

27 July 2012
Survey Proposal Letter 27.07.12.docx



To whom it may concern.

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BY EMAIL & POST

Dear Sirs

ATHLONE HOUSE, HAMPSTEAD LANE, LONDON N6 4RU

Further to the request from your legal advisors, Withers LLP, we set out below our proposal to undertake a site survey of the above property and prepare a like for like update of the Condition Survey Report that we previously prepared dated January 2011 and which was subject to your instructions in response to our then fee proposal dated 10 November 2010 (copy attached for ease of reference).

For the purposes of this proposal, I confirm that the scope of works as detailed in our proposal dated 10 November 2010 remain applicable to any new engagement, except we are not required to update Appendices 2-4 inclusive, the purpose of which related to the subsequent Planning Inquiry.

Conditions of Engagement & Limitations

Please find attached our standard terms of business, which combined with the contents of this letter constitute our Terms of Appointment. The standard terms of business apply to all work we do on your behalf until we contact you with any revised terms of business. Unless otherwise agreed in writing, these terms of business apply to any future instructions you give us and your continuing instructions will amount to your acceptance of this form.

Will you please indicate your acceptance of our Terms of Appointment by having an authorised signatory sign the enclosed copy of this letter in the space provided and return that copy to us. In any event, unless we hear from you within 14 days we will assume that the Terms of our Appointment are acceptable to you.

Although we will undertake as thorough and detailed an inspection as possible, we are required by our Professional Indemnity Insurers to notify you that our report would be subject to the standard limitations as attached.

Access Arrangements

We will liaise with Withers LLP to gain access to the property for the purposes of undertaking the inspection. Our proposal assumes free and uninterrupted access on the basis that the property is vacant. We further assume safe access exists at the property for us to inspect areas such as roof voids. At this stage, we would not propose to use specialist access equipment to inspect the external parts of the roofs but would intend to carry this out from ground level or adjacent accessible flat roofs.

Fee Basis and Timescale

I confirm that our fee for undertaking an update of our previously prepared Summary Condition Report dated January 2011 would be £3,500 plus VAT and reasonable disbursements. I confirm that our fee relates only to the update of the Condition Survey elements of the report on a like for like basis and will not include any update on other appendices 2-4 inclusive, as I assume these are unnecessary and will be dealt with separately.

We would be able to mobilise quickly and undertake the necessary work within 7-10 working days from the date of receipt of signed instruction.

Any additional services, including attendance at meetings, further inspections etc would be subject to your further instructions and additional fees at the following agreed rates.

Director (Sean Monie) - £250/hr
Associate - £150/hr

All fees would be subject to the addition of reasonable out of pocket expenses and VAT at the prevailing rate.

I trust our proposal is acceptable and I have interpreted your requirements correctly. In this regard, please would you be kind enough to sign, date and return a duplicate copy of this letter to confirm your instructions for my job file and our internal compliance procedures.

Yours sincerely



Sean Monie
Director

We accept the proposals as set out in this letter and the associated terms of business and limitations of survey referred to herein.

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Signed, for and on behalf of Athlone House Limited

.....
Date

.....
Print Name

cc Matthew Richards – Savills L&P Limited
Priya Sharma – Withers LLP

Encs Standard Terms of Business for Consultancy Services