

Property Address

FILE No. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Client \_\_\_\_\_  
 Client Manager \_\_\_\_\_  
 Client Contact \_\_\_\_\_  
 Client Tel: \_\_\_\_\_

EPC with other properties in portfolio ?      Y / N      (Notes attached)  
 EPC with other properties on same site ?      Y / N      (Notes attached)

**ENERGY PERFORMANCE CERTIFICATE**

EPC Required (Date) \_\_\_\_\_  
 Energy Assessor (Name) \_\_\_\_\_  
 Energy Assessor Tel: \_\_\_\_\_  
 Quote to client / Instructions \_\_\_\_\_  
 Assessment Date Fixed \_\_\_\_\_

EPC Received - Date of Expiry

**PROPERTY INFORMATION**

The following information to be collected where available for use by the Energy Assessor.

Approx size ( GIA ) \_\_\_\_\_  
 Current use \_\_\_\_\_  
 Occupier \_\_\_\_\_

**Information for EPC**

	ON FILE	AVAILABLE
Date of Construction		
Floor Plans		
Construction Drawings		
Builder's Spec		
'CDM' File		
Previous surveys		
Other Structural info		

	ON FILE	AVAILABLE
Date of refit / renovation		
Heating System Info		
Air-con Info		
Domestic hot water system Info		
Lighting Info		
Advanced control systems		
"Green" energy sources		

Roughly how many 'rooms' is the property divided into

