

Letter of Engagement for a BER Assessor's Client

NEW-PROVISIONAL BUILDINGS

Template

(on BER Assessor's Headed Notepaper)

Name & Address of Client

Date

Dear [Name of Client],

Thank you for appointing me/us to carry out a Building Energy Rating (BER) Assessment of [name/address of building(s) to be assessed]. I/We am/are happy to accept this assignment on the following terms and conditions:

1. The BER Assessment will be carried out in accordance with the Code of Practice for BER Assessors. In particular, it will be carried out in an independent manner by [me or a named registered BER Consultant] based on drawings, specifications and other data supplied by you and any other investigations required. On the basis of this information, I/we will complete a BER assessment of the building(s) and submit it to The Sustainable Energy Authority of Ireland (SEAI) for publication.
2. All information and documentation that you supply to me in connection with this application (whether requested by me or otherwise) will become the property of SEAI. I/We have an obligation to you to protect the confidentiality of this information and will not disclose it without your agreement to do so unless otherwise required to do so by law. If we are required by law to release any such information we shall notify you promptly if possible.
3. I/We and SEAI shall have no responsibility for any loss or damage that may arise as a result of the Building Energy Rating assessment or result. The methodology used for the BER assessment incorporates standard occupancy assumptions and a range of technical judgements on the energy efficiency of various building components and attributes. A BER may change over time due to many factors including deterioration or modification to the fabric of the building, or its elements. As a result, an energy rating is only a guide to the overall energy efficiency of a building. In practice, energy efficiency is highly dependent on how occupants use the building.
4. My fee for the BER Assessment will be €_____ incl. VAT. This fee is inclusive of all costs including payment to SEAI for publication of the relevant BER assessment(s).

Please confirm your agreement with the terms of this letter by signing the acceptance form below and returning it to me at your earliest convenience or, alternatively, please let us know if you have a different understanding of the terms of our appointment.

Yours sincerely,

BER Assessor

Acceptance

I/We [Name of Client], agree to appoint [Name of BER Assessor] to carry out a BER assessment of [Name/Address of Building (s)] I accept that it is my responsibility to provide accurate information regarding this building for the purposes of the assessment and accept the terms and conditions outlined in this letter of appointment.

I also accept that all construction/workmanship details provided to the Assessor will be adhered to.

Signed for and on behalf of the client

Authorised signatory

Date: __/__/20__