



Letter of Engagement – re BER Assessment by Leo Meehan (rated BER) SEI Reg No 102663

Name & Address of Homeowner:
Date:

Dear Client,

Thank you for appointing me to carry out a Building Energy Rating (BER) Assessment of your property at:

I am 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 Conduct, the DEAP manual and the DEAP survey guide for BER Assessors. It will be carried out in an independent manner by me based on a survey of the dwelling and investigations completed as part of the survey. I may request certain information from you, the homeowner as part of the survey and BER Assessment. On the basis of this information, I will complete a BER assessment of the building(s) and submit it to Sustainable Energy Ireland (SEI) 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 SEI. I have an obligation to you to protect the confidentiality of this information and will not disclose it without your agreement to do so unless required to do so by law. If I am required by law to release any such information we shall notify you promptly if possible.
3. Neither I nor SEI shall have any 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. I have an ongoing responsibility to ensure the accuracy of BER certificates issued based upon my assessment. For that purpose, it may be necessary for me or Sustainable Energy Ireland (SEI) or its agents to visit the building to check that it complies with the survey sketches on which the BER Certificate has been based. You and/or the owner(s) or subsequent owners of the building(s) may be requested to allow me or the employees of SEI or its agents to visit the building(s) for this purpose. If you decide not to facilitate such a request, SEI may decide to revoke the relevant BER Certificate.
5. My fee for the BER Assessment will be € This fee is inclusive of all costs including payment to SEI for publication of the relevant BER assessment(s).
Leo Meehan - rated BER is covered by Professional Indemnity and Public Liability Insurance.
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 me know if you have a different understanding of the terms of my appointment.

Yours sincerely,

Leo Meehan

BER Assessor - rated BER SEI Reg No 102663



Acceptance

I/We _____, agree to appoint Leo Meehan – rated BER to carry out a BER assessment of property at: _____

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.

Signed for and on behalf of the client.

_____ Date:
Authorised signatory