

Preparing for your BER Assessment

Homeowners Checklist

Quick checklist

A BER Assessor will need access to:

- ✓ All rooms
- ✓ Attic and garage
- ✓ Hot press
- ✓ Meter cupboards
- ✓ Heating systems and controls
- ✓ Ventilation and lighting
- ✓ Windows and doors

Your BER to-do-list:

- ✓ **Step 1** Obtain quotations
- ✓ **Step 2** Engage your assessor
- ✓ **Step 3** Prepare the relevant paperwork
- ✓ **Step 4** Prepare your home for your assessment
- ✓ **Step 5** Review and retain your BER file

What should I expect when a BER Assessor calls to my home?

Your BER is calculated based on the amount of energy your home requires for space heating, hot water heating, ventilation and lighting. In order to complete this calculation, your BER Assessor will need to collect information on various aspects of your home. They will need access to all areas of your home including the attic, lighting systems, ventilation, meter cupboards, heating systems and controls, hot press and all doors and windows. They will collect a number of measurements and photographic evidence of each of these aspects of your home.

Gathering paperwork

To prepare for your BER assessment, you will need to gather documentary evidence for works done on your home, to ensure you are receiving the most accurate BER rating. Having all your documents and paperwork prepared prior to your assessment will significantly reduce the time it takes to receive your BER Certificate and Advisory Report.

In the absence of relevant documents, your BER Assessor will be required to use default values, which are conservative estimates of the performance of certain aspects of your home. This may result in your home receiving a lower BER rating. **Using this checklist will help minimise the use of default values to calculate your BER.**

Please note: A BER assessor takes full responsibility for the accuracy of each assessment that he or she carried out and submits to SEAI for publication. BER Assessors are not employees of SEAI.

1. Obtain quotations

		Tick
1.1	Find out if there was a previous BER carried out on your home. You can check this here by entering your MPRN.	
1.2	Consult the BER Assessor Register for a full list of registered assessors.	
1.3	Request a quotation and timeline for the completion of your BER. SEAI recommends that you get three quotes.	

2. Engage your assessor

		Tick
2.1	Request a written agreement or contract from your chosen assessor. You can find an example here .	
2.3	Confirm your MPRN and your Eircode. You will find your Meter Point Reference Number (MPRN) on a household electricity bill.	
2.5	Ensure all home improvements are complete before scheduling your survey. Request all documentation of completed works from your contractor.	
2.6	Let your assessor know if you wish to discuss the BER result before publication.	

3. Prepare the relevant paperwork

		Tick
3.1	Age of Construction Proof of the year the house was built and proof of the age of any extensions added to the house (if applicable) for example: <ul style="list-style-type: none">• Legal documents such as planning notice or commencement notice or• OSI map for maps from 2005, 2000, 1995 or• Homeowner confirmation in writing	
3.2	Plans or specifications of the house (if available)	
3.3	Details of any insulation upgrade works installed (if applicable) <ul style="list-style-type: none">• As-built drawings or specifications (signed off by the architect, engineer or assigned certifier stating the type and thickness of insulation installed or• Copies of invoices with detailed description of materials (e.g. insulation type, thickness and quantity) or• Report of works signed off by a contractor showing the area of surface insulated, insulation thickness and type or• Photographs showing insulation type and thickness	
3.5	Details of any window upgrade works (if applicable) <ul style="list-style-type: none">• Certification of the U-value and solar transmittance in the form of the Declaration of Performance or other appropriate accredited certification such as NSAI Window Energy Performance scheme or BFERC.• Confirmation of window type or glazing specification installed through as-built drawings, specifications or invoices• Photographs (e.g., showing frame or glazing)	
3.6	Details of any door upgrade works (if applicable) <ul style="list-style-type: none">• Documentary evidence of door type installed, and• Certification of the U-value in the form of the Declaration of Performance or other appropriate accredited certification.	
3.7	Results of any air tightness tests completed (if applicable) Ensure that the test was carried out by a registered air tightness tester, an individual or organisation competent to do so (NSAI or INAB accreditation for example).	
3.8	Information on the heat pump installed (if applicable) <ul style="list-style-type: none">• Information used to support non-default efficiency (e.g. Ecodesign data, EN 16147 data and designer/installer sign-off sheet for heat pumps, accredited test certificates, etc.);• Where Ecodesign documentation is used, an additional declaration from the manufacturer is needed for the use of parameters not required to be included in Ecodesign Product Information.• For non-default flow temperatures for heat pumps, please supply heating design sheets and radiator technical data sheets	

4. Prepare your home for your assessment

		Tick
4.1	Ensure all areas in your house are unlocked and accessible including attic and garage.	
4.2	Ensure any outdoor buildings containing heating appliances are unlocked and accessible.	
4.3	Identify the areas in your home that have been extended or upgraded.	
4.4	Identify the heating system and heating controls.	
4.5	Ask your assessor if the documentation you have provided is sufficient to fully take account of all of your upgrades. It may be the case that the documentation did not meet the requirements. This may provide you with an opportunity to source further documentation.	

5. Review and retain your BER file

		Tick
5.1	Retain a copy of all documentation supporting the inputs in your BER This is a record of all upgrades in your home and is important documentation. You may need this evidence for future BERs.	
5.2	Check your published BER You can check your published BER and download a copy of your BER certificate and advisory report here .	
5.3	Contact your BER assessor if you have any questions regarding your published BER or advisory report	