

# CLIENT QUESTIONNAIRE

Please take time to carefully answer the following questions; your answers will help in the preparation of the Energy Performance Certificate.

Property Address:

Date:

	QUESTION	ANSWER		
01	How old is the original building?			
02	Is the building Listed?	Yes	No	Not sure
03	Is the building in a conservation area?	Yes	No	Not sure
04	Is the property?	Freehold	Leasehold	
05	Do you have a cellar? If yes, how is it accessed?	Yes	No	
06	How long have you lived here / owned the property	years		
07	Which services are connected to the property?    If you have stated other, please give details?	Electricity	Mains	Other
		Gas	Mains	Other
		LPG		
		Oil		
08	Where are the following?	Electricity meter		
		Electricity Fuse box		
		Gas meter		
		LPG or Oil store		
09	If you have a Central Heating boiler do you know how old it is?	Years		
	Where is the boiler located and is it accessible?			
	Do you have the boiler serviced annually?			
<b>Please provide the relevant documents for your boiler, this information is important.</b>				

10	Has the property ever been extended or have significant changes been made or building works undertaken?	Yes	No	Not sure
11	If you answered YES to question 10 please provide more information.			
	Types of building works undertaken.	Approximate date of work		
	Cavity Wall insulation.			
	Loft conversion			
	Extensions / conversions			
	Window replacement.			

FORM COMPLETED BY:      SIGNATURE

PRINT NAME

ADDRESS

DATE

PLEASE STATE;      OWNER / OCCUPIER / AGENT / REPRESENTATIVE

Thank you for your time.

