



# VIEWINGS INFORMATION SHEET

01482 645522

| [clarkweightman.co.uk](http://clarkweightman.co.uk)

- ❑ Where possible all viewings will be carried out on an accompanied basis by either a member of the Clark Weightman team or by our client.
- ❑ We adopt the concept of a “safe person” to mean that each individual assumes individual behavioural responsibility for their own health and safety during the course of a property inspection, but where there are known risks these will be brought to the attention of the interested party prior to entering the property.
- ❑ Where a building or site is currently operational all people visiting the property will be required to abide by the Health and Safety procedures of the host individual / company. This could include the wearing of the appropriate Personal Protective Equipment (PPE).
- ❑ Extra caution should be adopted when visiting vacant buildings, especially if there is evidence of vandalism etc at the property. Appropriate footwear and other PPE should be worn.
- ❑ Please be aware that in some cases electricity supplies will have been disconnected and visibility may be reduced. Please carry a torch if appropriate.
- ❑ Likely hazards are trips and falls and interested parties should remain vigilant throughout the viewing.
- ❑ In relation to some properties that are being offered for sale due to redevelopment it may be that we advise against an internal inspection and that viewings should be carried out on an external basis. In such circumstances prospective purchasers may be advised to retain a suitably qualified professional such as a Building Surveyor or Structural Engineer to carry out an inspection on their behalf.
- ❑ Please arrive promptly for a viewing. We often have multiple appointments during the course of the day. We will not normally wait more than 10 minutes after an appointed time unless someone has notified us in advance that they are running late.
- ❑ Based on our experience and knowledge of a property we will allocate sufficient time for a viewing to take place. This is normally around 30 – 45 minutes. We will advise at the start of a viewing if there are any pressing time commitments. If you think you will require an extended period of time at a property please notify us in advance so that appropriate arrangements can be made.
- ❑ In some circumstances we will allow a potential purchaser or tenant to borrow the keys for a property. In such circumstances you will be required to collect the keys from our office and sign for them. We may ask you to leave a deposit such as a photocard driving licence or passport which will be kept in our safe until the keys are returned.
- ❑ Borrowed keys must be returned on the same day that they are taken from the office, unless specific arrangements are agreed with one of the Directors.
- ❑ We value the safety of our team. We may ask you to provide proof of ID before meeting you on site. It is our usual practice to ring back and confirm viewings before meeting prospective purchasers / tenants at a property.
- ❑ We recommend that you always let a trusted person know if you are visiting a property unaccompanied and the estimated timings of your visit. It is advisable to carry a mobile phone with you.
- ❑ Whilst we are normally happy for you to take photographs and video footage when viewing a property, in certain circumstances this will not be permitted ie in occupied / operational properties where confidential information or processes are in sight. Please check with us before taking any photos or video footage.
- ❑ When making arrangements to view a property your personal data will be recorded in our diaries and our CRM software. Our Privacy Statement and Policy is available to view on our website.