

**BEFORE THE CERTIFIER'S VISIT**

Documents to prepare for your EPC certificate

To establish your EPC certificate as accurately as possible, we strongly recommend gathering a copy of the documents below, wherever possible, and sending them to us by e-mail before the visit.

1 For the apartment or house

Tick what you have

☐ **Floor plan of the apartment or house**☐ **Year of construction of the building**

It appears on the title deed (deed of sale), on the deed of co-ownership (« acte de base ») or on the original plan. A copy of this document (photo, photocopy or scan) is required to certify the date of the building.

☐ **Lot number of your apartment (co-owned buildings only)**

It can be found:

- on the quarterly charges statement from the building manager (syndic);
- or on the deed of co-ownership or on the title deed (deed of sale).

IMPORTANT — LOT NUMBER

Copy the full page showing the lot number, together with the first page of the deed of sale or of the deed of co-ownership, so that we have a certain date.

☐ **Invoices for works and/or photos**

Windows, insulation of the floor, ceiling, walls or roof, insulation materials, with the address of the property and the type and characteristics of the materials used. Photos of the insulation showing its measured thickness are also accepted.

IMPORTANT — INVOICES

A quotation alone, without proof of payment, is not sufficient. The invoice bearing the quotation number, together with the quotation, is required for the works to be taken into account.

IMPORTANT — NAME YOUR PHOTOS AND FILES

Indicate on each photo and in the name of each file what it shows: the building element concerned and the type of document. For example "Invoice windows", "Invoice pitched roof", "Invoice flat roof", "Insulation rear wall", "Roof insulation 12 cm". Without this information, we cannot link an invoice or a photo to the right element of your property, and it cannot be taken into account.

How to send us your documents?

A sharp photo or a legible scan of each relevant page is enough. Preferably send them before the visit, stating the address of the property.

E-mail info@expert-peb.be**Phone** 0470 78 37 06**Website** www.expert-peb.be

2 Other useful documents

- ☐ **The previous EPC certificate**
- ☐ **EPB declaration and EPB report** (new build or renovation under a permit filed after 1 July 2008)
To be provided together. The report is only taken into account if it is accompanied by the signed declaration and the code printed at the bottom of both documents is identical. An interim report is not sufficient.
- ☐ **Regional grant application files and notification of award**
The grant application alone, without proof of award, is not sufficient.
- ☐ **Post-intervention file (DIU), site reports or photographs of the works**
- ☐ **Construction specifications** (if any)
- ☐ **Certificate of conformity of the photovoltaic solar installation**

3 For the boiler and hot water

One of these documents is enough

- ☐ **Periodic heating inspection certificate** and/or
- ☐ **EPB commissioning certificate of the heating installation** and/or
- ☐ **Original invoice of the boiler with its technical specifications** and/or
- ☐ **Photos of the boiler room** (if access is not possible on the day of the visit) and/or
- ☐ **Technical documentation of the heating and domestic hot water installations**
For example the plan of the heating installation.
- ☐ **Certification of the cogeneration installation** (where applicable)

SHARED HEATING IN A CO-OWNED BUILDING

Access to the building's boiler room at the time of the visit of the apartment is essential. If this is not possible, we need at least one of the documents about the boiler listed above.

4 Good to know

THESE DOCUMENTS ARE USEFUL, BUT NOT ESSENTIAL

Even without these items, the certifier can produce the certificate. However, in the absence of acceptable evidence and visual observations during the visit, he will have to apply default values, generally less favourable, which will negatively affect the result of the certificate.

In addition, if these documents are not available, the certification body declines all responsibility for the accuracy of the score obtained compared with the actual characteristics of the property.

NO NEED TO SEND US

The electrical inspection certificate of your property and the gas installation inspection: they play no part in the calculation of the EPC certificate.