

Project Summary / Schedule of Works Form

Address of Property to which works relate:

Project type (please tick one)

Acceptable works

Light Refurbishment

- Refitting and modernisation works.
- No alterations that require Building Control sign-off, changes to any structural elements or to the existing footprint.
- Costs must not exceed 25% of the current value.

EPC Improvement

- Refitting and modernisation works.
- Works must be specifically designed to improve the energy performance (EPC) of the property to rating C or above.
- No alterations that require Building Control sign-off, changes to any structural elements or to the existing footprint.
- Costs must not exceed 25% of the current value.

Cosmetic Improvement

- Cosmetic works
- Minor repairs to the property
- Costs must not exceed 25% of the current value.

Pre-works

Current Value/Purchase Price £

Current EPC rating

Current property usage (pre-works)

Single APT Let (house/flat)

House in multiple occupation (HMO)*

Shared house/letting*

Multi-unit freehold (MUFB)*

* If selected, state the number of lettable bedrooms / MUFB units: (Max. 6):

Consents already obtained (tick all that apply)

Planning

Permitted development

Change of use

Licensing

Current Status

Lettable

Not lettable

Post-works

Proposed post-works value £

Estimated post-works EPC rating

Proposed property usage (post-works)

Single APT Let (house/flat)

House in multiple occupation (HMO)*

Shared house/letting*

Multi-unit freehold (MUFB)*

* If selected, state the number of lettable bedrooms / MUFB units (Max. 6):

Proposed basis of rental

Single APT

Multiple APTs

Serviced Apartment(s)

Holiday Lets

Student Lets

Corporate Lets

Housing Association/ Local Authority Lease

Summary of Project/Works to be completed

Contractor Name/Company	Contractor Address	Trade/Profession

Schedule of Proposed Works

Please provide a itemised schedule / description of the works and full estimated costs of each item including materials and third party labour (please include estimated labour costs even if proposed works being undertaken personally or at no cost):

Detailed description of Proposed Works	Works to be undertaken by	Estimated timeframe		Estimated cost of Materials	Estimated cost of Labour
		WEEKS	DAYS	£	£
	☐ Applicant				
	☐ Contractor				
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Sub Totals:					
Contingency (minimum 10%):					
Materials + Labour + Contingency = Total estimated cost of Works:				£	

Please upload this document onto the CHL Mortgages Portal along with the Full Plans/Drawings and copies of any planning/change of use/licenses required for the proposed works/post-works usage.