

10. Details about Private / Social Landlord

Type of landlord	Private landlord / managing agent <input type="checkbox"/> Social landlord ¹⁹ <input type="checkbox"/>
Name of private landlord / managing agent / social landlord:	
Social landlord officer name ²⁰ (if applicable):	
Social landlord officer job title (if applicable):	
Email:	
Contact Number:	
Full address including postcode:	
11. Has the PRS Exemption Register Evidence (if applicable) been provided? ²¹	<input type="checkbox"/> Yes <input type="checkbox"/> No

¹⁹ "Social landlord" is defined in Schedule 1 of the ECO4A Order 2023 may refer to a local council, housing association, housing authority or charity.

²⁰ "Social landlord officer" refers to the person completing this form on behalf of the social landlord.

²¹ Evidence will be in the form of a screenshot of the PRS exemption register for pre-installation SAP band is band F or G

B. FTCH (First-Time Central Heating) Declaration

This section is for ECO4 Only.

FTCH Declaration (to be completed by the owner or landlord)

The signatory must review the available evidence and records relating to the premises prior to signing this declaration. The presence of a central heating system (including district and renewable heating) or an electric storage heater can be identified with reference to any available evidence within or records relating to the premises. Examples could include an old boiler, pipework, heating controls, radiators, storage heaters, or documents such as an EPC. Where such evidence exists, the measure(s) would be ineligible under this First-Time Central Heating provision.

"I declare that to the best of my knowledge, at no point prior to the installation of first-time central heating, did the premises have a wet central heating system nor, at no point since 1 April 2022, did the premises have a working, efficient electric storage heater(s)."

Landlord / owner full name:

Landlord / owner signature:



Date:

iii. Data Use Declaration (to be completed by all relevant document signatories)

I hereby declare that all the information given above is true and accurate to the best of my knowledge.

By signing this declaration, **I confirm that I have received and read a privacy notice²⁴** to explain how my data will be used, and that this has been shared with all members in the household who may be included or named in documents or information provided in the installation of this energy efficiency measure.

I hereby declare that all the information provided in this form is true and accurate to the best of my knowledge, I confirm this by signing below.

Owner / landlord / social landlord officer full name:	-	
Owner / landlord / social landlord officer signature:		Date:

²⁴<https://www.ofgem.gov.uk/publications/great-british-insulation-scheme-forms-and-tables>

Occupier/Landlord Details and Declaration**Occupier or Landlord confirms all information is true by signing section A**

- The installation date recorded next to the measure(s) described on the following page or on the attached spreadsheet is/are correct.
- The retrofit coordinator has demonstrated and explained the use and maintenance of (or relating to) any measure and has provided operating instructions and system documentation for the installed measure(s) described on the following page. The Installer has also made me aware of the need to continue to maintain the fabric (walls, floors, and roof).
- I confirm that the premises was occupied before the date of completed installation⁴.
- For Internal Wall Insulation measures, where any rooms have been left uninsulated, I confirm that the installer has made me aware of the importance of continuous ventilation, and heating those rooms to at least 18°C.

Occupier/Landlord Details:	<input type="checkbox"/> Private Tenant <input type="checkbox"/> Owner occupier <input type="checkbox"/> Landlord ⁵ / Managing Agent ⁶
Occupier/Landlord print name ⁷ and full address including postcode ⁸ :	<p>Full name:</p> <p>Address:</p>
Contact phone No and email address:	<p>Contact number: _____</p> <p>Email address⁹: _____</p>

⁴ Applicable only for those premises built from 1st April 2022 and to be signed by the landlord or non-resident owner, excluding the repair of broken heating measures.

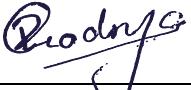
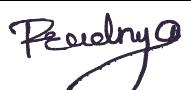
⁵ Including social housing providers

⁶Landlord's authorised property management agent.

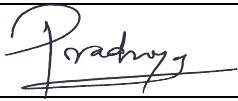
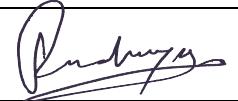
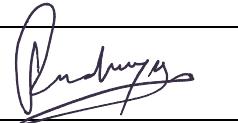
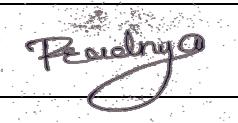
⁷Occupier is the applicant/individual receiving the ECO4 measure. If you are signing on behalf of the occupier, the occupier name should still be printed here.

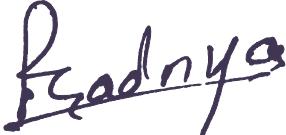
⁸Address of property where retrofit has occurred.

⁹ If email address is not available enter N/A

3.Retrofit Coordinator or DHC Operative signature:		Date of project completed installation ³⁵ :	
4.Name of Operative 1		Certificate No(s):	
i. Company		Signature	
ii. Address details:			
5.Name of Operative 2		Certificate No(s):	
i. Company		Signature	
ii. Address details:			
6.Name of Operative 3		Certificate No(s):	
i. Company		Signature	
ii. Address details:			
7.Name of Operative 4		Certificate No(s):	
i. Company		Signature	
ii. Address details:			
8.Name of Operative 5		Certificate No(s):	
i. Company		Signature	
ii. Address details:			

³⁵ To be filled by Retrofit Coordinator or DHC operative.

Subcontracted operative signature (only to be completed when work is subcontracted)			
9.Name of Operative 1		Certificate No(s):	
i. Company		Signature	
ii. Address details:			
10.Name of Operative 2		Certificate No(s):	
i. Company		Signature	
ii. Address details:			
11.Name of Operative 3		Certificate No(s):	
i. Company		Signature	
ii. Address details:			
12.Name of Operative 4		Certificate No(s):	
i. Company		Signature	
ii. Address details:			
13.Name of Operative 5		Certificate No(s):	
i. Company		Signature	
ii. Address details:			

A. Operative and assessment details		
8	I confirm that the information contained in sections A, B, C, D, E, F and H of this form is true and accurate. I acknowledge and understand that it is a criminal offence to knowingly make a false declaration and that the offence is punishable by a fine, imprisonment or both.	<input type="checkbox"/> Yes
9	For First Time Central Heating I confirm that there is no evidence that at any point prior to the installation of the boiler the premises had a central heating system, district heating system, or renewable system nor, immediately prior to the installation, did the premises have a working, efficient electric storage heater(s).	<input type="checkbox"/> Yes
10	Date of assessment:	__ / __ / __ __
11	Operative signature:	

ECO4 Room-in-Roof (RIR) Checklist

Measure address	Post code:	Operative Print Name ¹ :
		Signature: 
		Date: ___ / ___ / ___

- This checklist is a guide only and does not exempt the installer from their responsibility to ensure the correct requirements are followed. For ECO purposes this checklist requires both pre and post installation details to be recorded. For further guidance on Ofgem's requirements for room-in-roof insulation (RIRI), please see [ECO4 Guidance: Delivery](#).
- Please complete the table below to enter the data for each element in the room-in-roof and also the percentage that has been insulated. All elements **must be** insulated to 100% unless there are reasonable grounds for not doing so. Total area insulated (m²) must be entered for all elements (even if the element is not being insulated) and the overall percentage of the measure installed must be entered for the grand total.
- Where existing insulation is present in part of the room-in-roof (e.g. the gable or party wall), the percentage of measure installed (POMI) and the percentage of property treated (POPT) must be reduced to reflect this.

Elements of Room-in-Roof (PAS Annex B12)	Total Area (m ²)	Pre-Installation; Is this element already fully insulated ² ? Yes/No	Post-installation; product used (Cert No and description) & thickness installed (mm) ³	Total area insulated (m ²) (excluding any pre-existing insulation)	If total area not insulated state the reason for this, this should include where elements are not applicable (eg mid-terrace properties, hipped roof etc) (photographs/customer declaration required)
Flat Ceilings					
Stud walls ⁴					
Sloping ceiling					
Gable walls					
Party walls					
Dormer windows					
Grand Total					

Residual areas ⁵ insulated by installer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Post-installation; product used (Cert No and description) & thickness installed (mm) ³	Percentage of RIRI measure installed
--	---	---	--------------------------------------

Total roof area of property ⁶ (m ²)	Total RIR + residual area (m ²)	A = Total RIR + residual area (m ²) ÷ total roof area of property (m ²)	B = Percentage of RIRI measure installed (from above table)	Percentage of property treated = A x B

¹ I confirm that, to the best of my knowledge, the information below is accurate and the works covered by this declaration do not form part of a loft conversion or a wider refurbishment to the property. I have discussed the installation with the customer and explored the use of all appropriate technologies to provide 100% insulation of the room-in-roof.

² Fully insulated means no insulation needs to be added to bring up to relevant standards.

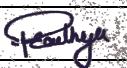
³ Photographic evidence of each element pre and post installation should be retained. Thickness entered must be the actual thickness installed.

⁴ Any hatches or doors on stud walls must also be 100% insulated.

⁵ The residual area is the area of continuous loft air space immediately connected to the room-in-roof; N/A = no residual area associated with the room-in-roof.

⁶ Total floor plan area of all roof space (include any pitched roof, flat roof or pitched roof containing a RIRI)

Time and Temperature Zone Control Pre-Installation Building Inspection Form
Annex C5

Customer Understanding of the Extent of the Works	
Does the customer understand the nature and extent of the work?	Yes
Have they been made aware of any disruption that may be caused (for example rubbish disposal and the siting of skips)	Yes
Does the customer have any particular requests or requirements?	No
Are the arrangements for site access and the storage of installation materials adequate and appropriate?	Yes
Is there any other information which would help ensure the smooth running of the installation process?	No
This building inspection and its findings, including those relating to the suitability and completeness of the installation method statement, the EEM specification and any customer-related issues, shall be made by the building inspector and retained by the installer, with a copy being made available to the EEM specifier.	
Customer Sign Off	
By signing the below, you agree to the following statements:	
<ul style="list-style-type: none"> • We have explained and you are aware of the nature and extent of the installation and this meets your expectations • The Arrangements we have made for site access and installation materials storage are adequate and appropriate for the installation to be undertaken. 	
Signature	
Date	

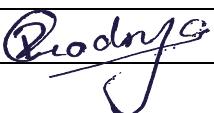
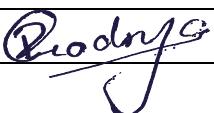
Building Inspection Carried Out By:

Signed:

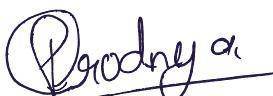


Date:

**Internal Wall Insulation Pre-Installation
Building Inspection Form Annex B8**

Customer Understanding of the Extent of the Works	
Does the customer understand the nature and extent of the work?	Yes
Have they been made aware of any disruption that may be caused (for example rubbish disposal and the siting of skips)	Yes
Does the customer have any particular requests or requirements?	No
Are the arrangements for site access and the storage of installation materials adequate and appropriate?	Yes
Is there any other information which would help ensure the smooth running of the installation process?	No
This building inspection and its findings, including those relating to the suitability and completeness of the installation method statement, the EEM specification and any customer-related issues, shall be made by the building inspector and retained by the installer, with a copy being made available to the EEM specifier.	
Customer Sign Off	
By signing the below, you agree to the following statements:	
<ul style="list-style-type: none"> • We have explained and you are aware of the nature and extent of the installation and this meets your expectations • The Arrangements we have made for site access and installation materials storage are adequate and appropriate for the installation to be undertaken. 	
Signature	
Date	

Building inspection carried out by:

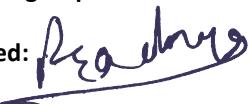
Signed: 

Date:

Loft Insulation Pre-Installation Building Inspection Form Annex
B9

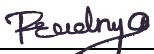
Customer Understanding of the Extent of the Works	
Does the customer understand the nature and extent of the work?	Yes
Have they been made aware of any disruption that may be caused (for example rubbish disposal and the siting of skips)	Yes
Does the customer have any particular requests or requirements?	No
Are the arrangements for site access and the storage of installation materials adequate and appropriate?	Yes
Is there any other information which would help ensure the smooth running of the installation process?	No
This building inspection and its findings, including those relating to the suitability and completeness of the installation method statement, the EEM specification and any customer-related issues, shall be made by the building inspector and retained by the installer, with a copy being made available to the EEM specifier.	
Customer Sign Off	
<p>By signing the below, you agree to the following statements:</p> <ul style="list-style-type: none"> • We have explained and you are aware of the nature and extent of the installation and this meets your expectations • The Arrangements we have made for site access and installation materials storage are adequate and appropriate for the installation to be undertaken. 	
Signature	
Date	

Building inspection carried out by:

Signed: 

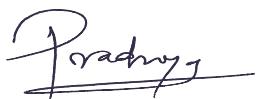
Date:

**Cavity Wall Insulation Pre-Installation Building
Inspection Form Annex B1**

Customer Understanding of the Extent of the Works	
Does the customer understand the nature and extent of the work?	Yes
Have they been made aware of any disruption that may be caused (for example rubbish disposal and the siting of skips)	Yes
Does the customer have any particular requests or requirements?	No
Are the arrangements for site access and the storage of installation materials adequate and appropriate?	Yes
Is there any other information which would help ensure the smooth running of the installation process?	No
This building inspection and its findings, including those relating to the suitability and completeness of the installation method statement, the EEM specification and any customer-related issues, shall be made by the building inspector and retained by the installer, with a copy being made available to the EEM specifier.	
Customer Sign Off	
By signing the below, you agree to the following statements:	
<ul style="list-style-type: none"> • We have explained and you are aware of the nature and extent of the installation and this meets your expectations • The Arrangements we have made for site access and installation materials storage are adequate and appropriate for the installation to be undertaken. 	
Signature	
Date	

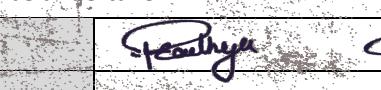
Building inspection carried out by:

Signed:



Date:

Natural Gas and LPG Condensing Boilers Pre-Installation Building Inspection Form
Annex C1

Customer Understanding of the Extent of the Works	
Does the customer understand the nature and extent of the work?	Yes
Have they been made aware of any disruption that may be caused (for example rubbish disposal and the siting of skips)	Yes
Does the customer have any particular requests or requirements?	No
Are the arrangements for site access and the storage of installation materials adequate and appropriate?	Yes
Is there any other information which would help ensure the smooth running of the installation process?	No
This building inspection and its findings, including those relating to the suitability and completeness of the installation method statement, the EEM specification and any customer-related issues, shall be made by the building inspector and retained by the installer, with a copy being made available to the EEM specifier.	
Customer Sign Off	
By signing the below, you agree to the following statements:	
<ul style="list-style-type: none"> • We have explained and you are aware of the nature and extent of the installation and this meets your expectations • The Arrangements we have made for site access and installation materials storage are adequate and appropriate for the installation to be undertaken. 	
Signature	
Date	

Building Inspection Carried Out By:

Signed: 

Date:

Room in Roof Insulation Pre-Installation Building Inspection Form
Annex B12

Carbon Monoxide and other Safety Alarms		
<p>Where carbon monoxide (CO) or other safety alarms have already been installed at the designated location, the building inspector should enquire of the customer whether or not they have been tested in accordance with the alarm system design specification and/or the manufacturer's instructions.</p>		
Location:	Type of Alarm:	Test Result:

Customer Understanding of the Extent of the Works	
Does the customer understand the nature and extent of the work?	YES
Have they been made aware of any disruption that may be caused (for example rubbish disposal and the siting of skips)	YES
Does the customer have any particular requests or requirements?	NO
Are the arrangements for site access and the storage of installation materials adequate and appropriate?	YES
Is there any other information which would help ensure the smooth running of the installation process?	NO
<p>This building inspection and its findings, including those relating to the suitability and completeness of the installation method statement, the EEM specification and any customer-related issues, shall be made by the building inspector and retained by the installer, with a copy being made available to the EEM specifier.</p>	
Customer Sign Off	
<p>By signing the below, you agree to the following statements:</p> <ul style="list-style-type: none"> • We have explained and you are aware of the nature and extent of the installation and this meets your expectations • The Arrangements we have made for site access and installation materials storage are adequate and appropriate for the installation to be undertaken. 	
Signature	
Date	

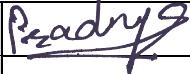
Building inspection carried out by:

Signed:



Date:

Flat Roof Insulation Pre-Installation Building Inspection Form
Annex B9

Customer Understanding of the Extent of the Works	
Does the customer understand the nature and extent of the work?	Yes
Have they been made aware of any disruption that may be caused (for example rubbish disposal and the siting of skips)	Yes
Does the customer have any particular requests or requirements?	No
Are the arrangements for site access and the storage of installation materials adequate and appropriate?	Yes
Is there any other information which would help ensure the smooth running of the installation process?	No
This building inspection and its findings, including those relating to the suitability and completeness of the installation method statement, the EEM specification and any customer-related issues, shall be made by the building inspector and retained by the installer, with a copy being made available to the EEM specifier.	
Customer Sign Off	
<p>By signing the below, you agree to the following statements:</p> <ul style="list-style-type: none"> • We have explained and you are aware of the nature and extent of the installation and this meets your expectations • The Arrangements we have made for site access and installation materials storage are adequate and appropriate for the installation to be undertaken. 	
Signature	
Date	

Building inspection carried out by:

Signed:



Date:

Electric Storage Heater Pre-Installation Building Inspection Form Annex D1

Customer Understanding of the Extent of the Works	
Does the customer understand the nature and extent of the work?	Yes
Have they been made aware of any disruption that may be caused (for example rubbish disposal and the siting of skips)	Yes
Does the customer have any particular requests or requirements?	No
Are the arrangements for site access and the storage of installation materials adequate and appropriate?	Yes
Is there any other information which would help ensure the smooth running of the installation process?	No
This building inspection and its findings, including those relating to the suitability and completeness of the installation method statement, the EEM specification and any customer-related issues, shall be made by the building inspector and retained by the installer, with a copy being made available to the EEM specifier.	
Customer Sign Off	
By signing the below, you agree to the following statements:	
<ul style="list-style-type: none"> • We have explained and you are aware of the nature and extent of the installation and this meets your expectations • The Arrangements we have made for site access and installation materials storage are adequate and appropriate for the installation to be undertaken 	
Signature	
Date	

Building Inspection Carried Out By:

Signed: 

Date:

Air Source Heat Pump Pre-Installation Building Inspection Form

Carbon Monoxide and other Safety Alarms		
<p>Where carbon monoxide (CO) or other safety alarms have already been installed at the designated location, the building inspector should enquire of the customer whether or not they have been tested in accordance with the alarm system design specification and/or the manufacturer's instructions.</p>		
Location:	Type of Alarm:	Test Result:

Customer Understanding of the Extent of the Works	
Does the customer understand the nature and extent of the work?	YES
Have they been made aware of any disruption that may be caused (for example rubbish disposal and the siting of skips)	YES
Does the customer have any particular requests or requirements?	NO
Are the arrangements for site access and the storage of installation materials adequate and appropriate?	YES
Is there any other information which would help ensure the smooth running of the installation process?	NO
<p>This building inspection and its findings, including those relating to the suitability and completeness of the installation method statement, the EEM specification and any customer-related issues, shall be made by the building inspector and retained by the installer, with a copy being made available to the EEM specifier.</p>	
Customer Sign Off	
<p>By signing the below, you agree to the following statements:</p> <ul style="list-style-type: none"> • We have explained and you are aware of the nature and extent of the installation and this meets your expectations • The Arrangements we have made for site access and installation materials storage are adequate and appropriate for the installation to be undertaken. 	
Signature	
Date	

Building inspection carried out by:

Signed: 

Date:

Solar Photo Voltaic Panels Pre-Installation Building Inspection Form

Carbon Monoxide and other Safety Alarms		
<p>Where carbon monoxide (CO) or other safety alarms have already been installed at the designated location, the building inspector should enquire of the customer whether or not they have been tested in accordance with the alarm system design specification and/or the manufacturer's instructions.</p>		
Location:	Type of Alarm:	Test Result:

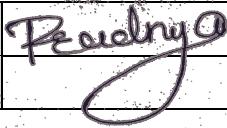
Customer Understanding of the Extent of the Works	
Does the customer understand the nature and extent of the work?	YES
Have they been made aware of any disruption that may be caused (for example rubbish disposal and the siting of skips)	YES
Does the customer have any particular requests or requirements?	NO
Are the arrangements for site access and the storage of installation materials adequate and appropriate?	YES
Is there any other information which would help ensure the smooth running of the installation process?	NO
<p>This building inspection and its findings, including those relating to the suitability and completeness of the installation method statement, the EEM specification and any customer-related issues, shall be made by the building inspector and retained by the installer, with a copy being made available to the EEM specifier.</p>	
Customer Sign Off	
<p>By signing the below, you agree to the following statements:</p> <ul style="list-style-type: none"> • We have explained and you are aware of the nature and extent of the installation and this meets your expectations • The Arrangements we have made for site access and installation materials storage are adequate and appropriate for the installation to be undertaken. 	
Signature	
Date	

Building inspection carried out by:

Signed: 

Date:

**External Wall Insulation Pre-Installation
Building Inspection Form Annex B4**

Customer Understanding of the Extent of the Works	
Does the customer understand the nature and extent of the work?	Yes
Have they been made aware of any disruption that may be caused (for example rubbish disposal and the siting of skips)	Yes
Does the customer have any particular requests or requirements?	No
Are the arrangements for site access and the storage of installation materials adequate and appropriate?	Yes
Is there any other information which would help ensure the smooth running of the installation process?	No
This building inspection and its findings, including those relating to the suitability and completeness of the installation method statement, the EEM specification and any customer-related issues, shall be made by the building inspector and retained by the installer, with a copy being made available to the EEM specifier.	
Customer Sign Off	
<p>By signing the below, you agree to the following statements:</p> <ul style="list-style-type: none"> • We have explained and you are aware of the nature and extent of the installation and this meets your expectations • The Arrangements we have made for site access and installation materials storage are adequate and appropriate for the installation to be undertaken. 	
Signature	
Date	

Building inspection carried out by:

Signed:



Date:

**Intended Outcomes
GDPF96**

Meeting a performance standard (e.g. NZEB or Passive House EnerPHit)	
Improving the usefulness or sustainability of the building	Yes
Protecting the building against decay or deterioration	
Improving resistance to water penetration and resilience against flood risk	
Protection or enhancement of architectural heritage	
Integration of energy efficiency measures with other improvements, e.g. extension, loft conversion or general refurbishment	
Any other issues that might be considered relevant	Reduction in fuel poverty. Yes.

Your signature(s):

Your name:

Date of signature:

Our signature:

Our name:

Date of signature:

Version No. 1 Revision 0	Ref.: FRM-NIH-ECO-GDPF96	Rev. Issue Date: 1 st January 2021	Controller: SHEQ
Uncontrolled if Copied			Page 3 of 4