



# Property Assessment Report Shop & Office

This Property Assessment Report is a visual assessment of the conditions of the reasonably accessible areas of the property at the time of the assessment.



## Property Assessment Details

### CLIENT DETAILS

Name	Fred Sample	Booking No	4486
Telephone No		Mobile No	1234 456 678

### ASSESSMENT DETAILS

Address of Property	7 Sample Street				
Suburb	Sampletown	State	QLD	Postcode	7000
Date of Assessment	28 April		Time of Assessment	10am	
Existing use of Property	Offices				
Weather conditions	Fine				
Verbal summary to	Given in person	Date	28 April		

### ARCHITECT DETAILS

Name	Sydney Sample	Registration No	Sample 123
Address	10 Sydney Road, Sampletown QLD		
Email	syd@samplesimple.sample	Phone	(07) Sample



# The Scope of Assessment

This Report is prepared by Archicentre Australia – a division of ArchiAdvisory Pty Ltd – and in accordance with Australian Standard 4349.1-2007 Inspection of Buildings Part 1: Pre-purchase inspections – Residential Buildings (pending release of Australian Standard for pre-purchase inspections of non-residential buildings)

This Report is a subjective assessment prepared by the appraising architect on a visual assessment of the condition of the reasonably accessible parts of the property and on the basis of the prevailing structural, soil and weather conditions at the time of the assessment and does not cover enquiries of councils or other authorities. It is not a certificate of compliance for the property within the requirements of any Act, regulation, ordinance or local by-law.

Prolonged periods of wet or dry weather may cause structural changes to the property as described in the Property Maintenance Guide which you can download from the link found in the body of your Report and in the Report cover letter.

This Report will not disclose defects in inaccessible areas, defects that are concealed and/ or not reasonably visible, defects that may be apparent in other weather conditions or defects that have not yet arisen.

This Report is not a rigorous assessment of all building elements and does not cover all maintenance items, particularly those such as jamming doors, windows or catches, decorative finishes and hairline or slight cracks. This is in accordance with Category 0 and 1 of Appendix C – AS 2870-2011.

This Report is not a pest inspection. Archicentre Australia recommends that a pest inspection be carried out on all properties being considered for purchase. Customers wishing to have a full pest inspection should contact Archicentre Australia to arrange a separate pest inspection. Archicentre Australia's Timber Pest Inspections are undertaken by highly qualified, independent and authorised inspectors. Archicentre Australia does not sell pest control services so you can trust that you will not be recommended treatments that you do not need.

The assessment assumes that the existing use of the property will continue and the Report is prepared on that basis. As such, the assessment will not assess the fitness of the property for any other intended purpose. We advise you to verify any proposed change in use with the relevant authorities.

If you are intending to purchase the property, and in consideration of the limitations of a visual assessment, as well as budgeting for the anticipated cost of the recommended repairs and maintenance, Archicentre Australia recommends budgeting a further 5% of the value of the property, to provide a 'safety net' against unexpected costs that may arise over the first five years of ownership and that this be taken into account when establishing a purchase price. The amount of this safety net is a rough guide for properties generally and not specific to your property.

Where the property is a unit or apartment, associated areas may include common areas pertinent and immediately adjacent to the subject residence, for which major defects only will be noted.

## What is included in this Report

- Identification of observed building defects upon a visual assessment of the reasonably accessible parts of the property;
- Assessment of defects for significance relative to the expected condition of a well maintained property of similar age and construction type;
- Recommended actions for identified defects;
- Recommended professionals and/ or trades who may be appropriate to undertake further investigation or carry out the recommended action;
- General and specific additional advice on maintenance matters that your architect has deemed appropriate.

## What is not included in this Report

- Identification of toxic mould, or asbestos related products;
- Condition or operation of swimming pools, spas or their surroundings, rainwater or grey water tanks or treatment and similar facilities;
- Condition, adequacy or compliance of electrical, gas and plumbing systems including roof plumbing, underground pipes or drainage systems;
- Operation adequacy or compliance of security and communications systems, smoke detectors, building services, building automation, electrically operated doors including garage doors, plant, equipment, mechanical, gas or electrical appliances and fittings;
- Footings below ground, soil conditions, site factors and hazards;
- Compliance with legal, planning, regulatory including Building Code of Australia, sustainability or environmental matters including but not limited to the adequacy or safety of insulation, waterproof membranes and/ or other installations, Bushfire Attack Level assessments;
- Timber, metal or other framing sizes and adequacy.
- Condition, compliance or assessment of Essential Safety Measures including fire, life safety and health items installed or constructed in a building to ensure adequate levels of fire safety and protection.

# Defect Definitions

## DEFINITION

Minor Defect/ Maintenance Item	Any items of repair which are common to well maintained properties of similar age or type of construction and as described in the Property Maintenance Guide, including decorative features and finishes.
Major Defect	A defect of sufficient magnitude where rectification has to be carried out without undue delay to avoid: <ul style="list-style-type: none"><li>• unsafe conditions, posing a threat to life or serious injury; or,</li><li>• loss of utility whereby the defect is such that the whole of the relevant part of the property can no longer serve its intended function; or,</li><li>• further substantial deterioration of the property.</li></ul>
Serious Structural Defect	A major defect in any internal or external primary load bearing component of the building which seriously affects the structural integrity of the building requiring rectification to be carried out without undue delay to avoid: <ul style="list-style-type: none"><li>• unsafe conditions, posing a threat to life or serious injury; or,</li><li>• loss of utility, whereby the defect is such that the whole of the relevant part of the building can no longer serve its intended function; or,</li><li>• further substantial deterioration of the building.</li></ul> <p>In the case of cracking, a serious structural defect denotes severe cracking as defined by Category 4, Appendix C – Australian Standard AS 2870-2011.</p>

## Assessment Access

The architect can only assess the reasonably accessible parts of the property. It is your responsibility to ensure that any inaccessible parts of the property that can be made reasonably accessible for an assessment are made so, prior to the assessment. If parts of the property have been noted as being inaccessible during the assessment, it is important that you contact the architect and arrange for a second assessment when access to restricted areas has been made available. Inaccessible areas cannot be assessed.

Reasonably and Safely Accessible – Accessible areas which can be accessed by a 3.6 metre ladder or those which have at least 600mm unimpeded vertical and horizontal clearance without the removal of any fixed or unfixed furniture, fittings, stored items, cladding or lining materials, plants or soil.

Archicentre Australia architects are unable to access areas where there is a risk of adverse disturbance or damage to the property, including the garden area. The architect will determine the extent of accessible areas at the time of the assessment.

Workplace Health and Safety access conditions apply subject to relevant State and Territory regulations. Archicentre Australia authorised architects are unable to inspect areas higher than 3 metres above ground level unless secure ladder access is available and fall prevention devices or barriers are present. High level access equipment may provide access where this has been explicitly requested and agreed in writing prior to the assessment.

Reasonable Access may not be possible due to physical obstructions or conditions that may be hazardous or unsafe to the architect.

Access restrictions will be noted where appropriate.

# Your Property Assessment Summary

This Property Assessment summary provides you with a "snapshot" of the items the architect considers of greatest significance for you when considering this property. Please refer to the Definitions and the complete Report for detailed information regarding visible defects and recommended actions. Please note that this summary is not the complete Report and that in the event of an apparent discrepancy the complete Report overrides the Summary information.

PROPERTY SUMMARY - Primary construction materials and site conditions			
Sub-Structure	Reinforced Concrete Strip Footings, Concrete slab	Floors	Concrete
Roof	Metal Deck	Walls	Brick, Metal Clad
Windows	Aluminium	No of Storeys	2
Site Grade	Gentle slope	Furnished	Yes
Extension / Renovations	Yes - extended & renovated	Tree Coverage	Moderate
Estimated Age / Period	1970's 2000's		

## Summary of the Condition of the Property

Apparent condition of the building with respect to its age: **Poorly Maintained**

### Major Defects

Are there any Major Defects evident? **YES**

### Serious Structural Defects:

Are there any Serious Structural Defects evident? **NO**

## Evident Defect Summary

### key

- NA - Not applicable, No such item      ✓ - No visible significant defect  
 X - Maintenance Item or Minor Defect      XX - Major Defect  
 U - Unknown / Inaccessible / Not tested

Damp	XX	Framing	✓	Stumps / Piers	NA
Cracking	X	Water Supply	✓	Timber Rot	✓
Electrics	✓	Roof	X	Suspected Illegal Building	U
Site Drainage	XX				

### Assessment Summary:

The attached commercial masonry building has been progressively extended and renovated.

The assessment does not include the first floor, areas that are not reasonably accessible, and is limited to the nominated individual property.

It is not the scope of this assessment to include all common or other adjacent property. Legal advice should be obtained as to the liability to contribute to the cost of repairs in respect of any common property.

The building is a renovation prospect.

Shortcomings are predominantly matters of "old building syndrome" including:

- Ground/paved levels at Rear of the building are higher than those to the sub-floor allowing seepage thereunder, then contributing to damp related deterioration.
- Poor surface drainage evident at the Rear. Surface levels not falling to drain away from building as required by building standards.
- Water ingress is apparent into Garage brick and block walls - then causing damp circumstances. Garage columns supporting suspended concrete floor above are affected by rising damp - due to damp slab circumstances. Garage being a class 10 construction, waterproofing is not a consideration - and this should be understood in the context of seeking to maximise building performance.

### Design Potential Summary

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The property will lend itself to repair and renovation - then providing service well into the future. A first step towards improvements will be to seek a sketch design that examines design opportunities tailored to your brief, and advises on possible building costs.

Architectural services can assist in describing scope on which basis competitive pricing can be sought - thereby controlling style, quality and cost.

SAMPLE

# Property Assessment Notes

## Professional and Trade Guide

Your architect may refer you to the following professional or tradespeople:

Architects	Drainers	Insulation Contractors	Plasterers
Building Contractors	Electrical Contractors	Landscape Architects	Paving-Variou
Bricklayers	Excavating Contractors	Landscape Gardener & Contractors	Roof Const./Repair/Clean
Concrete Contractors	Fencing Contractors	Underpinning Services	Structural Engineers
Carpenters & Joiners	Glass Merch/Glazier	Pest Control	Tile Layers-Wall/Floor
Cabinet Makers	Home Maint./Repair	Painters & Decorators	Tilers & Slaters
Damp Houses	House Restump/Reblock	Plumbers & Gasfitters	

## Site

### Key

- NA - Not applicable, No such item  
 X - Maintenance Item or Minor Defect  
 U - Unknown / Inaccessible / Not tested  
 ✓ - No visible significant defect  
 XX - Major Defect

<b>GARAGE</b>	Structure/Walls	XX	Roof/Ceiling	✓	Floor/Finish	✓
<b>FRONT</b>	Fences/Retaining	NA	Paving	NA	Surface Drainage	NA
<b>REAR</b>	Fences/Retaining	X	Paving	✓	Surface Drainage	XX
<b>RIGHT SIDE</b>	Fences/Retaining	X	Paving	✓	Surface Drainage	XX
<b>LEFT SIDE</b>	Fences/Retaining	X	Paving	✓	Surface Drainage	XX



Building on front boundary - No access

<b>Access Limitation</b>	<b>Access Notes</b>
Not Accessible - Obstructed	No access at front of site - building on boundary. Party walls at sides prevent access.
<b>Major and Serious Structural Defects Found:</b>	
<p>1. Seepage from adjacent sites is evident through boundary brick walls - then affecting the building's substructure. Recommend negotiation with neighbours to improve their drainage systems and include additional silt pits within the rear yard to mitigate ground water seepage under the building.</p> <p>2. Garage is adversely affected by seepage through boundary walls. See Summary notes. Within the context of the class 10 facility, seek to negotiate with neighbours to improve site drainage and its deteriorating effects.</p>	
<b>Professional &amp; Trade Recommendations:</b>	Building Contractors, Drainers, Excavating Contractors
<b>Maintenance Items and Minor Defects Found:</b>	
3. Boundary brick wall on fence line has a lean - recommend monitoring. If indications continue, seek structural engineering	

advice to stabilise.

4. Both side fences are overgrown. Recommend pruning back climbers.

**Professional & Trade Recommendations:**

Building Contractors, Brick Layers, Landscape Gardeners & Contractors, Structural Engineers

**General Notes**

5. Read with the downloadable attachment - Property Maintenance Guide.

SAMPLE

# Property Exterior

## Key

NA - Not applicable, No such item  
 X - Maintenance Item or Minor Defect  
 U - Unknown / Inaccessible / Not tested

✓ - No visible significant defect  
 XX - Major Defect

ROOF	Covering	X	Valleys	✓	Ridges	✓	Overhanging Trees	X
	Chimney/Vents/Flues	✓	Flashing	✓	Box Gutters	✓	Skylights	✓
ROOF SPACE	Frame	✓	Insulation	✓	Services	✓	Lining/sarking	✓
	Underside of Roof	X						
SUB-FLOOR	Stumps/Piers	NA	Walls	NA	Services	U	Ventilation/Damp	U
	Framing	✓	Underside of Floor	NA				
FRONT WALL	Structure/Finish	✓	Eaves	✓	Gutter/Downpipe	✓		
	Sub-Floor Vents	NA	Doors/Windows	✓	Balcony/Deck	NA		
REAR WALL	Structure/Finish	✓	Eaves	✓	Gutter/Downpipe	✓		
	Sub-Floor Vents	NA	Doors/Windows	✓	Balcony/Deck	NA		
RIGHT WALL	Structure/Finish	✓	Eaves	✓	Gutter/Downpipe	X		
	Sub-Floor Vents	NA	Doors/Windows	✓	Balcony/Deck	NA		
LEFT WALL	Structure/Finish	✓	Eaves	✓	Gutter/Downpipe	✓		
	Sub-Floor Vents	NA	Doors/Windows	✓	Balcony/Deck	NA		



Recommend cleaning box gutters



Recommend cleaning box gutters

<b>Access Limitation</b>	<b>Access Notes</b>
Not Accessible - Obstructed	Boundary and Party walls deny access. No sub-floor access - concrete slab.
Partially Accessible - Inspection Safety Hazard	Limited safe access to roof and roof space.
<b>Major and Serious Structural Defects Found:</b>	
6.---	
<b>Professional &amp; Trade Recommendations:</b>	NA
<b>Maintenance Items and Minor Defects Found:</b>	



- 7. Damp detected on ground floor Shop Administration - recommend plumber checks downpipe and repairs.
- 8. Dents in metal deck roof - appear to allow water in. roofer to repair.
- 9. Overhanging tree at courtyard - recommend pruning and regular cleaning of box gutters.
- 10. See Site Notes regarding seepage effects from neighbours.

**Professional & Trade Recommendations:**

Plumbers & Gas fitters, Roof Const/Repair/Clean

**General Notes**

- 11. Read with the downloadable attachments - Treatment of Dampness, Roofing & Guttering.

SAMPLE

# Property Interior - Dry Areas

## Key

NA - Not applicable, No such item  
 X - Maintenance Item or Minor Defect  
 U - Unknown / Inaccessible / Not tested

✓ - No visible significant defect  
 XX - Major Defect

SHOP - Retail	Floor Structure/Finish	✓	Ceiling	✓	Walls	✓	Electrics	✓
	Cupboards	✓	Windows/Doors	✓	Dampness	✓		
SHOP - Admin./ Store	Floor Structure/Finish	✓	Walls	X	Ceiling	✓	Electrics	✓
	Window/Doors	✓	Cupboards	✓	Dampness	✓		
SHOP - Kitchenette	Floor Structure/Finish	✓	Walls	✓	Ceiling	✓	Electrics	✓
	Window/Doors	✓	Cupboards	✓	Dampness	✓	Sink & Cabinet	✓
OFFICE - Stair	Structure	✓	Floor Finish	✓	Balustrade	✓	Underside	✓
OFFICE - Reception	Floor Structure/Finish	✓	Windows/Doors	✓	Walls	✓	Robes	NA
	Ceiling	✓	Dampness	✓	Electrics	✓		
OFFICE - Administration	Floor Structure/Finish	✓	Windows/Doors	✓	Walls	✓	Robes	NA
	Ceiling	X	Dampness	✓	Electrics	✓		
OFFICE - Meeting	Floor Structure/Finish	✓	Windows/Doors	✓	Walls	✓	Robes	NA
	Ceiling	✓	Dampness	✓	Electrics	✓		
OFFICE - Store	Floor Structure/Finish	✓	Windows/Doors	✓	Walls	✓	Robes	✓
	Ceiling	✓	Dampness	✓	Electrics	✓		



Wall affected by dampness - downpipe leak

<b>Access Limitation</b>	<b>Access Notes</b>
Partially Accessible - Obstructed	Building in use. Fitout and furniture/stored items obstructs full view.
<b>Major and Serious Structural Defects Found:</b>	
12.--	
<b>Professional &amp; Trade Recommendations:</b>	NA
<b>Maintenance Items and Minor Defects Found:</b>	
13.Roof leak confirmed to Office administration area. Recommend roofer repairs.	
<b>Professional &amp; Trade Recommendations:</b>	Roof Const/Repair/Clean
<b>General Notes</b>	

SAMPLE

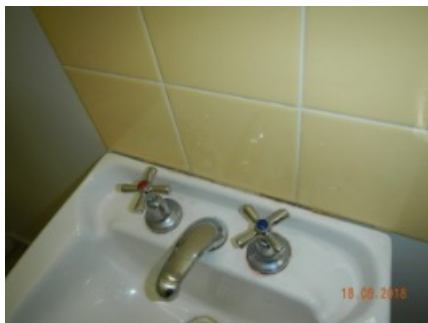
# Property Interior - Service (wet) Areas

## Key

NA - Not applicable, No such item  
X - Maintenance Item or Minor Defect  
U - Unknown / Inaccessible / Not tested

✓ - No visible significant defect  
XX - Major Defect

<b>SHOP - Powder room</b>	Floor Structure/Finish	✓	Walls	✓	Ceiling	✓	Electrics	✓
	Window/Doors	✓	Cupboards/Vanity	✓	Water Pressure	✓	Dampness	✓
	Exhaust/Ventilation	✓	Toilet Suite	✓	Basin/Splashback	✓	Mirror	✓
<b>OFFICE - Powder room</b>	Floor Structure/Finish	✓	Walls	✓	Ceiling	✓	Electrics	✓
	Window/Doors	✓	Cupboards/Vanity	✓	Water Pressure	✓	Dampness	✓
	Exhaust/Ventilation	✓	Toilet Suite	✓	Basin/Splashback	X	Mirror	✓
<b>SERVICES</b>	Heater/Unit	✓	Cooler/Unit	U	Smoke Detectors	U	Hot Water Service	✓
	Switchboard	✓						



Recommend re-caulking

<b>Access Limitation</b>	<b>Access Notes</b>
Partially Accessible - Obstructed	Building in use. Fitout and furniture/stored items obstructs full view.
<b>Major and Serious Structural Defects Found:</b>	
15.--	
<b>Professional &amp; Trade Recommendations:</b>	NA
<b>Maintenance Items and Minor Defects Found:</b>	
16.Recommend re-caulking splashbacks to basins in both powder rooms.	
<b>Professional &amp; Trade Recommendations:</b>	Tile Layers - Wall/Floor
<b>General Notes</b>	
17.Recommend seeking service checks of services and equipment items - e.g. heating/cooling, hot water services, security, smoke detectors.	

## Attachments

The following selected attachments are an important part of this Report. These can be downloaded from the Archicentre Australia Supplementary Documents page [http:// www.archicentreaustralia.com.au/ report\\_downloads/](http://www.archicentreaustralia.com.au/report_downloads/) or by referring to the Report cover email for downloading instructions. If you have difficulty downloading the following ticked attachments, please contact Archicentre Australia on 1300 13 45 13 immediately.

ITEM		ITEM		ITEM	
Property Maintenance Guide	✓	Cracking in Masonry	✓	Treatment of Dampness	✓
Health & Safety Warning	✓	Roofing & Guttering	✓	Re-stumping	NA
Termites & Borers	✓	Cost Guide	✓		

## General Advice

- This is not a pest inspection report. Archicentre Australia recommends pre- purchase and ongoing timber pest inspection in all mainland states and territories.
- Smoke detectors must be installed in accordance with current regulations. Archicentre Australia suggests that you regularly check these to ensure proper operation.
- Drought conditions can cause buildings to crack literally overnight. Please note the precautions advised in the referred Property Maintenance Guide and any specific recommendations made in your Report.
- The condition of timber- framed or concrete decks and balconies deteriorates over time – annual assessments should be undertaken to verify their safety.
- In the interests of safety, Archicentre Australia recommends all property owners should have an electrical safety assessment undertaken by a suitably qualified specialist.
- This assessment does not include an assessment of essential safety measures and prospective purchasers/ leasers should make their own enquiries in this regard.
- If you are purchasing the property, Archicentre Australia recommends a review of all door and window locks and security systems, appliance and equipment at settlement.

### For Strata, Stratum and Company Title Properties

The Assessment is limited to the nominated individual property including associated private open space. It is not the scope of this assessment to include all common or other adjacent property. Legal advice should be obtained as to the liability to contribute to the cost of repairs in respect of any common property.

# Terms & Conditions

This Report has been prepared by Archicentre Australia – a division of ArchiAdvisory Pty Ltd – and the named architect and is supplied to you (the named client) on the basis of and subject to the Scope of Assessment and the Terms and Conditions of the Contract and the Assessment and Archicentre Australia accepts no responsibility to other persons relying on the report.

This Report has been prepared in accordance with Australian Standard 4349.1-2007 Assessment of Buildings Part 1: Pre-purchase Inspections – Residential Buildings and to any other Australian Standards and definitions cited in the Terms and Conditions.

Please note that having provided to you an opportunity to read or hear the Scope of Assessment and the Terms and Conditions following upon you making a booking for the Property Assessment, the architect has proceeded to conduct the assessment of the property and Archicentre Australia has proceeded to supply this Report on the basis that you have accepted the Scope of Assessment and the Terms and Conditions and/or are deemed to have done so upon the architect arriving at the property.

The Report is to be read in conjunction with all other Archicentre Australia Reports issued concurrently for the property.

The Scope of Assessment and the Terms and Conditions take precedence over any oral or written representations by Archicentre Australia, to the extent of any inconsistency.

1. After making the booking, the client is deemed to have accepted these Terms and Conditions and Scope of Assessment upon the architect arriving on site.
2. The Report is not a guarantee but is an opinion of the condition of the assessed property relative to the average condition of well-maintained similar properties of a similar age.
3. Archicentre Australia accepts no liability with respect to work carried out by other trades, consultants or practitioners referred by Archicentre Australia. It is your responsibility to make appropriate contractual arrangements with such person.
4. The Report is not a certificate of compliance for the property within the requirements of any Act, regulation, ordinance or local by-law.
5. Archicentre Australia does not accept responsibility for services other than those provided in this Report.
6. Archicentre Australia's liability shall be limited to the provision of a new assessment and report or the payment of the cost of a new assessment and report, at the election of Archicentre Australia.
7. The assessment assumes that the existing use of the building will continue. The assessment will not assess the fitness of the building for any intended purpose. Any proposed change in use should be verified with the relevant authorities.
8. The Property Maintenance Guide constitutes a vital part of the architect's recommendations and failure to observe either the recommendations or the Property Maintenance Guide could lead to premature deterioration of the property.
9. The Health and Safety Warnings constitutes a vital part of Archicentre Australia's recommendation to you. Failure to observe the provisions of the warning sheet could jeopardise the safety of the occupants.
10. The Report and its appendices and attachments, as issued by Archicentre Australia, takes precedence over any oral advice or draft reports, to the extent of any inconsistencies, and only the Report and its appendices and attachments, which form a vital part of the architect's recommendations, shall be relied upon by you.
11. If you are dissatisfied with the Report you agree to promptly give Archicentre Australia written notice specifying the matters about which you are dissatisfied and allow Archicentre Australia to attempt to resolve the matters with you within 28 days of receipt by Archicentre Australia of such written notice before taking any remedial action or incurring any costs.
12. Reference to Archicentre Australia in this Report and any other documentation includes, where the context permits, its agents and representatives authorised to act on its behalf.
13. These Terms and Conditions are in addition to, and do not replace or remove, any rights or implied guarantees conferred by the Competition and Consumer Act 2010 or any other consumer protection legislation.