

RICS Associate Assessment Submission Documentation

Candidate Name:	James Hart
Membership Number:	1234567
Pathway:	Valuation
Date:	2014

Please indicate and provide details below if you have any of the following disabilities, and wish the assessor to take this into account for your submission:

Learning, such as dyslexia
Access
Visual

Hearing
Speech
Other, please provide details

All of these must be supported in writing and certified accordingly. The supporting evidence must suggest what reasonable adjustments RICS should take into consideration.

DO NOT COPY

PLEASE NOTE CANDIDATES ARE NOW REQUIRED TO RECORD 48 HOURS OF CPD

Candidate details and checklist

1. Candidate details

Candidate Name:		
Candidate Number:		
Date of Birth:		
Pathway	Valuation	
Number of years of relevant experience:	7	
Do you have relevant qualifications?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If 'YES' to either of the above, what subject?		
Employer/organisation:	ABC	
Mentor:		RICS Membership Number
Month and Year of Assessment:	April	Year (2014)
Any Special Considerations:	No	
Previously Referred at Associate:	No	Number of previous assessment attempts
Case Study Title :	Lease Extension Valuation Report	

2. Checklist

	Candidate (enter 'X' to confirm complete – if referred only indicate the templates that you have updated for re assessment)	RICS (office use only)
Associate Submission		
Candidate Details	X	
Summary of Experience – Technical competencies	X	
Summary of Experience – Mandatory competencies	X	
Case Study	X	
Record of Professional Development	X	
To be completed by Referred candidates ONLY		
Which technical competencies are being reassessed?		
1.		
2.		
3.		
4.		
5.		
6.		

Summary of Experience - Mandatory Competencies

There are eight mandatory competencies – these are the ‘softer’ skills that all responsible practitioners need, regardless of their RICS pathway. Please refer to your Associate pathway guide for the details of the mandatory competencies. These competencies are essential: they demonstrate your ability to work with colleagues, meet client requirements, manage your own work and act with honesty and integrity. Please provide a brief example for each to demonstrate you have met each of them in the relevant box below. You are not required to write about Conduct rules, ethics and professional practice because you will demonstrate it by completing the RICS ethics module and test. **Please note you have a 1000 word limit in total.**

Mandatory Competencies	Summary of how you meet competency requirements
Client care	I interact with clients regularly – either over the telephone, by email or in person at a property. I establish and maintain appropriate professional relationships; always acting with integrity. When dealing with client enquiries, I identify their status and needs by asking specific questions and recording the information accurately. I aim to ensure they feel confident in my ability and, most importantly, that of the company. Being a member of the RICS requires that the highest of standards are upheld as this reflects on the organisation and promotes trust. I provide tailored Terms of Business to all clients confirming the purpose of the instruction and deal with any queries prior to referring these to a senior surveyor to confirm. I follow the ‘RICS Valuation – Professional Standards’ which highlights the best practice to adopt when reporting to clients.
Communication and negotiation	I communicate effectively via telephone and email regularly; this is with clients, colleagues and professionals such as agents, solicitors or surveyors. When communicating with agents for comparable evidence, I build a good rapport, act in a professional manner and I am astute regarding the transaction details that agents may be reluctant to disclose. I ensure confidential information is not disclosed. I recognise the need to build up a good network of agents with whom I can liaise and know it is important to provide them with helpful information without compromising confidentiality. I understand negotiations require good preparation, knowledge of what each side wishes to gain and knowledge of tactics and strategies to reach a specific target. Occasionally, I will introduce sketch drawings I have produced during inspections to graphically illustrate a point.
Conflict avoidance, management and dispute resolution procedures	When preparing terms of business, I undertake conflict checks. To achieve this I first consider any personal conflicts and then search our client and instructions database thoroughly. I have learnt from CPD that conflicts can potentially be avoided early by being alert to potential issues and then communicating honestly with colleagues if I feel there is potential for a conflict to arise from a situation. I have knowledge and understanding of dispute resolution procedures: these are more economical and quicker ways of handling matters, other than Court. I recognise my role as a future member of the RICS, being the world’s largest provider of these services, and the differences between mediation, adjudication, arbitration and appointment of an independent expert witness. I am aware of our company’s complaints handling procedure, as required by the RICS.
Data management	I regularly use databases such as the Land Registry (for lease documentation and Title Entries), VOA (for council tax and business rates) and local authority websites (for planning information, conservation policy and listed building status). I obtain accurate comparable evidence for use in valuations by collating and cross-referencing data from various property websites and then creating a spreadsheet containing this information. I have also had to search through data at the British Library Newspaper Archives to gather historic comparable evidence, often required in valuations for tax purposes. Our company has various in-house databases, i.e. our historic job list, Leasehold Reform settlement evidence and transactions within specific property developments. I recognise the confidentiality of the majority of the data that I handle and I have knowledge of the Data Protection Act 1998 and understand

	and apply the 8 principles when handling clients' personal data.
Health and safety	I comply with the RICS Surveying Safely standards, as per the Guidance Note, when visiting properties. I undertake a brief risk assessment before attending a property. I am supervised by a senior surveyor on site, so lone working is not an issue at present, but I understand the implications of this. My office has centrally managed diaries and there is a call-back system used. Surveyors carry personal alarms and mobile phones. If a property was undergoing construction work, it may be necessary to wear personal protective equipment and I would not risk going into the property without it. The Guidance Note also made many references to the Health and Safety at Work etc. Act 1974 which applies also to the office environment. I am also aware of my company's health and safety policy and the hazards I need to be aware of whilst in the office.
Sustainability	Best practice recommends valuers assess sustainability criteria when inspecting a property and note its likely impact on value. CPD reading has helped me to understand that everyone in the property sector needs to be aware of it as ultimately it affects the future of the industry. Sustainable features are beginning to affect a property's economic value, investment risk and performance; therefore it is vital that as a valuer I am aware of this. I note the Brundtland definition of sustainable development, that it "meets the needs of the present without compromising the ability of future generations to meet their own needs". I have conducted a question and answer seminar for my colleagues, detailing the importance of sustainability. Sustainability covers social (security, location, transport), environmental (potential risks, pollution) and economic (low cost, energy efficiency) matters in the property market.
Teamworking	I am of the view that teamwork is paramount to ensure progress and delivery of the best possible service to our clients. To maintain a positive team environment I always treat others with respect and professionalism. As I have a supporting role I have always worked as a team member alongside colleagues. I appreciate the part I play in the team. Our surveyors have a wealth of experience: I am aware that by communicating and receiving feedback, I increase my understanding and knowledge. I apply this to my own work so I can improve constantly. As well as the need to be autonomous, I also understand the importance of knowing my limitations and this is when teamwork is valuable as having others to liaise with over matters can ensure the best outcome for the client.

Exam

Summary of Experience – Technical Competencies

Your summary of experience should be no more than 2000 - words in total.

Technical Competency	Summary of Experience
<p>1. Inspection</p>	<p>I prepare for inspections by:</p> <ul style="list-style-type: none"> • obtaining a location map; • assessing risks (e.g. construction work; location; the route); • checking equipment: calibrated laser measure (tape measure as back-up), camera, pad, pen and an inspection template (list of main points to consider). <p>On site:</p> <ul style="list-style-type: none"> • I am aware of safety issues. • I communicate with the office when entering and exiting properties. • I would not enter a property if I feel unsafe. • I take notes on design, construction and location. • I take photographs to add to the report and for reference if I need to double-check details or liaise with other surveyors on matters where I am unsure. <p>Before leaving site I check I have all the appropriate information and retake any uncertain or missed measurements. If meeting clients on site, I conduct myself in a professional and respectful manner.</p> <p>I recognise my role as a valuer: to value the property at the price I consider the market will pay within the confines of my instruction. If defects such as dampness or cracking are noted, although there are limitations to the extent of my instructions, I investigate as far as possible. I note my findings and report these following further discussions with my colleagues, making appropriate recommendations for further investigation. If new caveats or special assumptions are needed (such as planning use or development) then I confirm these with the client before the report is prepared.</p> <p>I use inspection notes and sketched plans to prepare the report and calculate the required floor areas from measurements taken.</p> <p>I have a good knowledge of building construction, common defects and location analysis. I understand how these can affect a property's value and report this in the valuation. I appreciate the need for CPD, to keep abreast with new construction technologies developing that may appear in properties I inspect.</p> <p>I research common sustainability features for properties that we are likely to inspect: such as transport links, construction materials or perhaps economical energy sources (solar panels/efficient heating systems).</p>
<p>2. Legal/Regulatory Compliance</p>	<p>I have a working knowledge and understanding of relevant legislation (particularly the Leasehold Reform Act 1967 and the Leasehold Reform Housing and Urban Development Act 1993). I know the statutory requirements and how</p>

these differently affect freeholders, leaseholders and potential purchasers of properties.

The legislation affects value based on qualification and lease length, i.e.:

- If registered ownership requirements are not met, the leaseholder has no rights.
- The difference in premium for a lease > 80 years and < 80 years is substantial (due to the need to pay marriage value).

This legislation is complex and there is regularly new case law. It is vital that I keep up to date with new and pending changes: for example, there is new legislation relating to signatories to Notices.

I regularly liaise with solicitors to clarify legal issues that might affect my valuation. I undertake basic planning enquiries to ascertain any pending applications, site history and environmental factors that could affect value. Development potential is considered and identifying tenant's improvements is important to the valuation.

My role involves obtaining key legal documents, such as Title Entries and Plans, Leases/Deeds and planning policy documents. I review them and extract the relevant information needed. It is crucial to our valuation that the identity of the registered owner and period of ownership is correct. I read leases and note covenants that may affect value and summarise these for the report and client. Any unusual covenants are discussed with a solicitor.

I am aware lease terms affect value: such as the difference between "full repairing and insuring" and "internal repairing and insuring" when valuing rents for commercial property, as well as lease length; which also affect residential capital values.

I understand my limitations and note that I am not a lawyer and therefore, confirmation of interpretation is always sought: legal advice is beyond my skill set as a valuer. We always reserve the right to amend our report if the client's solicitor states an assumption is incorrect.

3. Measurement of Land and Property

I shadow surveyors on-site. I have experience measuring. I use a laser measure (or tape) and record measurements in a graphic form on a plan or sketch. I recognise it is necessary to ensure accuracy for inclusion in my reports. I ensure the laser is correctly used and avoid errors: such as avoiding a reflective surface. The equipment is checked before the inspection, if necessary, against a fixed length.

I understand the application of core, technical and specialist measuring definitions, together with the distinction between residential and commercial property: the core ones being:

- gross internal area (i.e. valuation of residential properties or building cost);
- gross external area (i.e. planning applications, council tax etc.);
- net internal area (i.e. valuation of office or retail space).

I am aware that application of the RICS Code of Measuring Practice (6th Edition) ensures consistency and accuracy. This is essential for data analysis: particularly to analyse and compare shop rents (which are valued ITZA (in terms of Zone A) - which means that the first 6 metres of a shop is identified as Zone A (the most valuable space); the next 6 metres as Zone B (at 50% of Zone A rate) etc., (halving back).

Lease or marketing plans when available are taken to site. Lease plans are helpful to establish if there are alterations to a demise. I have learnt to measure unusual layouts. I identify all relevant measurements and areas: even if they do

	<p>not directly affect value: i.e., on a past inspection I separately noted the eaves space (areas under 1.5m in height not included in GIA/NIA).</p> <p>I have knowledge of commercial mapping products and have experience of using Pro-Map. I am able to use this tool to gain the various maps I may need, such as site plans.</p> <p>I regularly interpret site plans and measurements prepared by other surveyors.</p>
<p>4. Property Records/Information Systems</p>	<p>I use property title plans to establish the land registered and boundaries. I use Pro-Map to show location and property boundaries.</p> <p>I search property databases to find suitable comparative properties. I record this information on a spreadsheet. I analyse details by location, condition, size, lease length, date. I make reasoned adjustments to compare properties. I use indices to adjust for time, such as ABC' PCL index and the Land Registry. I recognise the limitations of these indices and their application.</p> <p>I cross-reference sales information with the Land Registry when possible as hearsay evidence is often incorrect or not fully disclosed by agents.</p> <p>I maintain a database of all valuations undertaken. These I use, without releasing confidential information (client or property). Other managed databases include a schedule of settlement information (detail of lease lengths, the premiums valued, offered and achieved, relativity (lease compared to freehold as a percentage), yield and deferment rate). All valuations have a separate paper file and that is kept securely.</p> <p>As part of my role I form a reasoned opinion (to the best of my ability) on validity of notices by cross-referencing with title (registered ownership and period). I also use the titles to extract information: short particulars on the lease, level of ground rent. The leases provide information on the rent review and service charge/repair.</p> <p>I understand the difference between title entries, leases, licences and deeds. I know that if a property is not formally registered with the Land Registry, proof of ownership going back at least 15 years must be shown by way of documents such as conveyances, mortgages, wills etc.</p>
<p>5. Valuation</p>	<p>The property market is imperfect: each property is invariably unique; I cannot know all transactions; and supply and demand impacts value. I prepare valuations based on reasoned opinion, identifying any limitations or assumptions.</p> <p>I assist at all stages, from inspection to reporting, and reports are prepared in accordance with the 'Red Book' (I note this in the terms of engagement and report) and I am aware of its different applications. If PS 1: para 6.2 applies, ('Exceptions') I acknowledge this, as leasehold reform valuations are statutory based and always prepared in anticipation of negotiations or legal proceedings. The principles still apply in relation to content to ensure best practice, consistency, care and quality.</p> <p>I understand the need for Professional Indemnity Insurance. It protects the client and company in the event of an allegation of negligence. My company has £5,000,000 cover: cover is limited for me, given my current qualification and experience. This is why it is vital I work in a supervised capacity whilst I gain further experience.</p> <p>I have a good knowledge of property law and aspects such as the landlord and tenant system, restrictive covenants and easements.</p> <p>I understand the purpose and assumptions of instructions can vary value or basis of reporting. I have experience in preparing statutory (leasehold reform),</p>

secured lending, insurance and market valuations for the purpose of sale/purchase or probate.

I have experience of undertaking the main methods of valuation: comparative, investment, residual, profits and cost based.

I recognise the limitations of the comparative method as no two properties are identical and it relies upon transactions. I analyse comparables both subjectively and objectively by reasoned adjustment.

I use the investment method in leasehold reform valuations when establishing the landlord's loss of rental income throughout the lease term. The level of yield used is affected by the frequency of review and level of rent.

When calculating a landlord's interest I apply a "years purchase" on rent income and "present value" to discount the reversion. I adopt "YP in perpetuity" when valuing a 999-years interest as this is "effectively" freehold in valuation terms.

In a commercial valuation my choice of yield rate is influenced by the covenant strength, the level of rent and its potential for growth. I apply a dual rate (with sinking fund and tax adjustment as applicable) when valuing shorter leasehold interests. I have undertaken discounted cash flow methodology.

I use spreadsheets to prepare valuations: often from bespoke templates. I adapt these and check accuracy. The complexities of valuations vary when there is marriage value or if there is a head leaseholder, affecting the premium payable.

The 'Red Book' and RICS Ethics and Professional Standards allow me to demonstrate independence and objectivity: it shows transparency, avoids potential conflict of interest, doubts over competence or bias. I know the requirements of VPS1.

6. Analysis and Appraisal

I have an understanding of the market and the influence that supply, demand, demographics and infrastructure has on it. I am familiar with market indices and how these can assist a valuer.

I understand the use of investment methodology to establish capital value. As demonstrated earlier, I can identify what influences the valuation.

I have recently undertaken a CEM valuation course (200 hours CPD): in this course I studied discounted cash flow valuation and I have undertaken these at work. The method was applied in different scenarios on the course. I am aware that the purpose of the valuation is to calculate a present day value of a future cash flow. I appreciate it can be used to value a property in "today's terms" (the net present value) and to estimate the actual return on the property (internal rate of return).

For example:

My client wants to bid for a 5-year investment but wants to limit his bid to achieve an 8% return. I would discount the yearly income received by 8% (allowing for passage of time) to establish the present value. The sum of the 5 years' income would be the DCF and limit of his bid.

The same principle can be applied if different incomes were received over a period – such as if there was a rent review. The discount rate may be varied to reflect uncertainty.

I am aware of the required formulas and also of Parry's Valuation and Investment Tables.

As with the comparative method, this method has its limitations: the choice of growth rate is an estimate and the target rate of return is subjective. Similarly, it is based on assumptions. It is possible to undertake a sensitivity

analysis by establishing how value changes by changing inputs or assumptions made and analysing the differences to the valuation.

Example Only

Case Study Title: Lease Extension Valuation Report

CANDIDATE:

RICS Membership No:

ASSOCIATE SUBMISSION CASE STUDY:

**VALUATION REPORT IN RESPECT OF THE PREMIUM PAYABLE FOR
A LEASE EXTENSION OF 90 YEARS IN ACCORDANCE WITH THE LEASEHOLD REFORM HOUSING
AND URBAN DEVELOPMENT ACT 1993 (AS AMENDED) OF A FLAT LONDON**

PREPARED ON BEHALF OF THE LANDLORD

Inspected On: 25th September 2013

Reported On: 9th October 2013

Example Only

CONTENTS

- 1.00 Context/Introduction
- 2.00 The Approach
- 3.00 The Result
- 4.00 Lessons Learned
- 5.00 Competencies Demonstrated

Appendices

- 1. Plan
- 2. Comparable Evidence
- 3. Valuation Schedules

1.00 Context/Introduction

- 1.01 I, James Hart, have worked as a valuation assistant in the Leasehold Reform Department for 7 years. My role is fundamentally to support the chartered surveyor who leads this department by assisting with all valuation matters, under his supervision.
- 1.02 The subject of my case study is a lease extension valuation report and I can confirm that this document is compiled in accordance with the RICS Associate Candidates' Guide for Assessment. I can confirm that all confidential details of the client are omitted to comply with the data protection legislation.
- 1.03 I believe this case study is a reflection of the work I undertake and it properly illustrates my competencies together with my daily role and responsibilities. I was involved in every aspect of the valuation from instruction through to reporting to the client.
- 1.04 The technical competencies that I achieved within this case study are:
- inspection;
 - measurement of land and property
 - legal/regulatory compliance
 - property records/information systems;
 - analysis and appraisal and
 - valuation.
- 1.05 The mandatory competencies that are achieved and demonstrated are:
- client care;
 - communication and negotiation;
 - conflict avoidance;
 - data management;
 - health and safety;
 - team-working; and,
 - conduct rules, ethics and professional practice.
- 1.06 Our instructions were to provide advice as to the premium payable for a lease extension in accordance with Schedule 13 of the Leasehold Reform Housing and Urban Development Act 1993 (as amended). We were to act for a client that we had acted for on many occasions. The client is the Freeholder of a large apartment building. We have undertaken numerous lease extension valuations and negotiated settlements on their behalf over the years.
- 1.07 As an existing client, terms of business had already been provided in the past. Therefore, upon receipt of the new instruction these terms were re-confirmed and any alterations, such as hourly rates and fees were noted and agreed. (Had it been necessary we would have notified the client of the application of the new RICS Valuation – Professional Standards January 2014 and any new provisions applicable to our terms, caveats and assumptions or the report itself).
- 1.08 Where applicable, this particular report was prepared in accordance with the RICS Valuation – Professional Standards (The “Red Book”) 8th Edition (effective from 30th March 2012) and we had regard to the requirements of VS 6.1 (Minimum content of valuation reports), in relation to content.

2.00 The Approach

- 2.01 Once instructions and terms of engagement were confirmed I was provided with copies of the following documents:
- The lease;
 - The Land Registry Title Entries (freehold and leasehold);
 - The Section 42 Notice served.
- 2.02 I was also provided with contact details for access.
- 2.03 The property was being sold with the “benefit of the Section 42 Notice”. This notice was to be assigned to the purchaser by the vendor.
- 2.04 From the Title Entries I confirmed that the Section 42 Notice had been served by the vendor and that they were the registered owner (for at least two years). This confirmed from a qualification point of view the validity of the

notice. (The legislation requires the leaseholder to be the registered owner (Land Registry) of the property for more than two years).

- 2.05 Any other potential technical deficiencies in the Notice would be confirmed by the solicitor, as would the assignment document in due course. (The Act allows the assignment of rights from the vendor to the purchaser).
- 2.06 The Section 42 Notice confirmed the valuation date (previously agreed in the terms of business with our client). The Notice also provided for the date that counter-notice was required. That was checked to ensure that the report was prepared in good time to allow the solicitor to confirm any assumptions made and for us to make any amendments if required. Failure to serve a notice in time allows the tenant, subject to a vesting order, to purchase the lease extension at the price they offered (assuming it is considered a realistic initial offer).
- 2.07 Access was provided by the buyer's solicitor. I explained our role to the solicitor, that we acted for the freeholder and that we needed to inspect the property for the purposes of our valuation.
- 2.08 The sale was due to complete and the selling agent was given authority to release the keys, so I liaised with the agent (by telephone) and the appointment was arranged and the keys collected. I established that the property was vacant. I undertook a brief risk analysis by considering the hazards (transport to/from the property, accessibility, construction work being undertaken, condition and occupation of the property, possibility of dangerous substances) and then evaluated the risks and took necessary precautions. I was aware to be cautious when entering the property (although I was to be accompanied) and that the property would need to be securely locked and undisturbed when the inspection was finished. As the property had been visited on many previous occasions, this enabled me to eliminate many of the possible risks.
- 2.09 The relevant equipment needed was checked and gathered (camera, laser measure, inspection template, notepad and pen). I ensured I had a location plan. I told my colleagues the day before that I would be meeting the senior surveyor on-site the next morning. This was added to the shared calendar. When collecting the keys from the agent, I confirmed the sale price and details (such as if it was sold subject to the existing lease). This would be crucial, as it would form the key evidence of value for the calculation of the premium. It still needed to be cross-referenced to other sales in the development.
- 2.10 As there was a porter, we signed in when we entered the property and out when leaving.
- 2.11 Both my supervising surveyor and I sketched floor plans and measured the flat.
- I used the laser measure to take measurements, establishing the gross internal area and taking individual room dimensions.
 - I took notes on the fittings in the property and its condition.
 - I took photographs with the camera.
 - I double-checked my measurements and notes before leaving.
 - I took notes (and photographs) on the condition and features of the internal common parts and the exterior (including details on construction). Scaffolding was erected which restricted visibility (this was noted in our report) but as a result of previous visits we were aware of the main details of the building.
- 2.12 From the measurements and plan I calculated the GIA (measurements were taken in accordance with the RICS Code of Measuring Practice, 6th Edition. The senior surveyor and I agreed upon the floor area for reporting. (See Appendix 1)
- 2.13 From inspection we established the property to be valued was a one-bedroom apartment on the third floor.
- 2.14 I then collated comparable evidence:
- I looked at our computer files: the last valuation undertaken at the block was two months prior.
 - I used the previous comparable evidence schedule as a template and created a new one.
 - I checked property websites to establish if any other flats were marketed or sold since the last valuation. (Rightmove, Land Registry and Lonres).
 - I cross-referenced to the last schedule to avoid duplication.
 - I established that previously marketed properties were now under offer. I spoke to agents to confirm details and prices achieved, lease length, size, condition and flat number. I also ascertained transaction dates (exchange and completion).
 - I collated a new comparable evidence schedule. (See Appendix 2)
- 2.15 I updated or made relevant, reasoned adjustments to the evidence and noted these. I used Savills North-West flat index to adjust for the time and their 2002 graph for market lease length. I also commented on the floor level,

aspect, condition and layout. I compared the data (average achieved sale price per square foot freehold) with the sale price of the flat. From this I established a base valuation for the calculation of the lease extension premium.

- 2.16 Using the previous valuation template, I entered the pertinent information from the lease and title entries (lease commencement and termination date, ground rent and review pattern). From the Section 42 Notice, I entered the valuation date.
- 2.17 I considered the appropriate relativity (leasehold to freehold value adjustment (%)) – from graphs and from settlement evidence; the appropriate yield and basis of valuation (single rate years purchase) and discount/deferment rate (also from previous case law, settlements, market and other databases).
- 2.18 The report was then drafted. I cross-referenced standard clauses with the agreed terms of business: including purpose; basis of the valuation; compliance with the ‘Red Book’ as to content in particular; the identity and competence of the valuer; conflicts of interest; the extent of investigations; agreed assumptions; professional indemnity insurance declaration; and that the confidentiality statement was correct.
- 2.19 From my site notes and photographs I prepared the content, including detail relating to location and transport features, the building and the flat – including layout, size, standard of finish and condition. I also noted that the GIA was different to the marketing particulars (for the client’s information) together with comment.
- 2.20 I undertook limited online planning enquiries (City of XYZ website). I updated and checked for changes to historic searches on the building. I noted in the report that the property was in a conservation area. I double-checked for any pending applications nearby that may affect the subject property: as any potential applications may have had a negative or positive impact on value. There proved to be no such schemes to consider. I confirmed the Council Tax listing on the Valuation Office Agency’s website and from Westminster’s website established the amount payable.
- 2.21 Having previously taken notes on the lease, titles and Notice I completed the tenure section of the report, including comment on identities of the parties and validity on the notice. I stated my assumptions and that these should be confirmed by the client’s solicitor. I reserved the right to amend the report if any assumption was materially incorrect.
- 2.22 The information noted which did or could impact the valuation was as follows:
- Lease term: this established the period to discount the landlord’s reversion interest and was also used to consider relativity.
 - Ground rent and the review pattern: this was important for the valuation of the amount of compensation payable to the freeholder for loss of ground rent income due to the lease extension. (The statutory lease extension provides that the tenant is entitled to a new lease of an additional 90 years and that, that lease will be at a peppercorn (£nil) ground rent).
 - Main lease terms were noted including internal repair and decorating obligations: the legislation assumes lease compliance on the part of the tenant (so I could increase value if the flat was not compliant).
 - Restrictions on alteration: to consider tenant’s improvement or breach of covenant, that may affect my valuation. From the inspection and reading the lease I noted that the tenant was obligated to cover the floors with carpet and underlay, other than to the bathroom or kitchen. The inspection revealed that the floors were covered in laminated engineered boards
- 2.23 I prepared the section relating to “Factors Affecting Value”. I noted that the “standard” paragraph relating to the appropriate deferment rate needed to be updated as since the last valuation new case law affected the rate. Previously, an Upper Tribunal determination (known as *Yeats v City & Counties*) suggested that in certain circumstances due to increased management risks associated with freehold ownership, a 0.25% adjustment should be made.
- 2.24 With the report and schedules finalised I met with my supervising surveyor to review the report and valuation. (See Appendix 3)

3.00 The Result

- 3.01 I was pleased with the work I produced in that I had diligently checked and read the documents provided to me. I had extracted the relevant information from these and added this to the report in an appropriate way.
- 3.02 I had properly updated the comparable evidence and added and analysed new comparable evidence.

- 3.03 I had not totally relied on past information, but took the time to properly prepare a new (and updated) report with new information including noting the need to apply a different deferment rate due to new case law. I felt I had acted competently and properly relied on and interpreted the sources of information available to me.
- 3.04 As part of the review with my supervising surveyor the following details were added:
- An assumption to the fact that our enquiries lead us to believe the property is being sold with the benefit of the notice.
 - That we assumed that the tenant had permission for the floor coverings: (in hindsight, I am aware that noting the floor coverings and lease provision was not sufficient and I now make a further comment on potential breaches of this covenant, relating to licences for alterations or deed for variations, including the assumption made and need for the client to confirm this with their managing agent and solicitor).
 - A comment that the price achieved for the flat was above average and that we assumed that despite this being contrary to our enquiries, there was a possibility that the vendor was paying for the lease extension and that if correct, that the premium achieved would be lower.

4.00 Lessons Learned

- 4.01 Undertaking this valuation allowed me to experience the process from start to finish. I gained confidence in my ability to undertake inspections accurately and thoroughly. I gained experience in measurement and was pleased with the accuracy after cross-referencing with my supervising surveyor's own measurements.
- 4.02 I believe that the weaker areas of my knowledge were exposed. However, from the experience I was able to identify those deficiencies and learn with the help of the surveyor and further guided reading.
- 4.03 I initially struggled with making adjustments on the comparable schedule, particularly adjusting for time using the index data. This did undermine my confidence at the time. I communicated this and after it being explained again, I was able to understand the approach and able to execute the task myself.
- 4.04 Similarly the use of the valuation template was initially difficult, but again, once explained, I was able to complete the task. This additional knowledge on data analysis and spreadsheets will assist me in ensuring accurate valuations in the future.

5.00 Competencies demonstrated in this case study

Please insert the technical and mandatory competencies demonstrated in this case study.

Technical competencies	Mandatory competencies
1. Inspection	Client Care
2. Legal/Regulatory Compliance	Communication and Negotiation
3. Measurement of Land and Property	Conflict avoidance
4. Property Records/Information Systems	Data Management
5. Valuation	Health and Safety
6. Analysis and Appraisal	Teamworking
	Conduct Rules, Ethics and Professional Practice
	Sustainability

Total Word Count: = 2000

Record of Professional Development

Please list the professional development you have completed over the past 12 months. You must refer to a minimum of 24 hours of training and development.

Date	Professional Development	Hours
01/2013	<p>Activity type: Structured Learning</p> <p>Purpose: To improve my knowledge of valuation and understand the theory and formula as well as influencing factors relating to the same. My aim was to learn more and feel more confident in this area.</p> <p>Description: Valuation and Investment Course – Online CEM Course. Online course over six months with 12 weeks of tasks to be completed and submitted, as well as online quizzes and a final test to pass the course. The course covered the following topics: concepts of value, purpose of valuation, establishing the tenure and terms of the lease, inspection and measurement of property, collate and analyse market evidence, the comparative, investment, residual, profits and cost based methods of valuation.</p> <p>Learning Outcomes: This definitely helped me improve in my knowledge of valuation, it highlighted areas that I struggled with and which required more time and attention particularly being the five methods of valuation as in my line of work we generally use the comparative method. I was able to develop my skills for collating and analysing comparable evidence and using formulae relating to various types of valuation. I learnt how to inspect and measure a property, analyse rental evidence, apply appropriate valuation method, find relevant and up-to-date resources required when carrying out professional valuation work, the importance of professional property valuation standards, the concepts of value, price and worth, the purposes of valuation, the global application of measuring practice, the principles of valuation practice for freehold and leasehold properties, the property market's operators and investment merits, to recognise causes of change in rents, yields and land values, compare property with other investment choices, identify the reason and purpose of valuations, identify and use valuation formulae. I understand how to establish lease terms, estimate rental value, yield and capital value. The course included reading 'Property Valuation: The Five Methods' by Douglas Scarrett.</p> <p>Formal or Informal: Formal</p> <p>Competencies: inspection, legal/regulatory compliance, measurement of land and property, property records/information systems, valuation, analysis and appraisal, client care, communication and negotiation, data management, health and safety</p>	200
07/05/2013	<p>Activity type: Work based learning</p> <p>Purpose: To improve inspection, measurement and building pathology skills</p> <p>Description: Shadowing mentor surveyor inspecting 3 different flats in a purpose-built development of apartment blocks for lease extension valuations.</p> <p>Learning Outcomes: I was able to observe how the surveyor prepared for the inspection by taking the appropriate tools and having all details of the location and contact details with him. I observed how he interacted with the tenants at the properties, using tools for measuring, creating plans and taking photos. I took notes relating to the description and condition of the properties and where necessary I asked for advice as to what certain components should be described as and also what information needed to be noted. I found this to be very beneficial as I was able to observe practically how inspections should be carried out and what information needs to be recorded.</p> <p>Formal or Informal: Informal</p> <p>Competencies: inspection, measurement of land and property, client care, communication and negotiation, conduct rules, ethics and professional practice, health and safety, teamworking</p>	1
10/05/2013	<p>Activity type: Private Study</p> <p>Purpose: Gain further knowledge on the principles of leasehold reform valuation advice, relevant legislation and how it applies to freeholders, intermediate landlords or tenants.</p> <p>Description: Reading Leasehold Reform in England and Wales RICS Guidance Note</p>	1

	<p>Learning Outcomes: I found this guidance note to be extremely helpful as it outlines clearly and logically the leasehold reform legislation. I was able to understand more clearly the principles behind both the 1967 and 1993 Acts. Particularly with regard to the 1967 Act I have learnt more information on the five areas of valuation under this Act (1. lease extension (at a modern ground rent), 2. Section 9(1) (no marriage value payable), 3. Section 9(1A) (marriage value payable), 4. Section 9(1C) (similar to s9(1A) with compensation) and 5. Section 9(1C) (full vacant possession value). I also have learnt more clearly the valuer's role when undertaking these valuations. The appendices enabled me to learn about the timeline of changes in legislation, potential problems of each area of leasehold reform and valuation examples which helped me to see different valuations required for different situations i.e. a lease extension for a long lease compared next to one for a short lease.</p> <p>Formal or Informal: Informal</p> <p>Competencies: legal/regulatory compliance, valuation</p>	
13/05/2013	<p>Activity type: Private Study</p> <p>Purpose: To learn health and safety issues that I need to be aware of in my area of work which I may come across when inspecting properties.</p> <p>Description: Reading Surveying Safely RICS Guidance Note</p> <p>Learning Outcomes: I learnt how health and safety is vital not only on site but also in the office. I understand both employers' and employees' responsibilities relating to complying with health and safety standards and how assessing risks and hazards are vital in the office and when planning to inspect a property. I was particularly interested in Section 6 which discussed visiting premises and sites. I noted the importance of carrying out a pre-assessment of the hazards and risks that may be encountered on site. I learnt that travel to and from the site needs to be considered, safety aspects of lone working and also the condition of the property may put you at risk i.e. if asbestos is present or parts of it are derelict and damaged. I also found it interesting to note that if you feel uncomfortable or not competent to manage the risks at any time during a visit, the inspection must not continue and you must get the assistance of a competent surveyor. Reading this information has really made me more aware of the potential hazards that need to be considered before visiting a property and also the extensive list in Section 6.3 of hazards to be alert to during the visit. This will enable me to ensure that I am as safe as possible when undertaking site visits.</p> <p>Formal or Informal: Informal</p> <p>Competencies: health and safety, inspection, client care, legal/regulatory compliance, teamworking</p>	1
19/05/2013	<p>Activity type: Private Study</p> <p>Purpose: To gain more knowledge on the RICS standards for conflicts of interest and how it relates to my work.</p> <p>Description: Reading Conflicts of Interest RICS Guidance Note</p> <p>Learning Outcomes: I found this to be informative as it enabled me to understand further the terms used in conflicts – such as appointing party being the one responsible for appointing a dispute resolver who in turn is a surveyor appointed to resolve a dispute and act as an arbitrator/independent expert/mediator/adjudicator or any other capacity. The main factor that stood out to me is the importance of the dispute resolver to be impartial through the whole process and that all parties are treated equally and fairly. I learnt how impartiality is vital but also independence can depend on the case and the traffic light system helps define what is and isn't acceptable. Reading this has given me a good overview of the process of dealing with a conflict, the parties involved, the appointment procedure and the traffic light system which sets out circumstances where it would be inappropriate for the dispute resolver to accept appointment because of clear conflict (red), where the decision should be taken with caution (orange) or where there can be no possible conflict (green).</p> <p>Formal or Informal: Informal</p> <p>Competencies: conflict avoidance, management and dispute resolution procedures, client care, communication and negotiation</p>	0.5
10/06/2013	<p>Activity type: Private Study</p> <p>Purpose: To gain further knowledge and understand on Relativity in valuation.</p> <p>Description: Reading Leasehold Reform – Graphs of Relativity (RICS Research Report)</p>	1

	<p>Learning Outcomes: This helped to enforce my understanding of relativity (the value of a dwelling held on an existing lease at any given unexpired term divided by the value of the same dwelling in possession to the freeholder, expressed as a percentage) and why it is required. I learnt that the research findings are varied due to difference of opinion regarding long leases, onerous ground rent, location and property type, deferment rate, overpaying purchasers and changes in economic conditions. Therefore this needs to be taken into account. It is useful to use more than one graph to get an overall view and the graphs incorporate settlement evidence, evidence of non-enfranchiseable sales, Tribunal decisions and valuers' opinions. I studied the graphs appended being for Prime Central London, outside Prime Central London and formal research. I noted the types of property and numbers analysed, geographical spread, time spread and nature of data used.</p> <p>Formal or Informal: Informal</p> <p>Competencies: valuation</p>	
12/06/2013	<p>Activity type: Work based learning</p> <p>Purpose: To improve inspection, measurement and building pathology skills</p> <p>Description: Shadowing mentor surveyor inspecting 8 different flats in a large converted house for an Enfranchisement Valuation.</p> <p>Learning Outcomes: Again, I was able to observe how the surveyor prepared for the inspection by taking the appropriate tools and having all details of the location and contact details with him. I observed how he interacted with the tenants at the properties, particularly as one of the tenants was a leaseholder who was participating in the enfranchisement and was asking questions about the process. As we were acting for the freeholder, the surveyor had to be tactful as to how he answered so as to avoid conflict and not provide any compromising information. I observed how he measured and created plans. I took photos and notes relating to the description and condition of the properties and where necessary I asked for advice as to what certain features of the property should be described as, as this was a period house with many traditional features. I found this to be very beneficial as I was able to observe practically how these inspections were carried out, how to deal with enquiries tactfully and learnt more information about the building structure and features. I felt a lot more comfortable being on site.</p> <p>Formal or Informal: Informal</p> <p>Competencies: inspection, measurement of land and property, client care, communication and negotiation, conduct rules, ethics and professional practice, health and safety, teamworking</p>	1.5
24/06/2013	<p>Activity type: Private Study</p> <p>Purpose: To gain more knowledge and understanding on the use of comparable evidence in valuation.</p> <p>Description: Reading Comparable Evidence in Property Valuation RICS Information Paper</p> <p>Learning Outcomes: This was very helpful and covered some information I had already learnt on the CEM course. It reinforced the point that analysing and applying comparable evidence to the subject property being valued is fundamental to producing a sound valuation. Comparable evidence should be comprehensive, similar, recent, an arm's length transaction in the open market, verifiable and consistent. The limitations of comparable evidence stood out as being that property can be complex and unique and that real estate markets can lack transparency. Therefore, a valuer needs to assess, analyse and interpret available data and use it to provide guidance towards the correct valuation of the property. Valuers needs to exercise careful interpretation and judgment when using comparables, as well as being aware of confidentiality or data protection issues that may arise. I also noted the reasons there may be a lack of comparable evidence and how to deal with this by looking further afield and to note this point to the client.</p> <p>Formal or Informal: Informal</p> <p>Competencies: property records/information systems, valuation, data management, analysis and appraisal</p>	1
15/07/2013	<p>Activity type: Private Study</p> <p>Purpose: Gaining more information on how the Data Protection Act relates to data management</p> <p>Description: Reading sections of the Data Protection Act 1998 (legislation.gov.uk) and seeing how it relates to valuation</p> <p>Learning Outcomes: I skimmed through various parts of the Act but read in detail Schedule 1 of the Data Protection Principles which</p>	0.5

	<p>outlined how data should be obtained, processed fairly and lawfully, adequate, relevant and not excessive, accurate and kept up to date, not kept for longer than necessary, measures taken to ensure against accidental loss or destruction and that data should not be transferred outside of the European Economic Area. This helped to reinforce the need to keep data relating to clients, property details and transactions safe, secure and confidential. It also stood out to me that this is not only an ethical and professional measure, but a legal obligation.</p> <p>Formal or Informal: Informal Competencies: legal/regulatory compliance, client care, data management</p>	
29/07/2013	<p>Activity type: Private Study Purpose: Familiarise myself with different aspects of the RICS and specific articles I could learn from. Description: Read MODUS magazine (07/13-08/13), particularly the article on page 47 about RICS Valuation Standards Learning Outcomes: I found it interesting to gain further insight into the vast range of property issues that the RICS is involved in, such as the article about China's growing property market and how RICS members are involved there. I particularly found the valuation standards article informative as it announced a new Red Book would be released in 2014 and helped me to understand the motives for this are to be more user-friendly, consistent and transparent to all valuers around the world. This has helped me recognise how the valuation standards really are on a global scale and therefore it is imperative that each valuer plays their part to uphold them.</p> <p>Formal or Informal: Informal Competencies: valuation, conduct rules, ethics and professional practice</p>	0.5
05/09/2013	<p>Activity type: Work based learning Purpose: To improve building pathology knowledge Description: Shadowing colleague who is a senior building surveyor as they undertake a building inspection report on a modern flat in purpose-built block. Learning Outcomes: I was able to observe how the surveyor prepared for the inspection by taking the appropriate tools and having all details of the location and contact details with him. I also noted the template he took with him listing details that needed to be recorded for the purposes of the survey. I observed how he used a damp meter tool to check for dampness at the property. Where necessary I asked for advice as to what certain elements of the property and construction would be described as. I found this to be very beneficial as I was able to observe practically how these types of inspections should be carried out, noted the differences between this and a valuation inspection and what information needs to be recorded.</p> <p>Formal or Informal: Informal Competencies: inspection, client care, communication and negotiation, health and safety, teamworking</p>	2
16/09/2013	<p>Activity type: Private Study Purpose: Familiarise myself with different aspects of the RICS and specific articles I could learn from. Description: Read MODUS magazine (09/13), particularly the articles on page 14 about temporary buildings, page 21 about shipping containers used for property and page 46 about valuation reports. Learning Outcomes: The articles on temporary structures and shipping containers helped me to see the sustainability factors behind property. Many structures that are only needed for certain events can be reassembled elsewhere and put to use to help communities, such as for schools. However it also highlighted to me that whilst it seems sustainable, there also could be more cost involved than even a permanent structure. I found it interesting to learn about how shipping containers can be used as homes, offices and retail space. Economically these are being less used therefore it is a cheap and recyclable source which can be cheaply converted to be habitable. I learnt that this option is not only sustainable but cost effective and long-lasting. I also enjoyed the article considering whether the amount of work involved in a valuation report is remunerated correctly. The issues presented in the article helped me to see the need to produce a well thought out and researched report, reflecting the high level of work involved in valuation. I feel this would show the value of the work involved rather than lowering the fee to compete with others and therefore lowering the standard of work produced.</p>	0.5

	<p>Formal or Informal: Informal Competencies: legal/regulatory compliance, sustainability, client care, valuation</p>	
25/09/2013	<p>Activity type: Work based learning Purpose: To improve inspection, measurement and building pathology skills Description: Shadowing mentor surveyor inspecting a flat in a large purpose-built period apartment building for a Lease Extension Valuation. Learning Outcomes: I was able to observe how the surveyor prepared for the inspection by taking the appropriate tools and having all details of the location and contact details with him. I observed how used tools to measure and created a plan. I took photos and notes relating to the description and condition of the property and where necessary I asked for advice as to what certain components should be described as. I found this to be very beneficial as I was able to observe practically the inspection was carried out and what information needs to be recorded. The surveyor allowed me to create my own plan and use the laser measure to take my own measurements to compare to his own. I found this to be extremely beneficial to use the skills I had learnt in a practical setting. Formal or Informal: Informal Competencies: inspection, measurement of land and property, client care, communication and negotiation, health and safety, teamworking</p>	0.5
27/09/2013	<p>Activity type: Private Study Purpose: To gain more background information on the changing legislation with regard to deferment rates and understand the reasoning behind it and how it has evolved due to recent tribunal cases. Description: Reading articles on deferment rates and legislation relating to it: News on the Block 'Departure from Sportelli' article March 2010; Speechly Bircham Real Estate Briefing August 2013; and RICS Property Journal 'Valuing the Freeholder's Interest' by James Wilson June/July 2013 Learning Outcomes: I was able to gain a clearer understanding of how and why appropriate deferment rates have been adopted and which different rates should be adopted in different cases. I found the RICS Property Journal article particularly helpful as it set out clearly what the deferment rate is, where and how it is applied, formulae used to calculate the rate and the cases where the generic rate has been challenged and thus changed. This has helped me gain knowledge on the case precedent to the formula that gives the generic deferent rate. Formal or Informal: Informal Competencies: legal/regulatory compliance, valuation</p>	0.5
07/10/2013	<p>Activity type: Work based learning Purpose: To improve inspection, measurement and building pathology skills Description: Shadowing colleague who is a surveyor in the Leasehold Reform department as they inspect a flat in a large converted period property for a Lease Extension Valuation. Learning Outcomes: I was able to observe how the surveyor prepared for the inspection by taking the appropriate tools and having all details of the location and contact details with him. I observed how he interacted with the leaseholder of the property when he asked questions relating to the valuation (again, we were acting for the freeholder and could only provide certain details so as to avoid a conflict or compromising our position). I observed his measuring and creating a plan. I took photos and notes relating to the description and condition of the property and where necessary I asked for advice as to what certain components should be described as. I found this to be very beneficial as I was able to observe practically how the inspection was carried out, what information was recorded and also the method of how different surveyors work on site. Formal or Informal: Informal Competencies: inspection, measurement of land and property, client care, communication and negotiation, conduct rules, ethics and professional practice, health and safety, teamworking</p>	0.5

16/10/2013	<p>Activity type: Work based learning Purpose: To improve inspection, measurement and building pathology skills Description: Shadowing mentor surveyor inspecting 4 flats in a large converted house for an Enfranchisement Valuation. Learning Outcomes: I was able to prepare for the inspection by taking the appropriate tools to site (laser measure, camera and notepad) and having details of the location with me. As I was first on site I interacted with a tenant and took initial notes before the surveyor arrived. I ensured I worked safely and informed the surveyor as to what was happening whilst I awaited his arrival. I observed how the surveyor measured and created plans. I took notes relating to the description and condition of the properties and where necessary I asked for advice as to what certain components should be described as. I also observed how the surveyor needed to access loft space to take measurements and make notes of development potential to the property. I found this to be very beneficial as I was able to observe practically how this should be carried out and the information that needed to be recorded. Formal or Informal: Informal Competencies: inspection, measurement of land and property, client care, communication and negotiation, conduct rules, ethics and professional practice, health and safety, teamworking</p>	1.5
28/10/2013	<p>Activity type: Private Study Purpose: Familiarise myself with different aspects of the RICS and specific articles I could learn from. Description: Read MODUS magazine (10/13) Learning Outcomes: I particularly enjoyed reading the articles on Biofuels (page 30) and renewable heat incentives (page 34). The article on biofuel helped me to understand the different types of fuel and the cost factors involved, including the effect on land needed to provide the fuel source. I was able to see the sustainability of this product and the cost and land factors meant a more sustainable biofuel would be best, that was produced from non-food sources. The article on renewable heat incentives also helped me to understand how these sustainable heating systems are very effective and economical, however certain factors such as space required needs to be considered. I also found it interesting to learn that using this heat system in a residential setting is a sustainable option for landlords and will appeal to tenants. Formal or Informal: Informal Competencies: sustainability, legal/regulatory compliance</p>	0.5
11/11/2013	<p>Activity type: Private Study Purpose: To gain more knowledge and understanding on sustainability, how it affects property valuation and issues that a valuer should be aware of. Description: Reading Sustainability and Residential Property Valuation RICS Information Paper Learning Outcomes: I have learnt how vital it is for residential property valuers to be aware of the sustainability characteristics of buildings and the factors that may impact its value. This has helped me to see how valuers need to keep up to date with the trends of the property market and the changing views of stakeholders. This is as sustainability factors are becoming more attractive to stakeholders and some buyers prefer sustainable features perhaps for environmental reasons or economic factors. Some investors note that properties of this type are becoming more attractive and therefore wish to invest in them, as well as gain financial incentives for some sustainable property features. It was interesting to read how this can affect supply and demand within the property market, particularly if potential legislation is passed whereby landlords have to legally comply with requests from tenants for energy efficiency improvements. I noted that if the sustainability features are recognised as having an impact on value, they should be built into the calculations. When collecting data valuers can expand their data to include sustainability features even if they do not currently impact value. In this way they are contributing to improving the knowledge available in this area of property valuation and establishing market comparables that include sustainability. Sustainability covers social, environmental and economic matters. Socially, consumers may care more about the security features, location and if the property has good transport links, amenities and schools. Environmentally, risks of contamination, flooding or subsidence are all factors to consider. Economically, consumers may want properties that are adaptable over time, that are energy efficient and have low running costs.</p>	1

	<p>Formal or Informal: Informal Competencies: inspection, sustainability, valuation</p>	
21/11/2013	<p>Activity type: Work based learning Purpose: To improve inspection, measurement and building pathology skills Description: Shadowing mentor surveyor inspecting a flat in a large purpose-built period apartment building for a Lease Extension Valuation. Learning Outcomes: I was able to observe how the surveyor created a plan and asked him questions regarding how to measure an angled entranceway. I then measured the property using a laser measure under his direction. I took photos and notes relating to the description and condition of the property. I found this to be very beneficial to receive more guidance on creating a plan and the use of the laser measure to take my own measurements. The surveyor was able to advise me when I had taken a measurement incorrectly and this helped me to see how measuring standards need to be upheld. Formal or Informal: Informal Competencies: inspection, measurement of land and property, client care, communication and negotiation, health and safety, teamworking</p>	0.5
25/11/2013	<p>Activity type: Private Study Purpose: Familiarise myself with different aspects of the RICS and specific articles I could learn from. Description: Read MODUS magazine (11/13) Learning Outcomes: I read through the magazine and I enjoyed the article on how sustainable transit systems in cities (pg15-17) are becoming more necessary as transport impacts on the environment and quality of life in urban areas. I noted the similar issues of urban living in the article about green spaces being in limited supply (pg 32-35) and how they provide environmental, ecological and social benefits to urban populations Formal or Informal: Informal Competencies: sustainability, conduct rules, ethics and professional practice, health and safety, legal/regulatory compliance</p>	0.5
23/12/2013	<p>Activity type: Private Study Purpose: Familiarise myself with different aspects of the RICS and specific articles I could learn from. Description: Read MODUS magazine (12/13-01/14) Learning Outcomes: I read through the magazine and firstly noted on pg8 the report from the Global Real Estate Sustainability Benchmark which reports that energy consumption in the global real-estate sector decreased by 4.8% over the 2011-2012 period. This highlighted to me the importance of not only being aware of sustainability within this sector, but setting the lead in implementing sustainable practices. I also noted a very small paragraph on the following page about the first shipping container home in India. This reminded me of a previous article highlighting this construction method as an economic and sustainable method in developing countries. It was also interesting to read about sustainability being a major challenge for the Qatar 2022 world cup (pgs 14-17). I noted in the president's column (pg 45) the importance of pride, professionalism and status as an RICS member and how vital it is to demonstrate our credentials specifically by CPD which reflects our ongoing excellence as members and of the RICS itself. Formal or Informal: Informal Competencies: sustainability, conduct rules, ethics and professional practice</p>	0.5
02/01/2014	<p>Activity type: Private Study Purpose: I had to read through the Valuation Practice Statements to identify the differences from the 8th Edition of the Red Book and this new 2014 Red Book as it comes into effect from 6th January 2014. I had to familiarise myself with these changes and update our company's terms of business, assumptions and caveats and some paragraphs in our standard report template to reflect these changes. Description: Reading sections of Red Book 2014 RICS Practice Statement Learning Outcomes: I read through Sections 2 and 3 of the book and made notes on applicable points that I need to be aware of. I</p>	2

	<p>refreshed myself with the standards required for our terms of business and valuation reports. After reading the new book I understood more as to how and why these standards are set in order to maintain levels of best practice for the client and also on a global standard level. I noted slight changes made to the new standards, particularly the note on sustainability which requires valuers to take more note of sustainability factors when inspecting and comment on their consequence to value.</p> <p>Formal or Informal: Informal</p> <p>Competencies: valuation, conduct rules, ethics and professional practice, client care, communication and negotiation, conflict avoidance, data management, sustainability, legal/regulatory compliance, inspection</p>	
08/01/2014	<p>Activity type: Online training with multiple choice test</p> <p>Purpose: Gain further knowledge on sustainability within valuation</p> <p>Description: Reading online CEM technical article and completing multiple choice test</p> <p>Learning Outcomes: I learnt more information on sustainable development and factors relating to it such as use of energy in construction and operation. I also learnt about the RICS' view on the subject and valuers obligations relating to reporting to clients about sustainability. It alerted me to the issues a valuer needs to look at for both the present and the future when providing valuation advice. I completed the multiple choice test and passed with 100%.</p> <p>Formal or Informal: Formal</p> <p>Competencies: sustainability, valuation, inspection, client care</p>	1
20/01/2014	<p>Activity type: Online Learning</p> <p>Purpose: Take you through the stages of a Red Book Valuation Report from instruction to completed report. I wanted to gain further knowledge on the Red Book Standards and ensure I was up to date with the changes made to the 2014 edition so that I using best practice standards.</p> <p>Description: RICS Web Class on 'Complying with the Red Book 2014'</p> <p>Learning Outcomes: Understanding and knowledge of the Red Book standards for carrying out a valuation, ability to interpret the client's requirements and understand what is required to meet these, ability to produce suitable terms of engagement and compliant valuation reports. It highlighted the importance of adhering to these standards and providing the best service to clients.</p> <p>Formal or Informal: Formal</p> <p>Competencies: client care, legal/regulatory compliance, inspection, property records/information systems, data management, RICS rules of conduct and ethics, communication and negotiation, analysis and appraisal, valuation, conflict avoidance</p>	1.5
28/01/2014	<p>Activity type: Work based learning</p> <p>Purpose: To improve inspection, measurement and building pathology skills</p> <p>Description: Shadowing mentor surveyor inspecting a 6-storey terraced property in Central London used as commercial premises for a market valuation report for inheritance tax purposes (probate).</p> <p>Learning Outcomes: I took photos and notes relating to the description and condition of the property and where necessary I asked for advice as to what certain features of the property should be described as. I made observations relating to the condition of the property as this would have an effect on the market value.</p> <p>Formal or Informal: Informal</p> <p>Competencies: inspection, measurement of land and property, client care, communication and negotiation, conduct rules, ethics and professional practice, health and safety, teamworking</p>	1.5
02/02/2014	<p>Activity type: Online Learning</p> <p>Purpose: To gain more knowledge on the RICS conduct rules, ethics and professional practice and how these guidelines affects RICS members.</p> <p>Description: RICS Ethics Walkthrough Online Module</p> <p>Learning Outcomes: I learnt why ethics are important not only for RICS members but any professional as it is important for all</p>	1

	<p>professionals to conduct themselves with integrity and with a high standard of behaviour. This enables trust to be built not only between a firm and their client but also in the RICS organisation itself. I learnt about the five main ethics guidelines being 1) act with integrity, 2) always provide a high standard of service, 3) act in a way that promotes trust in the profession, 4) treat others with respect and 5) take responsibility. The module also gave me insight on what questions to ask myself in different potentially compromising situations regarding gifts and hospitality, spotting issues with your firm or other colleagues and avoiding potential conflicts of interest.</p> <p>Formal or Informal: Formal Competencies: conduct rules, ethics and professional practice</p>	
17/02/2014	<p>Activity type: Private Study Purpose: Familiarise myself with different aspects of the RICS and specific articles I could learn from. Description: Read MODUS magazine (02/14) Learning Outcomes: I found the article about surveyors who work in extreme circumstances/situations (pgs 15-21) so interesting to see the wide scope in the surveying field. From a sustainability point of view, I also found the article about geothermal energy (pgs 22-24) interesting and to see how it is a developing project that could have long-term financial benefits. However, it is still in its early stages with only one plant currently in the UK. I noted the mention on page 43 of a public consultation on the new International Property Measurement Standard for office buildings. I look forward to seeing the results of this. Formal or Informal: Informal Competencies: sustainability, measurement of land and property</p>	0.5
26/02/2014	<p>Activity type: Online Learning Purpose: To gain more knowledge and understanding on case law affecting the lease extension process. Description: LEASE Webinar: Lease Extension – the case law you should know Learning Outcomes: This webinar covered the importance of Court of Appeal and Upper Tribunal decisions relating to: who is a qualifying tenant; what is a long lease (particularly relating to shared ownership leases); the importance of the contents of initial notice, signing initial notice and assignment of the notice; proper service of the notice and the validity of it; establishing the extent of demised premises; missed deadlines (failing to serve a Counter-Notice); redevelopment break clause; if live-work tenancies qualify; terms of the new lease and costs. I found this to be extremely informative and helpful to understand how these cases have affected Leasehold Reform legislation and the importance of complying strictly with this legislation. I was able to learn the consequences of not complying with the law and as parts of the LRHUDA 1993 were quoted to explain how certain cases were decided, this helped me to understand more clearly the principles of this Act and how they apply to specific situations. Formal or Informal: Formal Competencies: client care, legal/regulatory compliance</p>	1.5
27/02/2014	<p>Activity type: Office seminar Purpose: To gain more knowledge and understanding of building construction and the typical common defects that arises from this type of construction. Description: In-house seminar on “common property defects in period houses” conducted by a Senior Building Surveyor Learning Outcomes: The seminar focussed on building defects in period houses as this is where common property defects arise and are very typical properties that we inspect. It covered mainly the exterior of the property being the roof, brickwork and render. I learnt about the different defects that can arise in both flat and pitched roofs; dry rot and wet rot that can occur in the timber and how to identify it; cracking and bulges that can occur in the brickwork and pointing defects; cracking and shrinkage that can occur to the render and also how to identify asbestos and where it commonly occurs. Formal or Informal: Formal Competencies: inspection, health and safety, sustainability</p>	1
28/02/2014	<p>Activity type: Online Learning</p>	1.5

	<p>Purpose: Gaining more knowledge on best practice for inspection, various methods and health and safety issues when inspecting.</p> <p>Description: RICS Web Class on 'Demonstrating Inspection Competency'</p> <p>Learning Outcomes: I learnt the different types of report where inspection was required, being: defect, valuation, dilapidations, party wall, structural and health and safety. On an inspection items taken to measure should be a tape measure, laser measure and theodolite. To discover details you may bring a borescope, hammer, chisel and moisture meter. To record information you will need a pen, paper, camera or dictaphone. For health and safety reasons, in some instances you will need personal protective equipment (i.e. hard hat, gloves, and boots), mobile phone and torch. Important points I learnt from this web class was to ensure on an inspection you always know your limitations and do not try to undertake something you are incapable of. Always use the right professionals when necessary. On an inspection you also need to recognise your duty of care to your client and their property and not to trespass. I also learnt how to calibrate a laser measure to ensure it is working correctly which is useful. This would be by testing it against a set point which you know the length of.</p> <p>Formal or Informal: Formal</p> <p>Competencies: client care, communication, health and safety, sustainability, teamworking, conduct rules ethics and professional practice, inspection, measurement of land and property</p>	
04/03/2014	<p>Activity type: CPD Seminar</p> <p>Purpose: Learn more about recent court decisions and how they affect residential property matters.</p> <p>Description: The Property Showcase Seminar - Guide to Recent Landlord & Tenant and Negligence Cases</p> <p>Learning Outcomes: Regarding negligence cases, I learnt about five recent cases that related to negligence in a valuation. It was interesting for me, as a valuer, to learn how a valuer can be proved negligent and how to avoid this. It also emphasised the duty of care valuers have for their clients and in some cases this responsibility caused the valuer to be negligent. It also highlighted valuers needing to comply with RICS regulations when valuing property and including the minimum contents required in a valuation report. The appropriate margin of error was also discussed, 5% being permissible, however in one case a margin of 10% was considered reasonable due to the unique and expensive property in London. This highlighted to me the uniqueness of the property market and each property being different. The seminar also covered PII and why this is so important to valuers. The recent Landlord & Tenant cases covered were also very interesting, particularly the Daejan v Benson (2013) case which has been an ongoing dispute between the freeholder and leaseholders relating to works undertaken to the property. Other cases were also discussed and it was interesting to note the interpretation of the Landlord and Tenant Act 1985 in the decisions made for these cases.</p> <p>Formal or Informal: Formal</p> <p>Competencies: legal/regulatory compliance, valuation, client care, conduct rules, ethics and professional practice</p>	2
04/03/2014	<p>Activity type: Work based learning</p> <p>Purpose: Improve inspection skills.</p> <p>Description: Shadowing colleague surveyor inspecting 3 flats in a converted period house for an Enfranchisement Valuation.</p> <p>Learning Outcomes: I observed how the surveyor measured and created plans. I took notes relating to the description and condition of the properties.</p> <p>Formal or Informal: informal</p> <p>Competencies: inspection, measurement of land and property, client care, communication and negotiation, conduct rules, ethics and professional practice, health and safety, teamworking</p>	1
17/03/2014	<p>Activity type: Private Study</p> <p>Purpose: Familiarise myself with different aspects of the RICS and specific articles I could learn from.</p> <p>Description: Read MODUS magazine (03/14)</p> <p>Learning Outcomes: I enjoyed reading the various articles in this issue, particularly about how an office space can affect a business (pgs 14-18) as there is a possibility that our company will be moving offices this year so it was interesting to see the factors in the office</p>	0.5

	<p>environment that can affect the productivity of an employee and their general happiness.</p> <p>Formal or Informal: Informal</p> <p>Competencies: teamworking, health and safety,</p>	
25/03/2014	<p>Activity type: Online Learning</p> <p>Purpose: To gain more knowledge and understanding on case law affecting lease extension valuation.</p> <p>Description: LEASE Webinar: Lease Extension – the case law you should know (valuation)</p> <p>Learning Outcomes: I gained an understanding of the importance of Court of Appeal and Upper Tribunal decisions relating to the approach to valuation, capitalisation rates (Nicholson v Goff), deferment rates (Earl Cadogan v Sportelli; Zuckerman v Trustees of Calthorpe Estate; City & County Properties Ltd v Yeats; Voyvoda v Grosvenor West End Properties), relativity (Nailrile), intermediate leases (Nailrile Ltd v Earl Cadogan) and short leases (Cadogan Square Properties Ltd v Earl Cadogan; Trustees of the Sloane Stanley Estate v Carey-Morgan). It also covered details relating to a dual rate and single rate approach and details about the components of the premium: diminution in value of landlord's interest, valuation of landlord's interest, assumptions made (no-Act world, improvements disregarded) and the term. I found this to be really informative and gained a much better understanding about cases that I had often heard or read about in passing, but did not fully understand. This has helped me to see the progression in case law and how this has shaped deferment rates particularly. The calculations behind these rates were also explained which gave me a greater understanding.</p> <p>Formal or Informal: Formal</p> <p>Competencies: valuation, analysis and appraisal, legal/regulatory compliance</p>	1.5
27/03/2014	<p>Activity type: Work based learning</p> <p>Purpose: Improve inspection skills.</p> <p>Description: Shadowing and assisting mentor surveyor inspecting 9 flats in 3 purpose-built mansion blocks in W4 relating to individual lease extensions on behalf of the leaseholders.</p> <p>Learning Outcomes: I observed how the surveyor measured and created plans of the properties. I took notes relating to the description and condition of the properties. I took photographs of the properties, the main buildings and common parts. I was able to observe the professional interaction between the surveyor and the tenants/leaseholders at the properties.</p> <p>Formal or Informal: informal</p> <p>Competencies: inspection, measurement of land and property, client care, communication and negotiation, conduct rules, ethics and professional practice, health and safety, teamworking</p>	3.5
13/04/2014	<p>Activity type: Private Study</p> <p>Purpose: Familiarise myself with different aspects of the RICS and specific articles I could learn from.</p> <p>Description: Read MODUS magazine (04/14)</p> <p>Learning Outcomes: I enjoyed reading the various articles, many in this issue particularly focussed on farming and how it is adapting with artificial agriculture using greenhouses, the benefits of no-till agriculture which increases yield, prevents soil erosion and requires less energy input and how technology has affected the efficiency and precision of production. I also found the article on 'Training on a Budget' on page 41 very helpful as undertaking CPD on a budget has been a big concern whilst preparing my Associate submission. I agree with the points contained in the article that surveyors don't stop learning and they are required to absorb knowledge, theories and principles constantly. It made a good suggestion that surveyors in a firm can share their particular knowledge and expertise with others as a beneficial form of CPD. This also in turn increases the confidence and presentation skills of the surveyor delivering the training. I also read the Spring 2014 edition of 'Surveyor' and noted the article on 'Top Tips on How to Handle Complaints' (page 11). This helped me to see the importance of handling a complaint correctly and how to do so in line with the RICS' Complaints Handling Procedure.</p> <p>Formal or Informal: Informal</p>	0.5

	Competencies: client care, communication and negotiation, conflict avoidance, management and dispute resolution procedures, sustainability, teamworking		
	<p>Activity type: CPD Seminar</p> <p>Purpose: Useful information for professionals involved in residential property matters, included information on comparable evidence in property valuations, information on the Red Book update, PII and legal updates.</p> <p>Description: Residential Essentials CPD Day for Residential Property Professionals</p> <p>Learning Outcomes: The seminar covered many topics starting with residential lending on innovative forms of construction. This was interesting to see the different types of new construction being used that I may come across in the future. It was very beneficial to see pictures in order to aid your ability to identify these construction materials on inspection. A legal update discussed surveyor's duties and how to limit exposure to damages. It was interesting to learn about legislation relation to this and who the surveyor owed a duty of care to. Commercial evidence in residential property valuations was discussed and it made the point that out of the 12 most common failures in a valuation, 6 of those are not related to inspection and one relates to ineffective of inappropriate comparables. It highlighted the importance analysing comparables and adjusting to your subject property. There is no substitute for in-depth understanding and experience; which I hope to gain over time. An interesting topic was on environmental issues in valuation where I learnt how contaminated land, flood risk, energy and Japanese knotweed affect valuations. It promoted a mapping service which I would like to investigate further. It is able to provide Ordnance Survey maps also highlighting environmental risks and planning information in one. The seminar also discussed building regulations, residential warranties and surveys of residential property. The Red Book update section was informative and covered a lot of material I had previously undertaken in a RICS web class. Part of the seminar also discussed the importance of PII, how the market has changed over the years and why. What stood out for me is a quote used that "the file notes should provide the muscles to the defence of a claim". This shows how important it is to keep good records, notes and accurate information. This should then be stored securely and archived correctly for ideally up to 15 years.</p> <p>Formal or Informal: Formal</p> <p>Competencies: client care, data management, inspection, property records/information systems, legal/regulatory compliance, valuation, analysis and appraisal</p>		
29/04/2014		6.5	
		Informal 26	Formal 17.5

Associate Declaration

Application for assessment as an Associate Member of RICS

(This declaration must be signed by the candidate and the mentor/proposer)

Candidate to complete:

I have read, understand and undertake the following:

- to comply with the RICS Charter, Bye laws and Regulations as they now exist, or as they may in the future be amended and also to comply with such other requirements as Governing Council shall determine;
- to promote the objects of RICS as far as in my power;
- not at any time after ceasing to be a member to use or permit to be used in conjunction with my name, or name of any organisation with which I may at anytime be associated, any designation or expression denoting or suggesting membership or any connection with RICS
- to pay promptly any monies due to RICS, including but not limited to any fee, subscription, levy, arrears, fine or other penalty, or reimbursement in accordance with any scheme of compensation, or in respect of any goods or services commissioned by me from RICS
- To declare any criminal conviction within 30 days
- That should I wish to terminate my membership, to so signify in writing to the Chief Executive

I confirm the following:

- The work I am submitting for assessment is my own work and a true reflection of my experience, qualifications and development.
- I have disclosed any charge or conviction of a criminal offence where the penalty could be imprisonment, unless it is now a spent conviction, as provided in a rehabilitation of offenders Act 1974 or the equivalent in my jurisdiction.
- I have disclosed the full details of any pending disciplinary proceedings or adverse findings made against me by another regulatory body within the last 3 years.
- I have disclosed whether I am undischarged or bankrupt, or within the last 3 years have been subject to any insolvency proceedings or other arrangements with creditors in respect of my debts (such as insolvency voluntary arrangement)

I understand and accept that I am accountable for the truth of this declaration, that RICS reserves the right to interview me, or contact my mentor/proposer or employer as part of the Associate Assessment quality assurance process.

If at any time RICS discovers that I have failed to disclose any of the above or that I have provided false information it has the right to terminate my membership with immediate effect. (with no further obligation to refund any subscriptions or fees)

Candidate

Name (block capitals) _____

Membership Number _____

Firm Name _____

Signature _____

Date _____

Mentor/proposer to complete:

Candidate name _____

Candidate membership number _____

I, the undersigned, having read and understood the summary of experience, case study and professional development of the candidate. I can verify this is a true and accurate representation of the candidate's own work, training and experience.

All required documentation is present and has been prepared in line with the requirements of the RICS Associate Assessment process. The candidate has met the competencies for his/her chosen pathway as defined by RICS.

I, propose and support the above named candidate from professional knowledge of his/her professional competence and achievements as being a fit and proper person to be admitted as an Associate member of RICS.

I understand and accept that I am accountable for the truth of this declaration in support of the above named Associate candidate. I am aware that as part of the assessment quality assurance process, RICS reserves the right to contact me and the company I represent to verify any element of the application. Any false declaration may also result in my professional qualification and standing falling under investigation.

Mentor

Name (block capitals) _____

Membership Number _____

Grade of membership held with RICS _____

Firm Name _____

Signature _____

Date _____

Proposer

(Only required if your mentor is not an Associate Member (of four years of more), a Professional Member, or Fellow of RICS)

Name (block capitals) _____

Membership Number _____

Grade of membership held with RICS _____

Firm Name _____

Signature _____

Date _____