



REPORT SYSTEMS AUSTRALIA (RSA) HANDBOOK SYSTEM

Building Consultants Overview

Introduction

Report Systems Australia (RSA) has developed handbooks and standardised inspection and reporting formats and associated paperwork relating to pre-purchase property inspections of existing residential buildings.

The inspection system has been verified for technical accuracy by Unisearch Ltd, The University of New South Wales (UNSW). Letters of verification are available on request.

The aim of the handbook guidelines is to help consultants produce a uniform assessment of a property, thereby reducing the risk of errors or omissions in reports.

Handbook – Standard Property Inspection Reports – Residential Buildings

This handbook has been verified for consistency with Australian Standard *Inspection of Buildings. Part 1: Property Inspections – Residential Buildings*, AS 4349.1.

These guidelines facilitate the practical implementation of a standard pre-purchase property inspection report carried out in accordance with AS 4349.1.

The Second Edition Property Handbook was verified by Unisearch in June 2004.

Handbook – Standard Timber Pest Detection Reports

This handbook has been verified for consistency with Australian Standard *Inspections of Buildings. Part 3: Timber Pest Inspection Reports*. AS 4349.3.

These guidelines facilitate the practical implementation of a standard pre-purchase timber pest inspection report carried out in accordance with AS 4349.3.

The Second Edition Timber Pest Handbook was verified by Unisearch in October 2003.

Licence to Use the Handbook Methodology

The above handbooks are subject to copyright. Therefore consultants can become licensed to use the handbook methodology by paying an annual licensing fee. Only one licence is required per company. The licence includes a diskette containing a copy of the inspection report(s) and associated documentation written in Microsoft Word.

Fee examples (current as of February 2007, but subject to change at RSA's discretion):

- (a) **Building Consultant** A building consultant carrying out inspections in accordance with AS 4349.1 would pay an annual licensing fee of \$330 plus \$77 for the handbook *Standard Property Inspection Reports – Residential Buildings*. Total \$407.
- (b) **Combined Building/Timber Pest Consultant** A building/timber pest consultant carrying out inspections in accordance with AS 4349.1 & AS 4349.3 would pay an annual licensing fee of \$330 plus \$154 for the handbooks *Standard Property Inspection Reports – Residential buildings & Standard Timber Pest Detection Reports*. Total \$484.

NOTE: The above examples are for sole traders. In the case of companies, each authorised inspector operating under the licence is required to have their own current copy of the handbook(s) pertaining to the licence.

If you would like to order any of the above options, please confirm your order in writing to P O Box 882 BALGOWLAH NSW 2093, including payment (a cheque made payable to Report Systems Australia Pty Ltd). Alternatively, you can direct debit the Report Systems Australia Pty Ltd bank account: Westpac Manly NSW; BSB 032190; Account No 125192. Please note a Tax Invoice will be sent with the material ordered.

If you require further information, please phone (02) 9977 4055 or fax (02) 9977 4011 or email: sallen@rsa.net.au or write to PO Box 882, BALGOWLAH, NSW 2093.