyor is

D. What does Section One of the Party Wall Act relate to?

E. What does Section Two relate to?

### Building Surveys

#### Question Three

Name of your property (unless given previously)

## Feedback Sheet Three

Name:

The first question considers a dilapidations scenario and you advise the tenant. The second question relates to Party Wall matters and should be answerable based upon the knowledge gained from reading the Claret book. The third question asks for the name, address and type and era of property you have chosen for your survey.

### Dilapidations

#### Question One

Your client has rented an industrial unit for ten years at a rent of £5,000 per year. The tenant has recently purchased a new property and wishes to leave. They give the landlord 6 months notice and leave.

The landlord serves a Schedule of Dilapidations (in paper format) on them the week after the company has left the premises, priced at £70,000. Your client, the original leaseholder/tenant is particularly annoyed as he had been promised the Schedule of Dilapidations many months prior to the lease coming to an end, but never received one.

You (the chartered surveyor) view the property with a builder and ask them to price the Schedule of Dilaps. The builder's quote is for £20,000.

The landlord wishes to have a monetary solution.

How would you advise your client, the ex-leaseholder/tenant with regard to the following matters:

- A. Has the landlord's surveyor met the provisions of the RICS Guidance Notes?
  
- B. Advise your client/the tenant how to proceed.

### Question Two

#### Party Walls etc Act 1996

- A. What are the terms used for the different sort of clients you could have when carrying out a party wall case?
  
- B. Define what an agreed surveyor is and what a third surveyor is
  
- C. Explain what a line of junction is
  
- D. Explain what a three and six meter notice is.

### Question Three

Name/number, address and type and era of property you have chosen for your Building Survey.

Once you have completed the questions leave the room.

## Feedback Sheet Four

Name:

### Dilapidations *You are a Chartered Surveyor working to the RICS Guidance Notes*

Your client has a 300sq m retail unit with a rent review and break clause coming up to the sixth year stage of a nine year lease. The lease is FRI but has a schedule of condition attached with a rent of £20,000.

The landlord has issued an interim Schedule of Dilaps at £120,000. Your client, the original leaseholder/tenant is very concerned as business is very poor.

- A. Advise your client (the tenant) how to proceed if they wish to go (in about 20 words)
- B. Advise your client (the tenant) how to proceed if they decide to stay (in about 20 words)

### Party Walls etc Act 1996

- A. On the back of this page name the eight (or is it ten) different types of clients and surveyors that could be involved with a Party Wall Award and what they do.
- B. What are the advantages of each side having a surveyor?
- C. How many days do you have to appeal a PW Award?
- D. When would you use a schedule of condition – who would prepare the SofC and what do you need to check for as well as dogs named Fang?
- E. What is a special foundation?
- F. Easements Section 9  
Can I cut the new flue off to a boiler if it comes over the line of junction and the sill too to the sliding sash window in the same wall?
- G. When, or why, can you (or Jim) break into a property under the PW Act (with a police officer)?
- H. How many different types of notice do you have under the PW Act – name them.

- I. Draw two PW Section Six Type Notices on the back of this paper.
- J. Is piling included in the PW Act.
- K. What story was repeated in the last week's presentation from the first week?

**Building Surveying**

Name your property and advise where you are with the survey project

Could you speak for ten minutes on the building survey                      Yes/No

## Feedback Sheet Five

Name:

**Dilapidations** *You are a Chartered Surveyor working to the RICS Guidance Notes*

Your client is the landlord

The tenant has recently relocated from the top floor of a four floor shared use office block. The office space was let on a 10 year FRI Lease which has ended. The tenant had a schedule of condition carried out at the start of the lease.

You have prepared Schedule of Dilaps on the whole building and priced it from a price book at £170,000. The tenant believes this to be high and has had two builders price the work, both at around £100,000.

The landlord wishes to start the refurbishment immediately (next week) using his regular builder, as they need the rental income. The ex-tenant says they can't start until the Schedule of Dilaps is agreed.

- A. Advise your client how to proceed (in about 20 words)
  
  
  
  
  
- B. Comment on the difference in the costs of the works

### **Party Wall etc Act 1996**

- A. What happens if the adjoining owner does not respond to the building owner's notice?
  
  
  
  
- B. When do the BO and AD surveyors appoint a Third Surveyor and why?
  
  
- C. Draw the five types of Party Walls and structures on the back of this page.
  
  
- D. Explain or draw what Section One relates to.
  
  
- E. Explain or draw what Section Two relates to.
  
  
- F. Explain or draw what Section Six relates to.

## **Building Surveying**

Could you speak for ten minutes on your building survey today? Y/N

Could you produce a folder with your findings from the survey in it? Y/N

Can you name the day the survey is required to be handed in? Y/N



## Feedback Sheet Six

Name:

**Dilapidations** *You are a Chartered Surveyor, advise within the RICS GN and PS*

You are acting for the tenants who have left the property, in March of this year, at the end of a 20 year FRI lease, with a rent of £40,000 pa

The landlord's surveyor has issued a Schedule of Dilaps, priced, she advises, from a pricing book, and past projects she has worked on, at an estimate of £70,000. You have had a builder price the work at £20,000, based on the Schedule of Dilaps; this takes two weeks. You have met the landlord's surveyor (after waiting for four weeks due to her being busy) at the property and she agrees to amend some of the items in the Schedule based on evidence you have provided, that the office and mezzanine floor were in place at the start of the lease. You agree to these amendments to be made within two weeks – after three you ring to be advised .....

The landlord's surveyor has decided to go to tender (without discussing this with you) and has started to prepare a schedule of work, which takes a further two weeks. She then advises her client needs to approve the schedule of work, which takes a further two weeks and the tender process takes a further four weeks.

When tenders are returned the builders quotes range from £40,000 to £50,000. The landlord's surveyor wishes to use these figures and also includes a claim for loss of rent and starts the work. Your builder is still happy to do the work for £20,000.

1. Advise your client

Party Wall Act (all in about 20 words)

2. What does Section 1, 2 and 6 relate to (in about 20 words)
3. Draw the five different types of party wall/structure
4. In a 3m Notice does the line of junction have to be 3m away?
5. Does a Section 6 Notice apply if the foundations don't go lower than the adjoining property?
6. Why would you recommend a schedule of work?

## **Building Surveys**

Name the equipment (on the back of this page) you would take on a building survey.

Name the three typical problems (on the back of this page) with the Georgian property.

Discuss your damp defect report from last week and produce a one page summary.

## Feedback Sheet Seven

Name:

**Dilapidations** *You are a Chartered Surveyor working to the RICS Guidance Notes*

Your client is the landlord

You are managing a dilaps claim for the landlord and have prepared a Scotts Schedule and have been unable to agree anything!

- A. Draw a Scotts Schedule
  
  
  
  
  
  
  
  
  
  
- B. What different types of ADR may be of use to resolve the dilaps claim?

Name three different types of ADR (in approx 50 words)

**Party Walls etc Act 1996** *You are a Chartered Surveyor working to RICS GN*

Explain what a Party Wall Surveyor does for the BO (in approx 20 words)

**Building Surveying** *You are a Chartered Surveyor working to the RICS GN*

Explain the difference between a Valuation, Home Buyer's Report and Building Survey (AKA Structural Survey) (in approx 50 words)

## Feedback Sheet Eight

Name:

### **Dilapidations**

*You are a Chartered Surveyor working to the RICS Guidance Notes*

Your client is the tenant

The tenant is in an office building that they have rented for 14 years of a 20 year lease. In the 15<sup>th</sup> year the lease has a break clause that the tenant wishes to use. The yield up break clause is due in six months time.

- A. Advise the occupier what actions need to be taken and the possible problems in the present market (in approx 50 words)

### **Party Wall etc Act 1996**

*You are a Chartered Surveyor working to the RICS GN*

Explain what a Party Wall Surveyor does for the AO (in approx 20 words)

### **Building Surveying (AKA Structural Survey)**

*You are a Chartered Surveyor working to the RICS GN*

Explain the importance of an Executive Summary in a Building Survey and explain what should be included (in approx 50 words)

## Feedback Sheet Nine

Name:

### Dilapidations

*You are a Chartered Surveyor working to the RICS Guidance Notes*

Explain Dilaps (in approx 20 words)

Name and explain three cases that are classic Dilaps case law?

### Party Wall etc Act 1996

*You are a Chartered Surveyor working to the RICS GN*

Explain party walls (in approx 20 words)

### Building Surveying (AKA Structural Survey)

*You are a Chartered Surveyor working to the RICS GN*

- A. Give three examples of common issues relating to fire safety
  
  
  
  
  
  
  
  
  
  
- B. Explain the difference between rising damp, condensation and lateral dampness (in approx 20 words)