

# [Sample Letter of Engagement for BER Assessor's Client]

NEW-FINAL, NEW PROVISIONAL or EXISTING BUILDINGS

(on BER Assessor's Heated 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 and the relevant methodologies and guidance from The Sustainable Energy Authority of Ireland (SEAI). In particular, it will be carried out in an independent manner by [me or a named registered BER Assessor]. New provisional dwellings will be based on drawings, specifications and other data supplied by you and any other investigations required. New final and existing dwellings will be based on a survey of the building and investigations required to be completed as part of the survey. Plans and specifications related to the dwelling may also be of use during the BER Assessment. I/We may request certain information from you, the client as part of the survey and BER Assessment. On the basis of this information, I/we will complete a BER assessment of the building(s) and submit it to SEAI for publication.
2. Copies of 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. Any personal data that We/I collect and/or provide to SEAI will be processed by Us/I and/or SEAI in accordance with the provisions of applicable data protection law in force from time to time in Ireland (including the General Data Protection Regulation (Regulation (EU) 2016/679).
4. 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.
5. I/We have an ongoing responsibility to ensure the accuracy of BER certificates issued based upon my/our assessment. For that purpose, it may be necessary for me/us and/or SEAI or its agents to visit the building to carry out a site survey of the completed building, specifically in relation to new final or existing dwelling assessments. You and/or the owner(s) or subsequent owners of the building(s) may be requested to allow me/us or the employees of SEAI or its agents to visit the building(s) for this purpose. If you decide not to facilitate such a request, SEAI may decide to revoke the relevant BER Certificate.
6. 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 the Client]*, agree to appoint *[Name of BER Assessor]* to carry out a BER assessment of *[Name/Address of Building (s)]* I accept that any supporting information I have provided to the BER Assessor is accurate and I accept the terms and conditions outlined in this letter of appointment.

I further acknowledge that should SEAI from time to time require access to personal data I provide to {BER Assessor} or to the building in connection with the BER Assessment process, that I hereby understand that such access being provided to SEAI (and to its employees, contractors, servants, agents and representatives) is necessary for the purpose of administration of the national BER register; consideration and/or processing of my BER certificate; and/or discharge by SEAI of its statutory and regulatory functions relative to the BER register.

Signed for and on behalf of the client

\_\_\_\_\_  
Authorised signator

Date:            \_/\_/201\_

