



## Preparing for your EPC

As a Homeowner or Landlord it is important to provide as much information as possible to ensure the accuracy of an Energy Performance Certificate (EPC) produced for your property. This information is generally in the form of receipts, certificates or guarantees, and **should be emailed to us prior to your Energy Assessment. Alternatively copies of these documents can be left in the property on the day of assessment** (we will then retain these documents for at least 10 years).

We will still make some assumptions when carrying out an Energy Assessment and can of course produce an EPC with no information provided, but to ensure your EPC is as accurate as possible (and provides the best possible rating) we would recommend reviewing the list below to see if any apply to your particular property...

- **Property Build date**

This can usually be estimated. However, if the property is a conversion (i.e. barn), or is the result of sub division of a larger property (i.e. flat conversion), documentary evidence must be supplied to confirm all elements met building regulations at date of conversion, *otherwise the property ratings will be calculated based upon the original building date*. A Building Control Completion Certificate and/or dated receipt/guarantee from a builder are generally sufficient evidence.

- **Extension**

Build date can be estimated but a Building Control Completion Certificate and/or dated receipt/guarantee from a builder will ensure accuracy of the EPC.

- **Loft Conversion**

We are not allowed to estimate a date for this; *if no evidence is provided the loft conversion will be taken as the same age as the property part it is in* - Building Control Completion Certificate and/or dated receipt/guarantee from a builder should therefore be provided.

- **Windows**

Manufacture date is sometimes on the glazing or frame, if not a FENSA Certificate should be provided. For high performance windows/doors certificates should be provided showing U/G-Values.

- **Wall or Floor Insulation**

Cavity wall insulation is usually obvious by drill holes/slots, but a certificate would help to verify. For external or internal wall insulation, or party wall cavity fill, a certificate and/or dated receipt/guarantee from a builder must be provided (showing type and thickness of insulation in the case of solid walls). For floor insulation, a certificate and/or dated receipt/guarantee from a builder must be provided.

- **Heating system with lower design flow temperature**

Only applicable to heat pumps or condensing boilers - a signed commissioning certificate will need to be provided. Also if an MCS certificate is available please provide a copy of this (heat pumps only).

- **Heating system with Weather/Load Compensation**

Paperwork will need to be provided to reflect this, as these devices are sometimes difficult to identify.

- **Solar Water Heating or Photovoltaic Panels**

Paperwork (installation/test documentation) is required to fully reflect a solar water heating system in the EPC (basic information can be entered without paperwork). For PV Panels, if no wiring diagram is present in the property (usually adjacent to the electricity meter) please provide an electricity bill.

- **WWHRS (Waste Water Heat Recovery System)**

As these are often not visible a certificate and/or receipt/guarantee from an installer must be provided, which also details whether it is a storage or instantaneous system (or both).

- **18 Hour Electricity Tariff**

Currently only available in certain areas; if this is present a recent electricity bill will need to be provided.

*Unfortunately quotations, or letters from the previous/current owner of a property, are not allowable evidence.*