



## Vendor Questionnaire

If you have the time to answer the following questions, it will be helpful in preparing the Energy Performance Certificate. Alternatively, the assessor can go through it at the time of inspection. It is accepted that some answers may be approximate. Thank you.

### Property address:

Q1	Do you know the age of the building?	It was constructed in ..... (or) It is about ..... years old		
Q2	How long has the vendor owned or lived at the property?	..... years		
Q3	Is the building listed?	yes	no	not sure
Q4	Is the building in a conservation area?	yes	no	not sure
Q5	Is the property ....?	freehold		leasehold
Q6	Does it have a cellar?	yes	no	
Q7	If so, how is it accessed?			
Q8	Do you have documents from prior surveys/deeds, etc?	Which?...		
Q9	Have you carried out structural alterations/extensions/additions/attic conversion? Please give approximate dates.			
Q10	Which services are connected to the property? If you tick "other" please give details here:	Electricity	mains	other
		Gas	mains	other
		LPG		
		Oil		
		Water	mains	other
		Drainage	mains	cesspool septic tank
Q11	If there is no mains gas inside the house, is it available in the road outside?	yes	no	not sure
Q12	Has the property had any of these installations done? If you know when, please indicate. If you have a warranty or installation certificate please indicate.	when done		paperwork?
		Central heating		yes/no
		Double glazing		yes/no
		Cavity wall insulation		yes/no
		Loft insulation		yes/no
		Internal wall insulation		yes/no
		External wall insulation		yes/no
		Conservatory		yes/no
Electrical rewiring		yes/no		

Q13	Where are the following? <i>(Just ignore if not present.)</i>	Electricity meter		
		Electricity fuse box		
		Gas meter		
		Boiler		
		Hot water tank		
		LPG or Oil store		
Q14	If you have a central heating boiler, can you give the following details?	Make and model		
		Age or when installed		
		Is it serviced every year?	yes/no	
<i>Note: If you answered "yes" it would be a good idea to find the relevant documents.</i>				
Q15	If you burn solid fuel, please indicate where and what type. e.g. open fire, closed fire, stove, and whether there is a back boiler using this fuel.		burnt in	back boiler
		Smokeless		
		House coal		
		Anthracite		
		Wood logs		
		Wood chips		
		Wood pellets		
	Mixed			
Q16	Is there loft access? Is there a fitted ladder in good condition?	Loft access: yes/no	Location:	
		Loft ladder: yes/no	Condition: safe/unsafe/notsure	
Please PRINT NAME and sign				
Please DATE				
Please delete as applicable		OWNER/OCCUPIER/AGENT/REPRESENTATIVE		

*Thank you for taking the time to complete this questionnaire.  
The completed Energy Performance Certificate (EPC) will be added to the Home Information Pack by your HIP Provider, who may ask you for further paperwork quite separate from this.*

Your EPC inspection is to be carried out by: