

**RM3816 ESTATE PROFESSIONAL SERVICES SCOPE OF SERVICES TABLE**

**✓ Mandatory / o Optional / X Out of scope for specific lot**

<b>Service</b>	<b>Lot 1</b>	<b>Lot 2</b>	<b>Lot 3</b>	<b>Lot 4</b>
Acquisition of freehold and leasehold property	✓	✓	X	X
Disposal (includes letting or other commercial arrangements) of freehold and leasehold property	✓	✓	X	X
Rent reviews	✓	✓	X	X
Lease breaks and lease expiries	✓	✓	X	X
Lease renewals	✓	✓	X	X
Dilapidations - Undertaking surveys / leading negotiations	✓	✓	X	X
Landlord and Tenant issues including Landlord consents, service charges and claims	✓	✓	X	X
Rating support services	✓	✓	X	X
Strategic advice, including the preparation and development of an estate strategy	✓	o	X	X
Procurement strategy for property related issues	✓	o	X	X
Development consultancy and advice	✓	o	X	X
Valuations	✓	✓	X	X

Planning	✓	✓	X	X
Building surveying services	✓	✓	X	X
General advice on estate and property management including strategy	✓	✓	X	X
General estate and property management duties, (landlord and tenant day to day)	✓	✓	X	X
Rating appeals	✓	o	X	X
Compulsory purchase	✓	o	X	X
Daylighting/ sunlighting/ overshadowing and rights of light	✓	✓	X	X
Party wall awards	✓	✓	X	X
Way-leaves and easements	✓	✓	X	X
Other neighbourly matters	✓	✓	X	X
RIBA stage planning (0 to 2 / part of pre-acquisition scope)	✓	o	X	X
Retail Property Services/Management	✓	o	X	X
Workplace planning and space optimisation including but not limited to:	✓	o	X	X
<ul style="list-style-type: none"> <li>• Demand assessment</li> </ul>	✓	o	X	X
<ul style="list-style-type: none"> <li>• Capacity testing</li> </ul>	✓	o	X	X

Performance of assets	✓	o	X	X
Property Investment, Appraisal and Financial Advisory Services	✓	o	X	X
Energy Efficiency Services	✓	o	X	X
Health and Safety advisory services	✓	o	X	X
Fire advisory services	✓	o	X	X
Environmental advisory services	✓	o	X	X
Sustainability advisory services	✓	o	X	X
Agricultural Land Management Advisory Services	✓	o	X	X
International Delivery	o	X	X	X
Facilities Management and Property Services (Procurement Managed Service)	X	X	X	✓
Vertical Real Estate Services	X	X	✓	X